

## Managing Budgets

This managing budgets course suits anybody that has a need to understand the basic premise of budgeting. Too frequently in business we ignore the value of our staff being aware of budgeting and its impact on a business

### This course suits

Anybody that has a need to understand the basic premise of budgeting.

### What delegates will gain from the course

- Greater understanding of budgeting principles
- An understanding of forecasting techniques
- An understanding of basic product costing

### Timetable

09:30 - 10:00 Coffee & Course Objectives

10:00 - 10:30 Glossary of Terms  
*(A look at the jargon that surrounds finance and what it means in real terms)*

10:30 - 11:15 The 6 Main Aims of Budgeting  
*(Why is it important for a business to plan, implement and control budgets? Looking at Business Strategy)*

11:15 -11:30 Coffee Break

11:30 - 12:15 Product Costing  
*(Looking at examples of Product Costing and how to establish the ideal 'Selling Price')*

12:15 - 13:00 Overhead Allocation *(including an understanding of the decision to 'make' or 'buy')*

13:00 - 14:00 Lunch

14:00 - 14:30 How we forecast Income and Expenditure and what can impact on the plan

14:30 - 15:00 Forecasting Techniques  
*(A brief look into the types of techniques available and what might influence management decisions)*

15:00 - 15:15 Ratio Analysis  
*(A look at what financial information may be available at a glance)*

15:15 - 16:30 Management Accounting Package  
*(An introduction to the Profit and Loss accounts, Balance Sheet and Cash*

*Flow Financial Reports. This is the way in which we discover whether what was expected has actually occurred)*

16:30 Summary & Action Plans Agreed