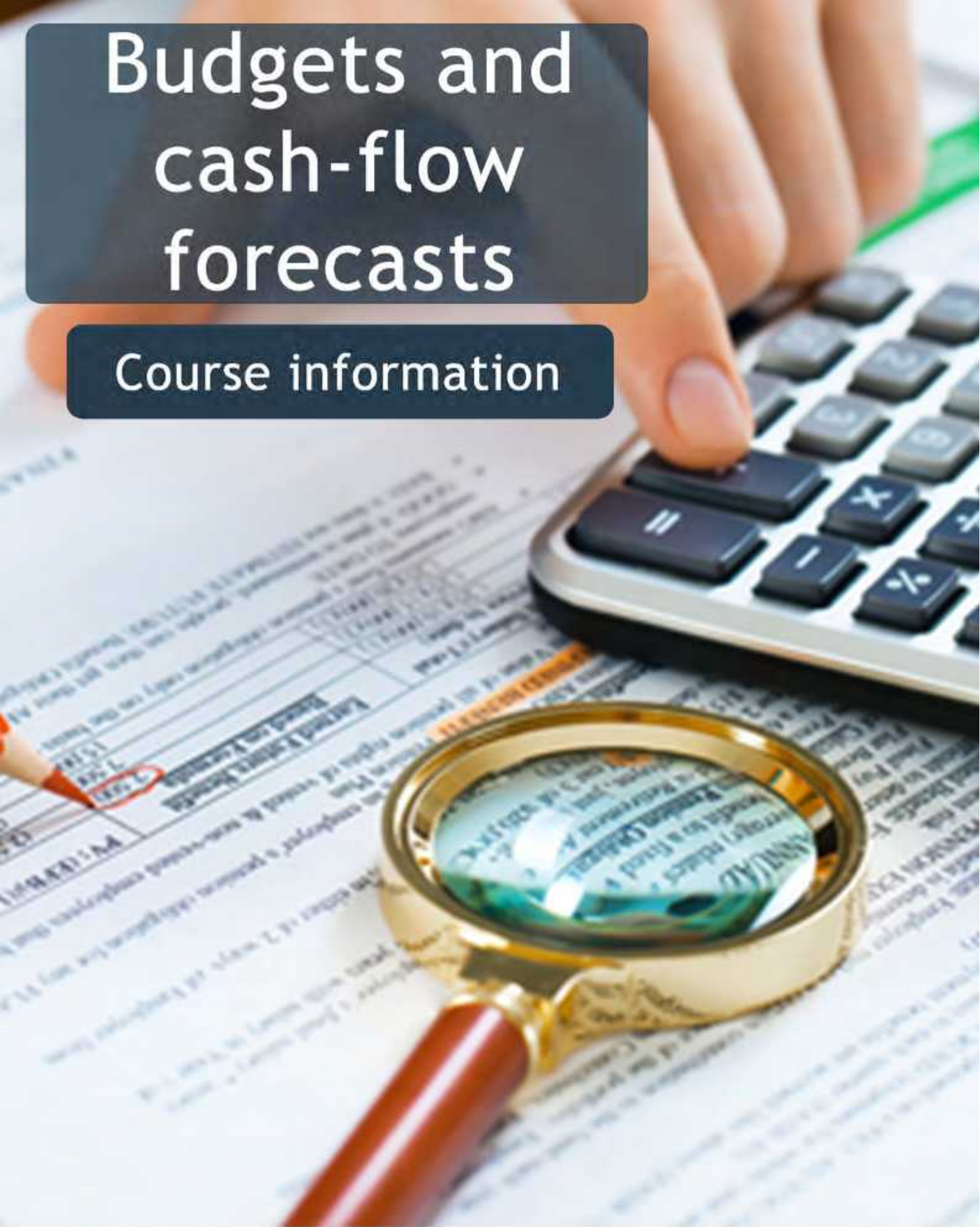


Budgets and cash-flow forecasts

Course information



tnta
THE NATIONAL TRAINING ACADEMY



Overview

Planning for the future is essential for any organisation. This does not matter what their size or the sector that they work in. Every organisation needs to plan ahead so they can make confident decisions and properly plan for the future. By budgeting effectively you can plan what the organisation wants to achieve and make informed decisions, especially if conditions change.

With a strong cashflow forecast you can plan when cash will move in and out of the organisation. You can use this to manage peaks and troughs to maintain a positive bank balance or reinvest surplus cash back into the business.

Without budgets, cash flow forecasts and financial monitoring how will you know what money is needed and by when? Financial planning allows you to foresee financial implications of not generating the funds required to operate, allowing you to make better informed financial decisions.

This course contains the following modules:

Module 1 - Understand budgets and their purpose - In this module you will look at budgets, start-up budgets, annual budgets, expenditure and budget benefits.

Module 2 - Cash flow forecast - In this module you will look at a cash-flow forecast, populating your cash-flow forecast, calculations and benefits.

Module 3 - Financial and wider planning - In this module you will look at benefits of business planning, business plan content, financial planning and adverse cash flows.

Module 4 - Key features of bookkeeping - In this module you will look at VAT, accounting procedures, cash books, bank reconciliation, petty cash, recording financial information and year-end accounts.

Module 5 - Variances in income and expenditure - In this module you will look at developing your cash-flow forecast, your annual cash-flow forecast and variances in income.

Module 6 - Accurate financial planning and recording - In this module you will look at financial management, planning ahead, bookkeeping, accounts, the advantages of accurate financial forecasting, staffing, marketing, production, rules and a financial health check.