

# Budgeting & Cost Control

## Course Overview

In the pursuit to achieve goals and objectives the management faces a lot of obstacles, good planning is one of the management pillars that help to avoid those obstacles, and budgeting is the financial tool that help the management in the planning process; and also the budget play an important role in the controlling , communicating, and motivating processes. The successful budgeting process will lead to better results and reasonable control over the organizational resources. There is a major factor will lead to successful budget is the buy in for all of the levels of the organization so they should be aware for a certain degree of how we do budget

## Course Outline

### Fundamentals

- Intro to Financial, Cost & Managerial Accounting
- Importance of Budget and its link to Strategic Management Process
- Effective Target Setting
- Budgeting: The Basis for Planning and Control
- Advantages & Disadvantages of Budgeting

### Budgeting

- Budgeting Process
- Types of Budgeting
- The Master Budgeting (Operating & Financial)
- Budget Period
- Budget Implementation
- Activity-Based Budgeting (ABB)
- Standard Costing
- Zero-Base Budgeting

### Budgetary Control

- Financial Control Techniques
- Budgetary Control Process
- Non-financial Measures in Budgeting
- Static vs. Flexible Budgeting
- Variance Analysis
- Flexible Budgeting and Activity-Based Costing

### The Basics of Capital Budgeting

- What is Capital Budgeting?
- Classification of Investment Projects
- Steps in Capital Budgeting
- Methods (NPV, IRR, MIRR, Profitability Index, Payback, discounted payback)
- Types and Interaction with Risk
- Measuring Risk
- Sensitivity analysis
- Scenario Analysis
- Break-even analysis

## Forecasting

- Elements of a Good Forecast
- Forecasting Process
- Time-Series Forecasting Techniques
- Linear and Seasonality
- Forecast Accuracy and Control
- Forecast Error Calculation

## Learning Objectives

Upon completion of this course, participants will be able to:

- Understand budgets and budgeting
- Develop techniques for effective budgeting
- Understand how to manage budgets
- Understand advanced forecasting techniques
- Use budgets to monitor and control the costs.

## Who Should Attend

- Finance specialists/ managers
- Accountants
- General Managers of SME (small to medium enterprises)
- Entrepreneurs

**Course Duration:** Three days from 9:00AM to 3:00PM

**Registration Deadline:** One week before the course date

## Course Venue

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

## Registration & Payment:

- Course fees include material (Soft Copy), light lunch, coffee break and certificate.
- Payment by cheque in Top Business's name, cash to our address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Your registration is confirmed only after course payment
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

## For More Information

17, Abdel Wahab Selim Elbeshry St.,  
Sheraton Heliopolis, Cairo - Egypt

T. +2 02 226 871 44 / +2 02 226 871 45

Ext. 440/1

F. +2 02 226 871 58

M. +2 010 229 20 433

training@topbusiness-hr.com

www.topbusiness-hr.com