



Budgeting

National Competency Standard (BSB)
BSBFIM501 Manage budgets and financial plans



Aim

This course will enable participants to understand and prepare different types of budgets.

Audience

The audience for this course is any individual or manager responsible for creating or using budgets.

Duration

One day.

Course Outcomes

1. Describe the budgeting process, identify the elements of a budget, and identify the types of budgets used within companies.
2. Use various budget analysis methods, and justify and receive approval for a budget.
3. Identify the purpose of and methods for preparing an operating budget, and describe zero-based and activity-based budgeting in detail.
4. Identify the components of a manufacturing budget, describe flexible budgeting, and derive useful information from a manufacturing budget through key measurements and analysis of variance.
5. Classify variances and use them to address performance issues, forecast budgeting periods, and formulate action plans to resolve variance issues.
6. Describe the purpose of capital budgeting, define its terminology, and perform discounted cash flow calculations such as future value, present value, and net present value.
7. Assemble and justify a capital budget, as well as evaluate and approve capital budget requests.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies – please enquire when you book). Participants who choose not to be assessed will receive a Certificate of Attendance. Exercises completed during the course will be used as evidence towards unit competency.

Budgeting

Course Content

Budgeting fundamentals

- Overview
- Cash and master budgets

Reviewing budgets

- Analyzing budgets
- Justification and approval

Operating budgets

- Operating budget basics
- Operating budget terminology
- Operating budget methods

Manufacturing budgets

- Manufacturing budget basics
- Interpretation

Variance, forecasts, and action plans

- Variance and forecasts
- Action plans

Capital budgets

- Capital budget basics
- Discounted cash flow method

Capital budget analysis

- The capital budgeting process
- Capital budget evaluation