

Budgeting for the Small Business – Planning and Control

Objectives: Implementing simple budgeting in business aids planning and enables businesses to monitor their performance and keep an eye out for danger signs. This AAT Essential will help participants to prepare budgets, make informed budgeting decisions and effectively communicate financial information (for example, to business partners or the bank).

Designed for: Developed for business people without an accounting and finance background, the courses provide practical, straight talking training, packed with the essentials of how to manage business finance more effectively.

Course Content:

Session 1

Why budget?

Delegates will understand:

- what a budget is
- when to budget
- why businesses complete budgets

Session 2

Operational budgets

Delegates will understand:

- component parts of an operational budget
- what an operational budget looks like
- sources of information for figures in operational budgets
- factors that influence figures in operational budgets
- the scope of an operation budget
- how to calculate figures for an operational budget

Session 3

Cash flow budgets

Delegates will understand:

- component parts of a cash flow budget
- what a cash flow budget looks like
- sources of information for figures in cash flow budgets
- factors that influence figures in cash flow budgets
- how to calculate figures for a cash flow budget

Session 4

Using budgets to manage and control the business

Delegates will understand:

- the budgeting process
- the importance of completing budgets
- how to use budgets

Benefits:

- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain a dual branded - AAT and Pitman Training certificate

Duration: 6 hours

What Next?

- Finance for Non-Financial Managers

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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