



LIVE SEMINAR

How to Plan & Monitor a Budget



THIS SEMINAR AT A GLANCE:

- Solid reasons why good budgets lead to better, more effective management
- Proven outlines and guidelines for the major types of budgets
- Budget principles applied to real-life situations
- Proven techniques that evaluate effectiveness and performance through predetermined budget objectives
- The six key elements to any budgeting program
- Eight ways to spot budget troubles early, before a crisis develops
- How to anticipate and control unexpected budget overruns and shortfalls
- Five sensible strategies to get bottom-line results from their budget
- Practical formulas to determine profit margins and break-even points
- A checklist to evaluate risks with confidence

How to Plan & Monitor a Budget

SEMINAR SUMMARY

Are your managers struggling to create and maintain effective budgets for their departments?

If so, this powerful one-day seminar will help them pinpoint the most important aspects of managing resources and achieving their financial goals and objectives.

Fiscal responsibilities can be tough for even the most experienced manager to tackle, yet many times those in charge are not given the tools they need to succeed. In this extremely practical one-day seminar, your managers and department heads will learn how to:

- Create budgets that are powerful strategic planning tools.
- Understand the most complex budgets, instead of drowning in a sea of numbers!
- Increase their budgeting accuracy and acumen, and eliminate unplanned overages!
- Plan for and justify major purchasing decisions.
- Set up a sound program to measure profits.
- Use budgets for innovative strategic planning.

Who will benefit:

Anyone who must monitor cost, plan efficient use of resources and achieve fiscal goals and objectives: managers, supervisors, administrators

How we present this material:

Our onsite format encourages participants to share information. And because everyone is from the same organization, the ideas they generate are relevant. Your certified on-site trainer will also have special insights into their needs and will plan activities to make the information pertinent to all participants.

As a result of this training:

- Participants will understand the importance of timely and accurate budgeting
- They will create effective budgets with less stress
- They'll be able to allocate scarce resources effectively to increase profitability!

PROGRAM AGENDA

The Budgeting Process: The Essential Concepts

- Solid reasons why good budgets lead to better, more effective management:
 - Use budgets to measure performance: your staff's, your department's, your organization's — even yours
 - Control expenses without sacrificing flexibility or efficiency
- Proven budgeting concepts for realistic planning:
- Learn the vital differences in short-term and long-term budgets and how each type guides you to more prudent management decision making
- Prevent outlines and guidelines for the major types of budgets:
 - Produce capital budgets that generate an expedient rate of return while precisely calculating years to payback

Budget Terms and Concepts Simple techniques to classify costs:

- Understand the vital differences between direct and indirect costs
- Discover how costs beyond your control can directly affect your budget performance
- Specific definitions that pinpoint cost behavior:
 - Recognize the distinctive, different elements of fixed and variable costs
 - Learn simple formulas to estimate the impact of unforeseen increases or decreases in fixed or variable costs
- Step-by-step methods for determining the break-even point
- Learn how to minimize the impact of budget variances on long-term profit objectives

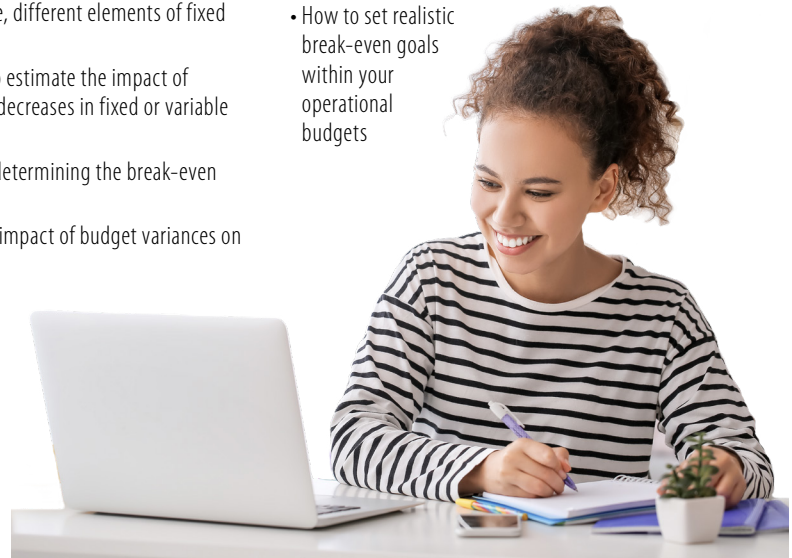
Capital Expenditures: Use Them to Attain Your Goals for Growth

Specific terms and tactics peculiar to capital items:

- Understand average rate of return and years to payback
- Master depreciation principles that ensure expedient payback of capital expenditures
- Pertinent procedures to manage the diverse types of capital expense:
 - Learn specific budget strategies for land and buildings
 - Recognize the three types of capital equipment and specific budget tactics for each

Budget Principles Applied to Real-Life Situations

- The power of the Sales budget
- Production, Materials and Labor budgets — the essential elements of the manufacturing plant
- Marketing budgets that meet and exceed your organization's goals and objectives
- Administrative budgets that maximize efficiency without spiraling costs
- Cash budgets that harness the power of your organization's resources
- How to set realistic break-even goals within your operational budgets



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