



4D Training

## Budgeting Basics

### Who would benefit?

Running a department without understanding the budget process is like driving a car without knowing how to steer. Every manager needs a basic understanding of how to plan, use and monitor adherence to a budget. Addressing the needs of your own budget process will help you support the financial processes and goals of your organization as a whole.

### Objective

Non-financial managers will learn the concepts and techniques vital to the budget process, including forecasting revenue and expenses; choosing the best kind of budget strategy and progressively measuring the success of your plan through the use of variance reports.

### Content

- Budgeting fundamentals
- Overview
- Cash, income and expenditure budgets
- Reviewing budgets
- Analysing budgets
- Justification and approval
- Operating budgets
- Operating budget basics
- Operating budget terminology
- Operating budget methods
- Manufacturing budgets
- Manufacturing budget basics
- Interpretation
- Variance, forecasts, and action plans
- Variance and forecasts
- Action plans
- Capital budgets
- Capital budget basics
- Discounted cash flow method

### Duration

One day