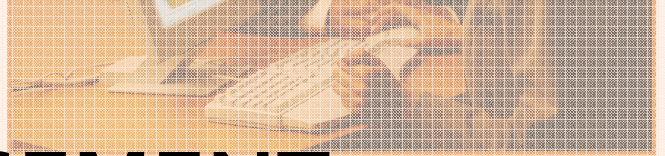
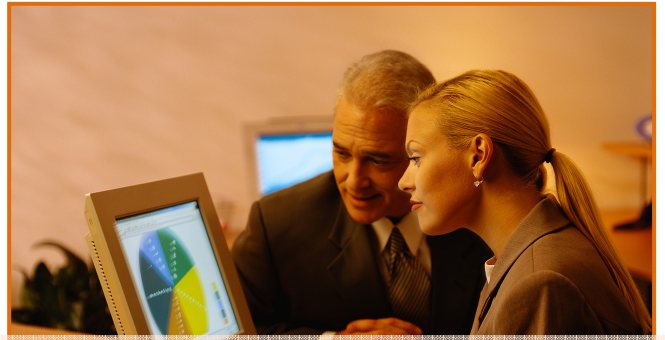


# ADVANCED BUDGET MANAGEMENT PROGRAM

Accredited by Institute of Certified Management Accountant-Philippines



For Inquiries please call  
(+632) 6879856 or email at  
info@cmaphilippines.com



The Institute of Certified Management Accountants

*Upgrade Your Future*

# ADVANCED BUDGET MANAGEMENT PROGRAM

This is an advanced interactive seminar that takes budgeting skills to the next level. Over the two days the delegates will develop their skills and methods for better budgeting & beyond. The course integrates all higher level guidance with modern performance management processes to ensure optimization of the budgeting process. This training will also show how Strategy is linked to Budgeting, how Forecasting is linked to Budgeting, how actual performance can be measured to help us Control the budget variances, which leads to more accurate budgets in the future.

This program is accredited by the Institute of Certified Management Accountant-Philippines. CMA members earn 16 credit points as part of their Continuing Professional Development (CPD) program.

## Who should attend?

- Financial Planning and Control Staff involved in the performance of a business unit, division or an organisation as whole
- Professionals with direct or indirect financial responsibilities
- Personnel who manage departments with budgetary plans, and who are responsible for cost and strategic analysis
- Professionals from all sectors of industry, but particularly those involved in manufacturing, production, engineering or sales
- Professionals who would benefit from having an opportunity to consider new ideas and methods in budgeting

## Competencies Emphasised

- Strategic planning for Setting Budgets
- The International Business Environment
- Financial Planning - Elements of Costing and Cost Strategies
- Proper budgeting techniques
- Obtaining the relevant information for the given situation
- Choosing the most appropriate tools for budget development & implementation
- Knowing the strengths and weaknesses of the available budgeting tools
- Viewing all budget planning and implementation decisions in the context of their impact on shareholder value

## Organisational Impact

The focus of the seminar is to allow delegates to work through the challenges they face in their organizations so that they can return and implement the improvements they have learned.

- Learn practical concepts and techniques that will impact your firm's bottom line
- Managers will be able to better understand the impact of budgeting decisions they make
- Faster and better decisions can be derived
- Managers will make better decisions relating the budget to the actual results
- Budgets will be used more effectively and efficiently

## Personal Impact

- Share experiences with peers from around the world
- Keep on top of your firm's budget situation and increase your own value to your organization
- Improve your ability to make sound budgeting and operating decisions
- Study budgeting techniques that can be used at the individual, division, or company level
- Be able to make better business decisions.

For Inquiries please call  
(+632) 6879856 or email at  
info@cmaphilippines.com



## PROGRAM SYLLABUS

### Foundational Concepts

- Topic 1 – Identifying problem areas in your budget that are actually weaknesses in your cultural norms
- Topic 2 – Determining if your organization is willing to pay the price for having a great budget
- Topic 3 – Describing the 10 steps of building a budget process from scratch
- Topic 4 – Recognizing if your organization is losing or winning its own budget war
- Topic 5 – Explaining to others the benefits of proper planning
- Topic 6 – Describing the 17 steps required to build an integrated planning process
- Topic 7 – Designing an integrated planning process for your own organization that cuts down planning time by over 50%

Upon completion of this session, you will be able to:

- Explain to others what the budget is truly about and why an organization spends so much time doing one annually
- Describe the overall planning and budgeting processes and put them in context
- Replace the word 'budget' in your vocabulary with a better term that describes exactly why an organization budgets

### Budget Transformation

- Topic 1 – Reengineering to Create Our Own Dynamic Budget Process
- Topic 2 – Building In a Future Vision
- Topic 3 – Employing the Latest Technology
- Topic 4 – Improving Your Budgeting for Technology

Upon completion of this session, you will be able to:

- Assess how much you are able to influence others on important issues such as the importance of the budget
- Explain the budgeting transformation process to others
- Begin the transformation to a more autonomous budget
- Think like a futurist
- Select the right budgeting software that fits your organization's needs
- Define the minimum requirements necessary to have a quality budget
- Participate in a Strategic Planning session
- Consider selecting a more disciplined forecasting method

### Budget Strategy

- Topic 1 – Spending More Time Planning Strategically
- Topic 2 – Leading a Strategic Planning Session
- Topic 3 – Defining Your Global Strategy
- Topic 4 – Knowing Your Strategy Limitations

After completing this session, you will be able to:

- Recognize the importance that strategy plays in the success of an organization
- Feel comfortable facilitating a strategic retreat
- Assist in developing your firm's strategic plan
- Know the pitfalls to avoid when developing a strategic plan
- Increase the amount of time people spend planning
- Understand how the various components of planning, including the budget, fit together
- Explain the complexities of proper long-range and intentional planning
- Help leaders define their global and marketplace strategies

For Inquiries please call  
(+632) 6879856 or email at  
info@cmaphilippines.com



The Institute of Certified Management Accountants

*Upgrade Your Future*

## Creating a Competitive Advantage

- Topic 1 – Preparing a SLOT Analysis
- Topic 2 – Defining Your Top 6 Critical Issues
- Topic 3 – Creating Consensus on Your Driving Forces
- Topic 4 – Creating Forward Progress with a Force Field Analysis
- Topic 5 – Budgeting for Your Risks
- Topic 6 – Identifying the Priorities through Mind Mapping
- Topic 7 – Selecting Reliable Forecasting Methods
- Topic 8 – Building a Stronger Capital Budget
- Topic 9 – Using a Balance Sheet Budget
- Topic 10 – Using a Rolling Budget

After completing this session, you should be able to:

- Prepare a SLOT analysis for your firm
- Define several critical issues your employer faces
- Hone in on your firm's driving force
- Use the force field analysis to change a problem area within your firm
- Understand how to use the budget to identify risk and reduce the high cost of the unexpected
- Mind map a viable solution to a major strategy
- Be open to using a more sophisticated forecasting method, beyond what you use now
- Create a prioritized and categorized capital budget
- Develop a balance sheet budget
- Develop a 12-month rolling forecast

## Employee Involvement

- Topic 1 – Fostering Smarter Decisions
- Topic 2 – Building In Process Improvement and Feedback Loops
- Topic 3 – Defining Measurable ROI in Advance
- Topic 4 – Using Revenue Forecasting Accountability Tool
- Topic 5 – Altering the Rewards to Foster Accountability
- Topic 6 – Using Balanced Incentives
- Topic 7 – Prioritizing the Action Plans
- Topic 8 – Using a Mission-Based Budget
- Topic 9 – Doing a Reality Check on Growth
- Topic 10 – Performing a Sensitivity Analysis
- Topic 11 – Employing a Break-Even Analysis
- Topic 12 – Using an Activity-Based Budget
- Topic 13 – Employing Benchmarking

After completing this session, you should be able to:

- Create an atmosphere for employees to make smarter decisions
- Use feedback loops and continuous improvement so your budget process is the best it can be
- Accurately measure whether investments in operating expenses will produce positive payoffs
- Instill greater accountability and accuracy in your revenue forecast
- Develop rewards and recognitions that foster accountability to the budget
- Create incentives that require a balanced focus
- Gain clarity on the priority of your many action plans
- Test whether your budget provides the resources to fully implement your mission
- Use a model to conduct a reality check on your planned growth
- Use a break-even budget when there is uncertainty about revenues
- Use benchmarking and activity-based budgeting to determine what your cost structure should be.

For Inquiries please call  
(+632) 6879856 or email at  
info@cmaphilippines.com



The Institute of Certified Management Accountants

*Upgrade Your Future*

# ADVANCED BUDGET MANAGEMENT PROGRAM

August 23 and 24, 2010 – Oakwood Premier Joy ~ Nostalq Center

## TRAINING FEE

FULL PAYMENT PHP 18,000.00

Early Bird Discount PHP 1,000.00

Group Discount PHP 1,000.00 less each for group of 5 or more.

Training Fee is NET of any applicable tax and non refundable.

## FOR PAYMENT INSTRUCTIONS

PLEASE CALL: (632 6879856

**Cancellation:** If participant cannot attend personally, a substitute participant is welcome to join the program – for no extra charge. Should the substitute be unable to attend, we will promptly refund your fee less a service charge of 25%.

**Condition:** You must inform us in formal writing 30 days or more before the start date of the program. No refunds are possible for cancellations received less than 30 days before this program. Instead you will be issued with a 50% Discount Training Voucher, which entitles you (or a nominated colleague) to attend a public course arranged by CMA Training Philippines within the next 12 months.

**Note:** The minimum number of attendees for the program is 15 pax thus; CMA Training Philippines reserves the right to reschedule the program if and when minimum number is satisfied.

## OFFICE USE ONLY:

OR No. \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_

DCR No.: \_\_\_\_\_

Verified: \_\_\_\_\_

## REGISTRATION FORM

### PERSONAL DETAILS

Name: \_\_\_\_\_  
Surname First Name/s MI

Nickname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Personal Email: \_\_\_\_\_

### EMPLOYMENT DETAILS

Company Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Office Number: \_\_\_\_\_ Company Email: \_\_\_\_\_

### ACADEMIC QUALIFICATION

University: \_\_\_\_\_

Course: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

CPA License No. \_\_\_\_\_ MBA \_\_\_\_\_ Others \_\_\_\_\_

### HOW DID YOU LEARN ABOUT THIS SEMINAR?

( ) EMAIL ( ) DIRECT MAIL ( ) WEBSITE ( ) OTHERS, please specify \_\_\_\_\_

### CONFIRMATION

I confirm my attendance for ADVANCED BUDGET MANAGEMENT PROGRAM.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### MODE OF PAYMENT

( ) Full payment ( ) Company Sponsored ( ) Installment ( ) Personal Expense

Please provide the following information if the invoice for participation should be directed to someone other than yourself.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Tel. No: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

### Person In Charge of Training/Professional Development

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Email: \_\_\_\_\_

For Inquiries please call  
(+632) 6879856 or email at  
info@cmaphilippines.com

