Budgeting Practice and Cash Flow Forecasting Techniques

This programme introduces business planning and budgeting framework, from scratch. Learn the right techniques to fulfil your company’s corporate strategy by effectively budgeting a resource plan, and understanding the intricacies of the budgeting system.

12 & 13 October 2015 (Monday & Tuesday), Hotel Armada Petaling Jaya
Budgeting Practice and Cash Flow Forecasting Techniques

Be it short term or long term—budgeting and cash flow forecasting are one of the two most important activities in any organisation. This is because an effective budget and cash flow forecast will provide a feasible analysis of the company.

As you plan out your business and determine your budgeting, the correct techniques will enable you to meet your company’s corporate strategy in terms of implementing an effective budgeting resource plan. Through this programme, you can be sure to understand the details involved in the budgeting system, in order to carry out your major budget activities appropriately.

OBJECTIVES

Participants will learn the following:

• The budget planning process; preparation, review and control.
• Implement company’s budget successfully.
• Link budget to business or operating plan.
• Explore budget planning to achieve strategic goals.
• Preparing cash flow and resolve cash deficit.
• Steps in measuring actual progress against company target.
• Recognise the importance of human behaviour affecting the budget

WHO SHOULD ATTEND

• Accountants
• Business Planners
• Operation & Project Engineers
• General Managers
• Business Owners
• Corporate Secretaries
• Financial Managers & Executives
• Heads of Department and staff involved in budget preparation

METHODOLOGY

Lectures, discussions and exercises, facilitated by the trainer.

FACILITATOR

KENNETH TAM

Kenneth has more than 32 years of experience in the field of finance and accounting—previously holding various managerial positions in a global company. He is currently a local counsellor in the Finance Module of two MBA learning programmes and is also a learning consultant and lecturer for the past 25 years in strategic financial management, performance measurement and financial reporting for professional examination boards namely ACCA, MICPA & ICSA.

He is a regular speaker at seminars, workshops and in-house training organised by management consulting firms and professional accountancy bodies.

Kenneth is a Fellow member of the Association of Certified Chartered Accountants UK, Associate member of the Chartered Institute of Management Accountants UK, and member of the Malaysian Institute of Accountants.
COURSE OUTLINE

DAY ONE

Importance of Planning Framework in the Budgeting Process:
- Business assessment
- Assess your company’s position in the industry
- Conduct a SWOT analysis
- Identification issues

How to Set Objectives and Strategies:
- SMART rule
- Generate strategy options
- Evaluate strategy
- Selection of strategy which gives the best value
- Develop business plan based on strategy

Approach of Budget Preparation:
- Develop budget guideline and timetable
- Develop realistic budget assumption
- Determine production volume, exchange rate, interest rate and sales volume

How to Develop a Functional Budget:
- Sales forecasting techniques
- Industry indicator, past year data
- Sales budget in volume and value
- Production budget in volume
- Stock requirement
- Material usage and purchasing budget
- Manpower budget in headcount and cost
- Marketing and general administration budget
- Common overhead

How to Prepare a Master Budget:
- Budgeted income statement
- Budgeted balance sheet
- Budgeted cash flow statement

DAY TWO

Types of Budget Systems:
- Fixed and flexible budget
- Rolling budget
- Incremental budget
- Zero-based budgeting
- Supplementary budget

Cash Flow Forecasting and Planning:
- Percentage of sales method
- Sustainable growth rate
- Budgeted accounting ratio based on receivable and payable
- Schedule payment of tax, dividend, loan and interest payment
- Capital expenditure payment schedule

Problems in Budgeting:
- Responsibility—taking ownership
- Setting target
- Budget slack
- Uncertainty in budget

Budgetary Control and Analysing Budget Variance:
- Flexing budget using cost driver
- Attributing the responsibility on cost variance to individual cost centre
- Material Cost Variance
- Reconciliation of budgeted profit with actual profit

How to Make Next Year’s Budget a Success:
- Management buy-in
- Responsible accounting
- Top-down vs. Bottom-up
- Behavioral aspect
### PROGRAMME FEES

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The above programme fee is inclusive of 6% GST.

### PAYMENT DETAILS

- **Payment by Cheque**
  - Bank & Cheque No.: [ ]
  - Amount RM: [ ]

- **Payment by Credit Card**
  - Credit Card: [ ]
  - Visa [ ] Master [ ]
  - Card No.: [ ]
  - Expiry Date: [ ]

I Authorise Payment of RM: [ ]

Cardholder’s Signature: [ ]

Date: [ ]

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### TERMS & CONDITIONS

**PROGRAMME FEE**
- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- Includes course materials, lunch and 2 tea breaks per day.
- Full payment of the above amount shall be made within thirty (30) days from the date of the Payment Advice or on the day of the event, whichever is earlier.
- Admittance may be denied upon failure to make full payment as per the above requirement.

**CANCELLATION/TRANSFER**

Upon registering, participants are considered successfully enrolled in the event. Should participant(s) decide to cancel/transfer their enrolment, a cancellation/transfer policy shall be applied as follows:

- Written cancellations/transfer received less than seven (7) days from the date of the event:
  - A refund (less administrative charge of 20%) will be made
  - Unpaid registrations will also be liable for 20% administrative charges
- No refund will be entertained
- Unpaid registrations will also be liable for full payment of the registration fee
- Partial cancellation is not allowed

You can substitute an alternate participant if you wish to avoid cancellation/transfer charges. Any difference in fees will be charged accordingly.

*Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed after the registration is accepted. Terms and conditions apply.

*The Sponsored Staff must report directly to the sponsoring MIA member in his/her firm or company.

### CERTIFICATE OF ATTENDANCE AND CPE HOURS

- Upon full attendance of the programme, participants will be issued an “E-certificate”. Participants will receive an email with a download link and are required to download the e-certificate within 30 days. For this purpose, it is COMPULSORY to fill in the email address clearly.
- For MIA members, the CPE hours will be credited into the Membership System within 2 weeks of the event.

### DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709).

### DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s) and to cancel the programme should circumstances beyond its control arise. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.

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### PARTICIPANTS’ DETAILS

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### TAX INVOICE to be issued under:
- [ ] Company
- [ ] Individual

Signature & Company Stamp: [ ]

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For complete programme details, please download the full brochure(s) from: pd.mia.org.my

Our programmes can be customised to meet your in-house training requirements. Please call for details.