

Preparing Your Budget

Course length: 1 hour*

Course Code: 103081BT004

This course provides a structured approach to budgeting effectively.

Benefits for the Learner

Without formal training, planning and submitting a budget for the first time can be a really daunting task!

This course is packed with practical tips to help you prepare and submit a realistic budget and advice on ensuring that your actual spend will reflect your budgeted spend.

Benefits for the Business

Unexpected – and usually unpleasant! – variations between budgeted and actual spend can affect cash flow and even jeopardise the financial stability of your business.

This course will ensure that your managers have the necessary skills to prepare realistic and accurate budgets, and so limit the damaging effects of unforeseen budget variations.

What You Get From This Course

Having completed this course, you will be able to:

- Understand how departmental costs can impact on the master budget
- Work out monthly figures for each budget item
- Justify the budget to your boss
- Limit the impact of budget cuts on your plans

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 1 hour to complete.

*Courses are accessible for six months from the date of purchase.