

## **Budgets and Forecasting: an Introduction**

*An increasing number of people are involved in both the forecasting and budget process in organisations. This programme will help participants understand the forecasting, budgeting, monitoring and control processes.*



### **Who is it for?**

A budgeting course is ideal for anyone contributing to the budgetary process or running a cost or profit centre including budget managers and budget holders.

### **Benefits**

From attending this course people will be able to:-

- Explain how the budget relates to the organisational forecasting and financial statements
- Build a simple forecast
- Understand the 7 steps in the budget process
- Prepare a simple budget
- Monitor and analyse 'actuals' vs 'budgets' and take appropriate action.
- Appreciate what makes a robust set of assumptions

### **Content**

- Establish the link between shareholder value, the business and the budgeting and control processes.
- The key stages in the planning process and core requirements within the process, such as:
  - How to establish what is coming in and what is going out
  - Fixed and variable cost assessment
  - How to draw up the budget – incremental and zero-based
- The key stages in the monitoring process and how to control a budget effectively,
- Capital investment appraisal: the use of DCF and payback to assist the forward planning process.

This list is not exhaustive so please talk to us if you don't see what you are looking for.

### **Why X Learning?**

So much finance training can be dull and boring. We make this subject lively, fun, interesting and above all relevant by:

- Drawing learning from day to day events within the business
- Allowing participants to directly reflect on the organisation and the job they do
- Incorporating high levels of interactivity, for example:
  - Running light hearted but focussed business games
  - Using live company data where possible
  - Providing realistic case studies
- Cutting out the jargon and keeping things simple
- Encouraging group work
- Catering for different learning styles and providing multi sensory input

**Programme length options; half day, full day or 2 days depending upon your requirements**

To discuss **call** Mike on 07899 728 628 or David on 07984 817 328  
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