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TRAINING

Budgeting & Cost Control

Duration: 1 day

Prerequisites

There are no prerequisites for this course

This Budgeting & Cost Control training course takes a practical approach to financial planning for the organisation as businesses often encounter financial difficulties as a result of either inadequate budgeting or errors.

It considers: The compilation of budgets; how to identify potential problems arising and suggests actions which can be taken; and ways of improving financial control using budgets, so as to avoid reduced profits and/or financial problems.

Businesses often encounter financial difficulties as a result of either inadequate budgeting or errors within the compilation of the budgets.

The course also provides opportunities for participants to apply the course content to practical examples.

Objectives

After this Budgeting & Cost Control training course, delegates will understand:

- General concepts
- Budget types
- Analysing variances and corrective action
- Updating and Flexing the budget
- Preparing the budgets and forecast
- Budgeting to control costs

Course Content

Introduction

- The importance of budgeting
- What are its aims?
- How do we make budgets effective?

Budget Types

- Capital, revenue and cash distinctions
- How do these relate to the basics of a balance sheet, profit & loss account and cash flow statements
- Concept of accruals

continued...

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Related Courses

Bookkeeping: 1 day

Excel Beginners: 1 day

Excel Advanced: 1 day

VBA for Excel: 2 days

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TRAINING

Budgeting & Cost Control (continued)

Duration: 1 day

Prerequisites

There are no prerequisites for this course

Budget Preparation Process

- Constructing forecasts
- Limiting factors
- Sensitivity analysis
- Break-even analysis

Preparing A Forecast

Using The Budget To Control

- Variance analysis
- Flexible and static budgets

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