



Budgets - All you need to know

“ Understand, Create, Embed Efficiency and Manage your own budget ”

Course aim:

This 2 day course will take budget holders through the processes and techniques of budget preparation and undertaking a business case.

An overview of the budget management and control process and how this links to good governance and performance management.

This course will also examine key skills in the use of costing and benchmarking.

This course will cover:

- Introduction
 - What is budget?
 - what is it for?
 - Understanding budgeting terms
 - Different types of budgets
 - Ownership
- The link between budgets, Management Accounts and Business Plans
- Interpretation of financial information
- The budget process
 - Planning the process
 - Communicating about the process
 - Goals setting
 - Information gathering
 - Compiling and drafting
 - Review and final approval
 - Reporting and monitoring
- keys to a successful budgeting process
- Problems and how to avoid them!
 - Housing management budgets
 - Repairs & Maintenance budgets
 - Development budgets
 - Back office budgets
 - Consolidated budgets
- Costing techniques and benchmarking
- Examples

Our training courses include:

- Budgets - All you need to know
- Treasury management
- Strategic risk management for Board (using rather than just recording your risks)
- Risk management - The Essentials
- Internal audit - how to improve your implementation rate while keeping your audit committee happy
- Internal audit training
- Audit committee assurance requirements
- Effective audit committee
- Housing association finance - All In One
- Effective financial scrutiny for Board
- Business planning process—from modelling & building up your plan to review & verification
- Business planning for Board
- Finance skills for non-finance staff
- And other tailored training.

Pre-course requirements: None

Questions or comments? E-mail us at enquiries@sarks-uk.co.uk

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