

e-learning and reference solutions for the global finance professional

# Budgeting

A practical guide for preparing and mastering financial budgets

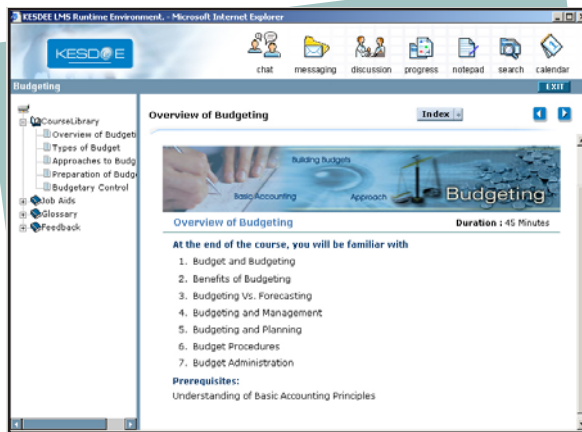
After completing this course you will be conversant with:

- Overview of budgeting
- Different types of budgets
- Different approaches to budgeting
- The process of preparing budget and budgetary control



# BUDGETING

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## Overview

Modern businesses are an epitome of uncertainty and complexity. Over the period, this uncertainty and complexity in business has led to the development of various managerial tools, techniques and procedures useful in managing business successfully. Of all these, budgeting is the most common and widely used standard device for planning and control. This course provides fundamental understanding of budgeting, budgeting process and includes a practical guide for preparing and mastering financial budgets

### Course Level & Number of Courses

Basic & Intermediate Level  
Library of 5 Courses

### Instructional Method

Dynamic, Interactive e-learning

### Recommended Background

Familiarity with basic financial concepts

### The themes of this product are:

- Understand the basics of Budgeting
- Create a budget in simple-to-follow steps
- Case study approach for understanding budgeting process
- Effective management of financial resources

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# BUDGETING

## Library of 5 Courses

**Time taken to complete each Course: Two - Three hours**

### 1. Overview of budgeting

- The basic concepts of budget and budgeting
- Budgeting and forecasting
- Budgeting and management
- Budgeting and planning
- Budget procedures and budget administration

### 2. Types of budgets

- The components of operating budget like sales budget, production budget, production cost budget, ending inventory budget, cost of goods sold budget, selling expenses budget, administrative expenses budget and budgeted income statement
- The components of financial budget like capital expenditure budget, cash budget, budgeted balance sheet, and cash flow budget

### 3. Approaches to budgeting

- The various approaches to building budgets like - fixed budgeting approach, flexible budgeting approach, incremental budgeting approach, kaizen budgeting approach, zero base budgeting approach and others.
- The distinctive features of each approach to budgeting.

### 4. Preparing a budget

- The preparation of operating budgets
- The preparation of financial budgets

### 5. Budgetary control

- The basic concepts of budgetary control
- The process of budgetary control
- Budgetary variance

### JOB AIDS

- Measurement Tools

### Calculators in Budgeting

1. Flexible Budget Calculator
2. Sensitivity Analysis Calculator
3. Cash flow Calculator

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7. Basel II-University	Library of 63 Courses
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