

## Planning, Budget Management and Reporting

### **General Objectives:**

This Course aims at updating or enhancing the knowledge and skills of the participants so that they know how to effectively prepare, participate and monitor the budget planning and management process.

### **Specific Objectives**

At the end of this course participants will know:

- Relate Budget Management and Overall Management
- Master the budget preparation and planning process
- Define objectives and identify costs to be considered
- Identify new projects and put their values into budgets
- Choose the techniques and tools needed for the appropriate negotiation and monitoring processes.
- Know how to participate appropriately in the budget management process.

### **Target Audience**

This course is intended for all professionals in the financial areas who need to Plan and Manage Budgets, namely: Directors, Managers and Heads (Financial Management areas); Team and Work Group Coordinators (Financial Management areas); Technicians (Financial Management and Budget Management areas).

### **Duration:**

36 Hours

### **Content Program:**

#### **Module I - Budget management**

- Overall management and budget management;
- Planning and budgeting.

## **Module II - The budget preparation and planning process**

- Searching and processing information;
- Selecting useful information and checking its performance;
- New products, new services and new activities to develop.

## **Module III - The design of the budget**

- Strategic objectives and operational objectives;
- Quantitative and qualitative objectives;
- The costs to consider:
  - Structural costs;
  - Fixed and variable costs;
  - Other costs.

## **Module IV - New investments**

- Include new projects;
- Forecasting and budgeting.

## **Module V - Negotiating and defending the budget**

- Presenting a coherent budget
- Preparing to defend your budget
- Negotiating and discussing the budget

## **Module VI - The monitoring process**

- Monitoring the budget;
- Organize and use the monitoring table - tableau de bord;
- Analyze deviations and respond immediately.

## **Module VII - The budget and the administrative and financial department**

- Activities and tasks to be carried out by the departments / specialist services
- Participation to be requested and/or required from other bodies
- Preparatory or follow-up meetings
- Documents and information to be sent and received.

## **Module VIII - Financial reporting**

- As an "X-ray of the company";
- As a management tool.

## **Module IX - The role of the various recipients of information**

- Shareholders;
- International Groups.

## **Module X - Principles to be respected**

- Reliability of information;
- Respect for deadlines;
- Accounting principles (e.g. parent company).
- Module XI - Working tools
- Integrated Information Systems.

## **Module XII - Reporting model**

- Income Statement by Functions;
- Analysis of Sales, Costs, Margins;
- Cost Analysis;
- Integrated Profitability;
- Functional Balance Sheet;
- Working Capital (Stocks, Customers, Suppliers);
- Investments;
- Cash Flows;
- Table of Indicators.

## **Module XIII - Case study**