



Budgeting and Financial Reports Training Course

Budgeting and Financial Reports Training Course Foreword

Everyday businesses deal with budgets and financial reports in some form or fashion. At minimum, business managers review budget numbers and run financial reports for decision-making and reporting to shareholders and Federal regulators once a month. Many companies devote the last few months of the calendar year to creating budgets for the next calendar year. In addition, organisations create and disseminate year-end financial reports to investors.

The goal of this workshop is to give the participant a basic understanding of budgets and financial reports so they can hold relevant discussions and render decisions based on financial data. This course will define key terms like ROI, EBIT, GAAP, and extrapolation. Furthermore, this one-day course will discuss commonly used financial terms, financial statements, budgets, forecasting, purchasing decisions, and laws that regulate the handling of financial information. Before we begin, let us get to know more about each other.

Learning Outcomes

By the end of this course participants will be able to:

- Test your ability to actively listen
- Identify what affects listening
- Determine your communication behaviours
- Understand the effect your emotions has on your listening and communication ability
- Improve your Budgeting and Financial Reports skills
- Use 'minimal encouragers'
- Paraphrase and restate for clarification
- Manage a brainstorming environment

Course length:

1-day



Budgeting and Financial Reports Training Course Outline

<p>Budgeting and Financial Reports Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none"> • Workshop Objectives 	<p>Budgeting and Financial Reports Training Course - Lesson 2 Glossary</p> <ul style="list-style-type: none"> • What is Finance? • Commonly Used Terms • Key Players • Important Financial Organisations • Understanding GAAP
<p>Budgeting and Financial Reports Training Course - Lesson 3 Understanding Financial Statements</p> <ul style="list-style-type: none"> • Balance Sheets • Income Statements (AKA Profit & Loss Statements) • Statement of Retained Earnings • Statement of Cash Flows • Annual Reports 	<p>Budgeting and Financial Reports Training Course - Lesson 4 Analysing Financial Statements (I)</p> <ul style="list-style-type: none"> • Income Ratios • Profitability Ratios • Liquidity Ratios • Working Capital Ratios • Bankruptcy Ratios
<p>Budgeting and Financial Reports Training Course - Lesson 5 Analysing Financial Statements (II)</p> <ul style="list-style-type: none"> • Long-Term Analysis Ratios • Coverage Ratios • Leverage Ratios • Calculating Return on Investment (ROI) 	<p>Budgeting and Financial Reports Training Course - Lesson 6 Understanding Budgets</p> <ul style="list-style-type: none"> • Common Types of Budgets • What Information do I Need? • Who Should Be Involved? • What Should a Budget Look Like?
<p>Budgeting and Financial Reports Training Course - Lesson 7 Budgeting Made Easy</p> <ul style="list-style-type: none"> • Factoring in Historical Data • Gathering Related Information • Adjusting for Special Circumstances • Putting It All Together • Computer Based Methods 	<p>Budgeting and Financial Reports Training Course - Lesson 8 Advanced Forecasting Techniques</p> <ul style="list-style-type: none"> • Using the Average • Regression Analysis • Extrapolation • Formal Financial Models

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Budgeting and Financial Reports Training Course - Lesson 9

Managing the Budget

- How to Tell If You're on Track
- Should Your Budget be Updated
- Keeping a Diary of Lessons Learned
- When to Panic

Budgeting and Financial Reports Training Course - Lesson 10

Making Smart Purchasing Decisions

- 10 Questions You Must Ask
- Determining the Payback Period
- Deciding Whether to Lease or Buy
- Thinking Outside the Box

Budgeting and Financial Reports Training Course - Lesson 11

A Glimpse into the Legal World

- A Brief History
- The Sarbanes-Oxley Act
- CEO/CFO Certification
- 8th Company Law Directive

Budgeting and Financial Reports Training Course - Lesson 12

Wrapping Up

- Words from the Wise

Budgeting and Financial Reports Training is one of the Professional Development Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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