XCELERATE TRAINING INSTITUTE

your learning & development partner

ACCOUNTING & FINANCE

# Budgeting and Forecasting Process, Tools and Techniques Training Course

| DURATION | LANGUAGE | FORMAT |
|---|---|---|
| **10 days** | **English** | **Classroom / Online** |

## Upcoming dates

| Dates | Venue | Format | Fee |
|---|---|---|---|
| 17 – 28 ???? 2027 | Live online | Online (live) | **€1?800** |
| 22 ?????? – 3 ?????? 2027 | Live online | Online (live) | **€1?800** |
| 27 ?????? 2027 – 7 ????? 2028 | Dubai | Classroom | **€8?250** |

### Register or ask a question

Online: x8ti.com/course/budgeting-and-forecasting-process-tools-and-techniqu…

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# Budgeting and Forecasting Process, Tools and Techniques Training Course

## Introduction

Budgeting and forecasting are essential components of the corporate financial planning process. Every business, regardless of its size, must prepare an annual budget and review it quarterly to align with the company's strategic plan. The budget should include sales forecasts, cost of sales, operating overheads, and capital expenditure plans. Key performance indicators (KPIs) must be identified and monitored throughout the year.

## Learning Objectives

The Budgeting and Forecasting Process, Tools and Techniques Course aims to:

- Emphasize the importance of effective budget preparation and financial planning.
- Understand various sources of finance and their utilization based on the cost of capital.
- Make sound investment decisions through proper appraisal.
- Obtain an overview of financial statements and management reports to evaluate company performance.
- Review key performance analyses relevant to the business.
- Prepare competitor analysis, market trends, and related explanations for top-level discussions.
- Understand cost behavior and its impact on financial planning.
- Assess the usage of ERP systems and other budgeting tools.
- Understand various types of budgets and select the most suitable for the organization.
- Use financial modeling to forecast profitability and cash flows with sensible assumptions.
- Understand the different components of working capital and reduce the operating cycle.
- Manage and control budgets and forward plans effectively.
- Learn best practices in financial planning and management.

## Training Methodology

This collaborative training course will include:

- Lectures
- Seminars & Presentations
- Group Discussions
- Assignments
- Case Studies & Functional Exercises Xcelerate Training Institute uses the ‘Do-Review-Learn-Apply’ model for practical and effective learning.

## Benefits for Your Organisation

Organizations will benefit from:

- Understanding the theory and merits of a proper corporate financial planning process.

- Aligning the planning process with the overall strategic plan.
- Performing proper investment appraisals to optimize ROI.
- Estimating fund requirements and understanding the concept of the cost of capital.
- Maintaining a balance between fund inflows and outflows for healthy liquidity.
- Evaluating financial statements and measuring performance against market trends.
- Identifying the most suitable types of budgets for the organization.
- Differentiating between revenue and capital expenditures in budget components.
- Allocating budgets smartly based on each division's requirements.
- Recognizing cost behavior for better analysis and identifying cost-cutting areas.
- Assessing working capital requirements and reducing the operating cycle.
- Maintaining a balance between inventory, debtors, and creditors.

## Benefits for You

Participants will gain:

- Key accounting concepts for financial planning.
- Skills to evaluate capital structure, understand equity and debt capital, and calculate the cost of capital.
- Ability to conduct investment appraisals and prepare sensitivity analyses.
- Skills to calculate ROI and net cash flow for capital projects.
- Expertise in building integrated financial models for budget preparation, including cash flow forecasts.
- Understanding of cost behavior and variance analyses.
- Ability to differentiate between capital and revenue expenditures for effective planning.
- Knowledge of all components of working capital and how to optimize them.
- Skills to liaise with senior management in preparing financial and strategic plans.
- Ability to evaluate financial reports and understand information flow within statements.
- Expertise in preparing ratio analyses and reporting to senior management.
- Opportunities for personal development and increased financial awareness.

## Who Should Attend

This course is ideal for:

- Chairmen
- Members of the Board of Directors
- C-suite Executives (CEOs, CFOs, COOs)
- External and Internal Auditors
- Members of Audit Committees
- Senior Executives and Management Committee Members
- Finance Professionals
- Shareholders and Business Owners eager to learn the fundamentals of budgeting and forecasting

# Course Outline

## Introduction

- Overall Strategic Plan
- Mission/Vision Statement
- Majority/Minority Shareholders
- Profitability vs. Liquidity

## Budget Process and Management

- Preparation of Master Budget
- Fixed vs. Flexible Budgets
- Quarterly Reviews
- Forward Planning
- Budget vs. Actual Comparison
- Zero-Based Budgets

## Budget Statements

- Balance Sheet
- Profit & Loss Statement
- Statement of Cash Flow
- Budget Assumptions
- Accompanying Notes

## Working Capital Control

- Inventory Control
- Accounts Receivable
- Accounts Payable
- Reconciliation of Sub-ledgers
- Other Current Assets & Current Liabilities
- Tax and Deferred Taxation

## Comparison with Actuals

- Ratio Analysis
- Vertical and Horizontal Balance Sheet & P&L Statements
- Variance Analysis (Price, Quantity, Mix Variance)

## Capital Expenditure

- Capital Investment Appraisal
- Return on Investment
- Payback Period
- Net Present Value
- Internal Rate of Return
- Lease or Buy Decisions
- Tax Implications

## Enterprise Resource Planning (ERP)

- Sales
- Bill of Material
- Material Management
- Procurement
- Production
- Finance

## Other Budgeting Tools

- Vertex 42
- MS Office Budget Templates
- YNAB
- Quicken Budget Calculator

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# Registration Form

## Budgeting and Forecasting Process, Tools and Techniques Training Course

Preferred dates: ..... Venue or online: .....

Duration: 10 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

### Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

### Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

### Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

### Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

**Call**
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