

## FORECASTING, BUDGETS AND FINANCIAL PLANNING MODULE

<b>Unit Standard</b>	<b>115821 / 15236</b>
<b>NQF</b>	<b>Level 5</b>
<b>Credits</b>	<b>4</b>
<b>Duration</b>	<b>1 day</b>
<b>Organisational Area</b>	<b>Managers, Supervisors and Team Leaders (Also suitable for staff in Management Development Process)</b>

### COURSE OUTLINE

- Basic principles of accounting & financial reporting;
- How to read and interpret an income statement and balance sheet;
- How to use financial ratios and comparative data to analyse performance;
- Predictive financial metrics;
- Cash flow management;
- Sources of capital and how to fund a growing business;
- Financial reporting/project management systems;
- Basics of open book management & incentive compensation;
- Usage of Excel 2007/2010 as an effective budgeting tool;
- Learn the objectives and techniques of forecasting;
- Understand the difference between cash flow and profit;
- Prepare forecasts using different sources of information;
- Understand the factors to consider when performing forecasts;
- Learn the Dos and Don'ts of forecasting;
- Understand the basics of capital expenditure forecasting;
- Update forecasts for actual results and evaluate actual results against forecasts;
- Learn how to monitor, report and make decisions based on forecasts;
- Use forecasting as a performance measurement tool;
- Overview of budgeting;
- Types of budgets;
- Approaches to budgeting;
- Preparing a budget;
- Budgetary control;
- Calculators in Budgeting.