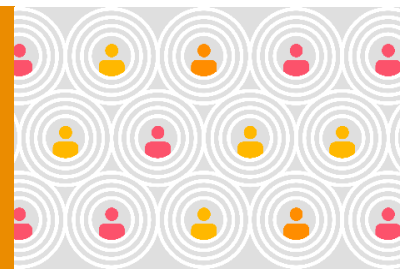




# Essentials of Budgeting & Forecasting

- A Practical Budgeting & Planning Know-How Virtual Learning Course



**Next run:**  
17 – 18 Sep 2020

**Time:**  
**Day 1**  
Module 1: 10:00am – 1:00pm  
Module 2: 2.15pm – 5.15pm  
**Day 2**  
Module 3: 10.00am – 1.00pm

## Objective

Budgeting lies at the heart of business management, yet businesses often encounter financial difficulties as a result of either inadequate planning or errors within the compilation of the budgets.

This programme takes a practical approach to financial planning for the organisation and aims to provide executives and professionals with practical and effective skills and knowledge for effective management and control of budgets and forecasts.

## Who should attend?

- Suitable for anyone needing to set and manage a budget for an operational unit. This could be for a profit centre, cost centre or in setting an expense budget.
- The course is also ideal for anyone who has no previous financial training or accounting experience but requires this for their role or career, and for anyone who wants to increase their accountancy knowledge for personal reasons.

## Benefits of attending

This training program will enable participants to:

- Appreciate the strategic planning process and how these are translated into financial plans and budgets.
- Understand the basic principles of budget preparation and control and its importance in planning and monitoring.
- Be able to prepare various types of budgets and implement budgetary controls by reviewing, reacting and revising the budget.
- Analysing the financial viability of new projects.
- Understand the importance of coordination in the budget process.
- Tracking financial performance of your business unit.
- Appreciate why budgets fail and learn the best practices in budgeting.
- Be able to communicate with management and the finance function more effectively and confidently.



# Learning Modules

## Module 1 (180 mins)

- Understanding the strategic planning process and how it links to financial planning & budgeting
- Cost-Volume-Profit-Analysis
- Key essentials of Budgeting & Forecasting
- Case Study: Building the budget

## Module 2 (180 mins)

- Managing a budget
- Using budgets and variances to stay on track
- Introducing capital budgeting techniques
- Case Study: Make or Buy

## Module 3 (180 mins)

- Managing your stakeholders and speaking their “language”
- Best practices in budgeting
  - ❑ Why budgeting fails
  - ❑ Critical questions that need to be asked
- Case Study: Putting it all together -Relating these tools to business objectives
- Sum up - How to make budgeting a valuable tool for driving your organization’s future and achieving your management goals.

## Unique features of this programs

- This is a live, instructor-led and interactive Virtual Learning workshop led by our experienced\ facilitator with over 20 years of both industry and training experience. Jerome will guide you through every step.
- Workshop consists of 3 virtual learning modules of 3-hour duration each.
- Using a combination of theory, real-life examples which reinforces the theory, and topic-related videos as well as guided exercises, this course simplifies budgeting for the budget preparer and budget holder.
- Participants will receive a certificate of attendance upon completion of the workshop.
- Our teaching approach is highly interactive resulting in a more memorable and enjoyable learning experience.
- Participants will receive a certificate of attendance with 9-hours CPE points upon completion of the workshop.

## About the workshop leader



### Jerome Song

Jerome Song has over 20 years experience in finance and accounting with both local and regional responsibilities. Presently, Jerome is a full-time facilitator within PwC’s Academy in Singapore. He was previously heading the regional finance team of a marketing communications group in Singapore.

With a great passion for education, Jerome has conducted training for participants in finance, business management, leadership and communications skills over the past 4 years.

### What past participants say about the program:

“Trainer was highly engaging and clear.”

“Very interesting and able to make sense of the numbers”

“Trainer was able to break down difficult concepts into bite size chunks and provided real life examples to help us relate better”

### How to register

Simply fill in the registration form appended with this brochure or register online by selecting the preferred date in the Training Calendar ([www.pwc.com/sg/academy](http://www.pwc.com/sg/academy)).

For any further queries, please email [academy.sg@sg.pwc.com](mailto:academy.sg@sg.pwc.com)

# Registration Form – Virtual Learning Workshop - Essentials of Budgeting & Forecasting

	PwC Clients & Alumni	Public
Fees	<b>S\$550.00</b>	<b>S\$595.00</b>

\*Prices stated includes 7% GST.

Please register the following person/s for the workshop on:

**17 - 18 Sep 2020**

1. Name: Mr/Ms/Mdm ..... Designation: .....

Email: ..... Contact No: .....

2. Name: Mr/Ms/Mdm ..... Designation: .....

Email: ..... Contact No: .....

## Contact Person

Name: Mr/Ms/Mdm ..... Designation: .....

Company: ..... Address: .....

Email: ..... Contact No: .....

Enclosed is cheque for S\$..... (Cheque no. ....) made payable to "PricewaterhouseCoopers Risk Services Pte Ltd" Kindly indicate the course reference "EBF20" along with your payment for ease of reference.

## Registration and Payment

Registrations will only be confirmed upon receipt of payment and registration form. Please email the scanned copy of your registration form to [academy.sg@sg.pwc.com](mailto:academy.sg@sg.pwc.com) and/or mail the registration form and payment to **7 Straits View, Marina One, East Tower, Level 12, Singapore 018936 (Attn: PwC's Academy)**

For registration and enquiries, please email us at [academy.sg@sg.pwc.com](mailto:academy.sg@sg.pwc.com).

### In-Company Training

This workshop can be presented on-site at your organisations as an in-house programme. For more information and enquiries, please email us at [academy.sg@sg.pwc.com](mailto:academy.sg@sg.pwc.com)

### Note:

- Fees includes 7% GST and seminar kit.
- Certificate of Attendance will be awarded on successful completion of the workshop.
- Continuing Professional Education (CPE) credits will be awarded upon successful completion of the workshop.

### Cancellation policy:

Full payment must be made prior to the seminar.

Registered participants will be liable for the full fee even in the event of non-attendance.

Upon receipt of registration, any request for cancellation or a replacement must be confirmed in writing at least **(7) working days** before the seminar and subject to PwC's Academy's approval.

10% administrative fee will be imposed for any cancellation or deferment received less than **(5) working days** before the seminar.

PwC's reserves the right to amend, postpone or cancel the seminar due to unforeseen circumstances.

