

# OPERATIONAL BUDGETING

- Duration : TWO DAYS
- Focus : A hands-on workshop which will take participants through the daily issues of preparing departmental budgets, and provide them with specific, ready to use financial tools to assist them in their departmental responsibilities.
- Competency : Level 3 (on scale of 1 to 4)

## Course Topics

### Day One

1. Parameters for your departmental budget:
  - based on overall budget (top-down)
  - based on agreed targets (pre-budget meeting)
  - are you cost centre or profit centre
2. Marketing Department Budget
  - parameters of volume, pricing market footprint etc.
  - sensitising the parameters
3. Operating Department Budget
  - Is it production or procurement - parameters for each
  - parameters of volume, pricing market footprint etc. as applied to output
  - sensitising the parameters

(Working templates will be developed in Excel as these topics are discussed)

### Day Two

4. Support and Service Departments
  - IT Department
  - HR and Corporate Services
  - Finance and Accounting
  - Other contingent budgets
5. Bringing the budgets together
  - Master Cash Availability Budget
  - Departmental Cash Floats
  - Funding Options
6. Asset replacement in Departments
  - Cash Flow projections
  - Analysis and Justification
  - Financing issues
7. Presentations & Discussions
  - finalisation of templates