



COURSE OVERVIEW FM0010 Effective Budgeting, Cost Control & Analysis

Course Title

Effective Budgeting, Cost Control & Analysis

Course Date/Venue

March 03-07, 2024/Sama Meeting Room,
Pullman Doha Westbay, Doha, Qatar

Course Reference

FM0010

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using the “MS Excel” application.

For any organization, it is important that management at all levels understand the importance of effective budgeting, cost control and analysis. This course, through an understanding of the principles of sound budgeting and risk management, will share with you how to integrate budgeting in your organization as part of your daily operational activities. It will also illustrate the importance of linking your budgets to your strategic plan in your organization in order to ensure maximization of stakeholder wealth. The course will supply you with sound principles and tools to ensure practical and efficient optimization of the biggest scarce resource in any business.



This course is designed to provide the participants with a detailed and up to date overview of effective budgeting, cost control and analysis. It covers the linking of department budgets to the strategic plan; deliverables; the risk issues in budgeting; the risk prevention strategy and the employment of a risk register for budget allocation; the principles of budgeting and the steps involved in preparing the different types of budgets; the concepts of budgeting for CAPEX; the different types of variance reporting and how to manage non-conformance through spreadsheet applications; the budget allocation auditing processes; and the principles of value for money auditing of budget allocation.



Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an advanced knowledge on effective budgeting, cost control and analysis
- Link department budgets to the strategic plan and distinguish the relationship between department and expected deliverables
- Identify the risk issues in budgeting as well as the risk prevention strategy and the employment of a risk register for budget allocation
- Discuss the principles of budgeting and the steps involved in preparing the different types of budgets
- Identify the concepts of budgeting for capex and recognize the importance of capex budgeting
- Recognize the critical functions of management, align the budget with the strategy of the organization, road map to strategy and apply budget as a planning tool
- Identify the key financial statements covering accounting system, income statement, balance sheet and cash flow statement
- Explain the principles of cost control comprising of basic classification of costs and total cost and unit-cost formulas
- Carryout cost control for maintaining and growing profitability
- Manage and control the different types of business costs as well as discuss the modern roles and responsibilities of a finance department
- Identify the hidden costs that can add up and erode the profit margins and distinguish the cost cutting and income cutting
- Illustrate budgeting framework of and its role within the management process including value of budgeting in company, key concepts and terminology, master budget and operating and capital budgets
- Apply budget financial statements, incremental budgeting, zero based budgeting, flexible budgeting, activity-based budgeting, direct and indirect costs, characteristics of an effective budget and problems in budgeting
- Determine cost management for budgeting purposes including the cost concepts and terminology different costs for different purposes, fixed versus variable costs, contribution margin analysis, manufacturing versus non-manufacturing costs and period versus product costs
- Recognize different types of variance reporting and learn how to manage non-conformance through spreadsheet applications
- Carryout budget allocation auditing processes and determine principles of value for money auditing of budget allocation

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend


This course provides an overview of all significant aspects and considerations of advanced planning, budgeting & cost control for finance directors, finance controllers, senior management accountants, senior operational management, technical managers, engineering managers, planning managers, department managers and general managers.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations


Certificates are accredited by the following international accreditation organizations:

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Pete Du Plessis is a **Senior Project & Finance Management Consultant** with over **35 years** of extensive experience. His expertise lies extensively in the areas of **Value Engineering, Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling & Control, Project Management, Project Leadership, Communication & Negotiation, Project Quality Management, Project Scheduling & Cost Control, Project Risk Management, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Work Monitoring & Control, Project Scope Management, Commercial Negotiation Skills, Contract Management, Contract Negotiation, Risk Management & Contractors Selection**. Further, he is also well-versed in **Budgeting & Forecasting Skills, Effective Budgeting & Cost Control, Financial Analysis & Reporting, Budget Preparation Skills, Mastering the Financial Skills, Strategic Finance for Non-Finance, Advanced Financial Accounting, Business Process Development, Business Process Optimization, Business Process Analysis, Business Process Improvement, Business Continuity Planning, Service Provider Performance & Monitoring, Cash Flow Fundamentals, Business Finance Fundamentals, Business Continuity Fundamentals, Situational Analysis Fundamentals, Financial Management, Planning, Budgeting & Cost Control and Risk Management**. Previously, he was the **Quality Manager of Benteler Automotive**, where he was responsible for implementing, controlling and managing quality and technical department processes and systems and mobilizing the quality control department, procedures and quality management system.

During his career life, Mr. Plessis has worked with several prestigious companies occupying numerous challenging managerial and technical positions such as being the **Financial Manager, Operations Manager, Technical & Quality Manager, Logistics & Purchasing Manager, Head Metrologist, Quality Engineer, Project Engineer, Materials & Warehouse Planner & Controller, Quality Control Inspector, Consultant, Fitter & Machinist, Apprentice Fitter and Part-time Instructor..** All throughout his career, he has mastered and specialized in the application of project management, warehouse & inventory control, value chain analysis, logistics & strategic planning, process flow analysis, business process evaluation & re-engineering, master-plan development, capacity planning and site space-planning & development.

Mr. Plessis has **Bachelor's** degree with **Honours** in **Industrial Engineering & Management**. Further, he has gained **Diploma in Quality & Production Management**. He is also a **Certified Assessor & Moderator** with the Manufacturing, Engineering & Related Services Education and Training Authority (MERSETA), a **Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a **Certified Instructor/Trainer** by the APICS. He has further delivered numerous trainings, courses, seminars, conferences and workshops internationally.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US\$ 6,000 per Delegate. This rate includes H-STK® (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 03rd of March 2024

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Introduction <i>Administration, the Importance & Use of Budgeting in Organizations • the Budget Allocation Problem • Budget Dependence Theory • Budget Loading/Leveling • Budget Periods • Various Types of Budgets</i>
0930 – 0945	Break
0945 – 1100	Linking Departmental Budgets to the Strategic Plan <i>Commitment From Stakeholders • Understanding the Strategic Plan of the Organization • Relationship Between Department & Expected Deliverables • Working Out a Prioritizing Framework by Using a Critical Path Method • Employing a Balanced Scorecard to Establish the Strategic Plan of the Organization</i>
1100 – 1200	Identifying Risk Issues in Budgeting <i>Risk Identification & Mapping • Measuring the Potential Impact of Each Budget Allocation Risk</i>
1200 - 1215	Break
1215 – 1420	Identifying Risk Issues in Budgeting (cont'd) <i>Cost Benefit Analysis • Risk Prevention Strategy & the Employment of a Risk Register for Budget Allocation</i>
1420 - 1430	Recap
1430	Lunch & End of Day One



Day 2: Monday, 04th of March 2024

0730 – 0930	Budgeting Identifying Role Players in Budgeting • Overseeing the Budget Cycle of Planning, Approval, Execution & Control
0930 – 0945	Break
0945 – 1100	Budgeting (cont'd) Preparing Different Types of Budgets • Constrained Resource Scheduling
1100 – 1200	Budgeting for CAPEX The Importance of CAPEX Budgeting • Utilizing Different Techniques for CAPEX • Qualitative Issues in CAPEX
1200 - 1215	Break
1215 – 1450	Review of Work
1420 - 1430	Recap
1430	Lunch & End of Day Two

Day 3: Tuesday, 05th of March 2024

0730 – 0930	Planning & The Functions of Management The Critical Functions of Management • Aligning the Budget with the Strategy of the Organization • Road Map to Strategy • Budget as a Planning Tool
0930 – 0945	Break
0945 – 1100	The Key Financial Statements The Accounting System • The Income Statement • The Balance Sheet • The Cash Flow Statement
1100 – 1200	Principles of Cost Control Introduction • Basic Classification of Costs • Total Cost & Unit-Cost Formulas • Cost Control for Maintaining & Growing Profitability
1200 - 1215	Break
1215 – 1420	Principles of Cost Control (cont'd) Managing & Controlling the Different Types of Business Costs • Modern Roles & Responsibilities of a Finance Department • Hidden Costs that can Add Up & Erode Your Profit Margins • Cost Cutting or Income Cutting?
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 4: Wednesday, 06th of March 2024

0730 – 0930	The Budgeting Framework & its Role Within the Management Process The Role of Budgeting within Management Accounting • The Value of Budgeting in your Company • Key Concepts & Terminology • The Master Budget • Operating & Capital Budgets • The Budgeted Financial Statements • Incremental Budgeting
0930 – 0945	Break
0945 – 1100	The Budgeting Framework & its Role Within the Management Process (cont'd) Zero Based Budgeting • Flexible Budgeting • Activity Based Budgeting • Direct & Indirect Costs • Characteristics of an Effective Budget • Problems in Budgeting



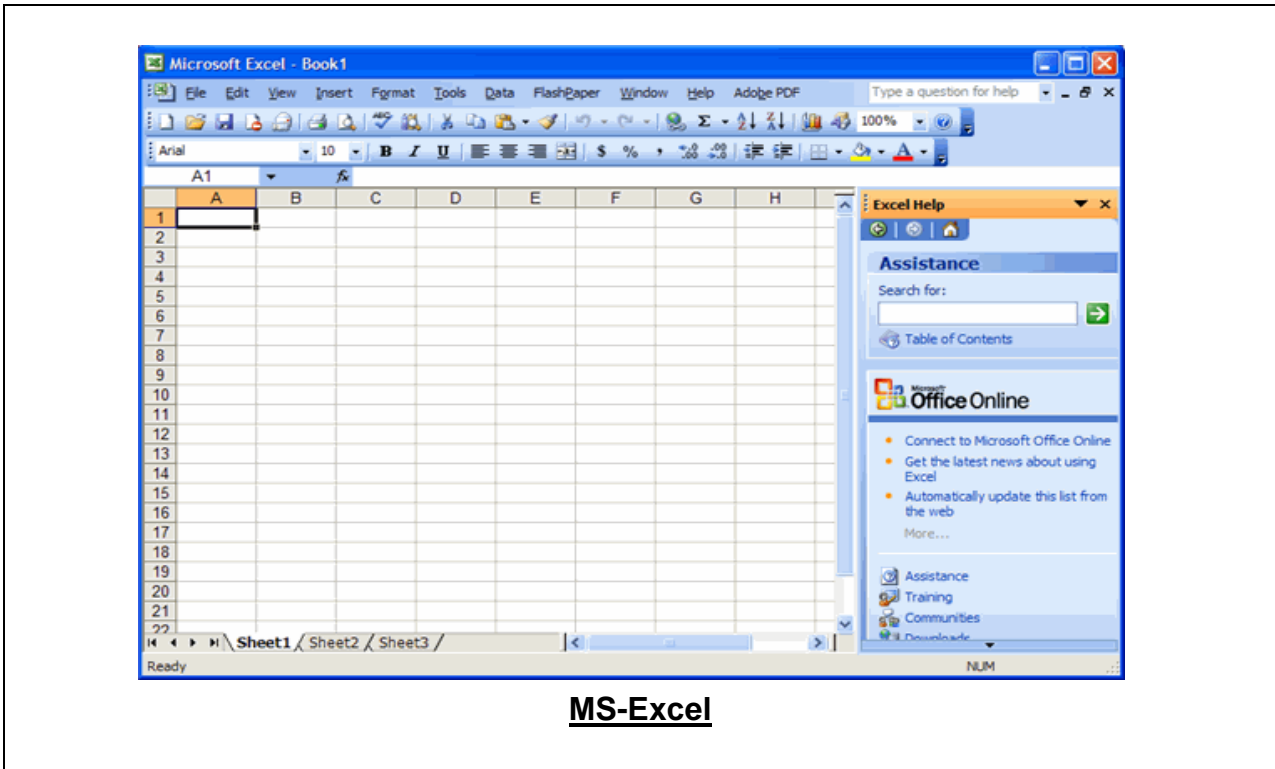
1100 – 1200	Cost Management for Budgeting Purposes Cost Concepts & Terminology • Different Costs for Different Purposes • Fixed Vs. Variable Costs: The Cost-Volume-Profit Analysis Model • Contribution Margin Analysis • Manufacturing Vs. Non-Manufacturing Costs • Period Vs. Product Costs: Inventory Evaluation & Control • Case Study & Discussions
1200 – 1215	Break
1215 – 1420	Case Study Day - Traditional Versus Advanced Techniques in Cost-Control Under-Costing & Over-Costing: The Consequences for Profitability • How to Refine a Costing System? • Indirect Vs. Direct Costs: Traditional Cost Allocations Systems Vs. Activity-Based Costing • Cost Drivers: Linking Resources, Activities & Management
1420 – 1430	Recap
1430	Lunch & End of Day Four

Day 5: Thursday, 07th of March 2024

0730 – 0930	Case Study Day - Traditional Vs. Advanced Techniques in Cost-Control (cont'd) Introducing Activity-Based Budgeting (ABB) & Management (ABM) • Case Study Analysis • Examples & Videos
0930 – 0945	Break
0945 – 1100	Variance Reporting Short-Term vs. Long-Term Budget Management
1100 – 1200	Variance Reporting (cont'd) Managing Non-Conformance Through Spreadsheet Applications
1200 – 1215	Break
1215 – 1345	The Budget Allocation Audit Process Value for Money Auditing of Budget Allocation
1345 – 1400	Course Conclusion
1400 – 1415	POST TEST
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using “MS-Excel” application.



Course Coordinator

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