A 3 Day Workshop on:-

Operational Budgets

A basic understanding of a company's financial statements allows executives and managers to play a full role in shaping its strategy. The course transforms financial and accounting language and concepts into decision-making tools that can be used successfully daily. Beginning with the introduction to the fundamental of accounting and finance, participants will benefit from the hybrid of theories and practical approaches to business decisions. The course is run in both lectures and workshop styles, encouraging active participation in understanding financial statements and business decision-making process for the executives and managers.

Program benefits:

Participants acquire a financial outlook from a management perspective, helping them to interpret information and improve decision-making skills. With a strong grasp of the financial aspects, executives can anticipate the consequences of economic changes and successfully confront challenges in the global economy.

Program objectives:

This course is especially designed for middle to senior officers, who are often required to attend meetings or finalize agreements of a commercial nature involving some elements of finance, feasibility studies and insolvency. This course is intended to give participants some basic understanding of finance with special emphasis on the practical aspects of finance and developing analytical skills as against knowledge.

Who should attend?

Managers and Executives.

Workshop Agenda:

Day 1

8.30am: Registration and morning Tea Break.

9.00am: Welcomes and introduction.

9.15am: Basis for planning & Control

- ✓ Benefits of Budgets
- ✓ Behavioral Approach

10.30am: Tea Break

10.45am: Preparing the Master Budget

- ✓ Sales Budget
- ✓ Production Budget
- ✓ Selling & Administrative Budget
- ✓ Cash Receipts Budget

12.00pm: Preparing the Master Budget

- ✓ Comprehensive Cash Budget
- ✓ The Budgeted Income Statement
- ✓ Budgeted Balance Sheet

1.00pm: Buffet lunch

2.00pm: Budget Preparation

- ✓ Flexible Budgeting
- ✓ Performance Report

3.30pm: Tea Break

3.45pm: Cost-Volume-profit Analysis

- ✓ Total Fixed Costs
- ✓ Fixed Cost/unit
- ✓ Total Variable Cost
- ✓ Variable Cost/unit
- ✓ Mixed Costs
- ✓ Step Costs
- ✓ Curvilinear Costs

5.00pm: End of Day 1

Day 2

8.30am: Registration and morning Tea Break.

9.00am: Welcome Back and Recap Day1 session.

9.15am:

- ✓ Breakeven Analysis

10.30am: Tea Break

10.45am: Preparation of Budgets

- ✓ Cash Budget
- ✓ Budgeted profit & Loss Statement
- ✓ Performa Balance sheet

12.00pm: Financial analysis

- ✓ Evaluating the Business
- ✓ Basic of Analysis
- ✓ Standard for comparison
- ✓ Horizontal analysis
- ✓ Vertical Analysis

1.00pm: Buffet lunch

2.00pm: Ratio Analysis

- ✓ Liquidity ratios
- ✓ Asset management ratios
- ✓ Debt management ratios
- ✓ Profitability ratios
- ✓ Case Study.

3.30pm: Tea Break

3.45pm: Case Study

5.00pm: End of Day 2

Day 3

8.30am: Registration and morning Tea Break.

9.00am: Welcome Back and Recap Day2 session.

9.15am: Current assets management

- ✓ Free cash flow, EVA and working capital.
- ✓ The Cash conversion
- ✓ The concept of zero working capital

10.30am: Tea Break

10.45am: Cash management

- ✓ The cash budget
- ✓ Cash management techniques.

12.00pm:

- ✓ Cash Budget Case study

1.00pm: Buffet lunch

2.00pm: Receivables

- ✓ Receivable Management
- ✓ Credit policy
- ✓ Setting credit period & standard
- ✓ Setting the collection policy
- ✓ Cash Discounts
- ✓ Other factors

3.30pm: Tea Break

3.45pm: Q & A Session

5.00pm: End of Day 3