

Working To A Budget

Course length: 3 hours*

Course Code: 100594BT013

This course gives will help you to prepare and work to an accurate and realistic budget.

Benefits for the Learner

If you are responsible for departmental budgeting, this course gives plenty of practical tips and advice on preparing, submitting, managing and evaluating your budget.

It offers step-by-step guidance on the stages in preparing a budget, the information you should gather to increase the accuracy of your budgeting and proven strategies for responding quickly to reduce or eliminate variances between budgeted and actual figures.

Benefits for the Business

Accurately prepared, well-managed budgets can contribute a great deal to the financial stability of your business.

This course is designed to provide your managers with a comprehensive overview of the entire budgeting process from initial draft, through fine-tuning, submission and approval, to the ongoing management of a budget during the financial year.

What You Get From This Course

Having completed this course, you will be able to:

- Work through the stages of preparing a budget
- Gather the information required to set an accurate budget
- Identify the factors that can cause a variance between budgeted costs and actual costs, and know what to do about them

What Does the Course Cover?

- What is a budget?
- Budgets as a means of organisational planning and control
- Benefits of setting and working to a budget
- Stages in preparing a budget
- Sources of information when preparing a budget
- Factors that can cause variance between budgeted and actual costs, and what to do about them

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 3 hours to complete.

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