

# Budget Preparation, Apportionment and Cost Control

## Principles of Traditional & Advanced Cost Techniques

### Introduction

Organisations need training in budget preparation, allocation, and cost control because it helps them make better decisions and plan more effectively. In an era of growing global competition, where budgets are closely linked to strategy formulation and cost analysis, this seminar equips participants with critical cost awareness and budgetary skills through the combination of technique analysis, problems, and real-world case study examples.

For modern organisations, efficient budgetary and expense control administration is essential. In the current competitive environment, businesses are encouraged to consider the process-value contributed to shareholders and consumers in order to maintain their competitiveness. In keeping with this, organisations should effectively manage budgets as well as tracking, managing, and lowering costs as they implement their core processes, activities, and operations.

This Course N Carry Finance & Budgeting training seminar on Budget Preparation, Apportionment and Cost Control addresses these concerns and is pertinent for professionals and analysts who must balance increasing performance with cutting costs associated with the processes they oversee.

### **This instruction programme will include:**

- Defining the function of budgeting in the management system of the company
- Creating an appropriate cost analysis system for budgetary considerations
- Gaining the financial and budgetary knowledge necessary to make better decisions
- Connecting the dots between operational plans and strategy
- Acquiring new best practices for performance management in organisations
- Combining strategic goals with organisational drives
- Knowledge of the connections between pre-financial and financial drivers

### Objectives

#### **Attendees of this training programme will:**

- Create an integrated budgeting, reporting, and planning procedure that works well.

- Gain a better understanding of cost behaviour.
- Give decision-makers access to more timely and helpful information
- Recognise capital budgeting.
- Determine and oversee important financial metrics for the company.
- Possess the ability to use certain cost analysis and performance monitoring methods
- Prepare yourself to comprehend and use the balanced scorecards.
- Be ready to evaluate how strategic directions may affect the bottom line.
- Recognise the issues surrounding the allocation of overhead and how Activity-Based
- Analysis may support pricing and decision-making.
- Choose functional performance measuring systems.
- Consider proactive measures beyond creating a budget.

## Training Methodology

Theory and experience are combined in this training lecture on budget preparation, apportionment, and cost control. We thus utilise corporate examples to demonstrate how the ideas taught have been utilised in actual case studies, in addition to lectures based on Power Point presentations, debates, and exercises.

## Organizational impacts

**The skill set and increased knowledge that attendees of this training event will bring back to their profession will assist their organisation:**

- Strategically thinking to enhance their comprehension of the yearly budget-setting process and its connections to the organization's long-term goals
- Selecting the right costing method will enable more precise planning and budgeting, improving real performance.
- Enhanced budgeting and forecasting that leads to possibilities for value addition and more effective utilisation of resources
- Using the balanced scorecard, flexible budgets, variance analysis, and finding methods to enhance the organization's budget process in order to implement efficient budgetary control.
- Strengthening professional relationships and disseminating seminar information across the whole company

## Personal Impact

**Attendees of this training session will get a deeper comprehension of the connections between the processes of strategic planning and budget creation, as well as improve their ability to implement best practices in budgeting and budgetary control.**

- Enhancing their capacity for strategic thought and creating effective financial plans and budgets that meet the needs of the company
- Contrasting direct and indirect expenses, fixed and variable costs, contribution accounting,

**and Cost/Volume/Profit (CVP) Analysis**

- Using conventional and Activity-Based Costing (ABC) techniques, as well as allocating overhead expenses for planning, budget creation, and financial oversight
- Making use of the proper methods for projecting expenses and revenues, setting prices for sales, and creating departmental, master, and cash budgets
- The balanced scorecard, flexible budgets, variance analysis, and standard costing are all used in budgetary control. Additionally, methods to enhance the organization's budget process are assessed.

## Who should attend?

- Individuals in charge of creating and overseeing a financial system
- The employee who will be in charge of inputting information into the budget system or teaching others how to do so
- Those who wish to take charge of the company's finances and get a solid understanding of the financial aspects of their work
- Professionals in finance, research and development, sales and marketing, general accounting, and business unit management
- Anyone interested in learning the fundamentals of costing, budgeting, and performance measuring

## Course Outline

### Day 1

#### Strategic Planning and Budgeting in the Management System: A Connection

- The Management System of Modern Organisations and Budgeting
- Management Control, Budgeting, and Strategic Planning
- Strategic Management Accounting: Establishing Intentions and Goals
- Transitioning from Operational to Strategic Plans: Measures and Projects
- Setting KPIs and goals for performance measurement and management
- Accountability of Managers

### Day 2

#### Budgeting: Fundamentals and Important Ideas

- Recognising the Budgetary Context
- The Advantages of Budgeting and Its Significance in Reaching Organisational Goals
- How can the budgeting process be made better given its shortcomings?
- Fundamentals of Financial Planning

- Principal Problems in Budgetary Planning

- Comparing OPEX (Operational Expenditures) with CAPEX (Capital Expenditures)

## **Day 3**

### **Cost Analysis for Financial Objectives**

- Terminology and Cost Concepts
- Distinct Prices for Various Uses
- Fixed vs Variable Expenses: An Examination of the Cost-Volume-Profit Model
- Analysis of Contribution Margin
- Costs of Manufacturing versus Non-Manufacturing
- Time versus Product Expenses

## **Day 4**

### **Conventional vs State-of-the-Art Cost-Control Strategies**

- Know Allocation Methods to Avoid Under- and Over-costing
- How Can a Costing System Be Improved?
- Direct Costs vs. Indirect (OH)
- Activity-Based Costing (ABC) vs Conventional Cost Allocation Systems
- Connecting Resources, Activities, and Management via the Cost Hierarchy and Cost Drivers
- Presenting Activity-Based Management (ABM) and Budgeting (ABB)

## **Day 5**

### **Innovative Integrated Systems for Measuring Performance**

- Going Beyond Budgeting: Combining Pre- and Financial Data
- The Forces Behind Value Creation
- The Equitable Scorecard
- Maps of strategies
- Coordinated Reporting