

- DURATION:** One day public open course – or run for your own in-house group
- IDEAL FOR:** Business professionals without a formal accounting or finance background who want to understand how budgeting aids planning and helps monitor performance, to gain the practical skills to implement and manage simple budgets and the confidence to communicate financial information.

Objectives

By the end of the course you will have gained:

- A clear understanding of proper budgeting as a tool to aid business performance and productivity
- Practical skills that can be applied immediately to prepare your budget
- Techniques to use budgeting principles to manage finances more effectively
- The knowledge to help make informed budgeting decisions
- The ability to use budgeting to communicate to other business partners, your colleagues or your bank

Programme

1. Setting the context

- What we will cover
- Your objectives and priorities for the day

2. Why Budget?

- What a budget is
- When to budget
- Why businesses complete budgets

3. Operational Budgets

- Component parts of an operational budget
- What an operational budget looks like
- Sources of information for figures in operational budgets
- Factors that influence figures in operational budgets
- The scope of an operation budget
- How to calculate figures for an operational budget

4. Cash Flow Budgets

- Component parts of a cash flow budget
- What a cash flow budget looks like
- Sources of information for figures in cash flow budgets
- Factors that influence figures in cash flow budgets
- How to calculate figures for a cash flow budget

5. Using Budgets to Manage and Control the Business

- The budgeting process
- The importance of completing budgets
- How to use budgets

6. Summary and Your Implementation

Gain an AAT Essentials certificate

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What Next? AAT Essentials: Finance for Non-Financial Managers – a basic grounding in key financial documents and processes OR maybe Excel Level 1, 2 or 3.

For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk