



**“taking the myth out of finance”
ONLINE FACE TO FACE PRESENTATION VIA ZOOM**

Budgeting and Cost Control OL Course

This standalone course is recognised as part of the CPPF (Certificate Programme in Practical Finance)

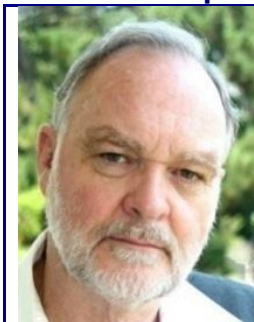
Measurement and management of costs is the key to successful business operation. Skilful budgeting ensures that costs will be controlled through informed planning and effective monitoring. Consultation in line with departmental contributions to strategic plans will ensure commitment to the approved budget.

This four-day course explains the budgeting process and its role in planning to contain costs and control them to ensure those goals are obtained. It balances the hard facts of calculation and measurement against the other significant factors of success such as: vision, credibility, inclusion, monitoring and corrective action. It demonstrates the link between calculated financial planning and successful implementation. It provides exposure to different approaches to budgeting. It explains how to measure appropriately to avoid unintended consequences, and to use data to support informed decision making.

The course assumes a functional knowledge of profit, balance sheet and cash flow, but includes revision sessions which emphasise the connection between the budget and the financial statements and the impact of effective cost control on the bottom line.

On completion of the course, including all assignments and exercises, delegates will receive a certificate from Johannesburg School of Finance which will confirm the completion of one course of the School's **Certificate Programme in Practical Finance (CPPF)** and their details will be recorded in our database for future verification. The CPPF is a unique qualification comprising a series of four-session modules in practical financial management designed to develop excellent skills for effective business decisions. For more on the CPPF, see www.jhbfm.co.za.

The course presenter: John Mitchell



John Mitchell is a Past Director of Johannesburg School of Finance, a member of the Investment Analysts Society, and holds a Degree in Philosophy. He spent the early part of his career in the South African mining industry initially in human resources and later managing an in-house printing company where he gained practical experience in exercising financial control. He has been a professional designer and presenter of financial courses for the past twenty-two years.

His empathic and interactive style makes his courses both practical and enjoyable. He is able to illustrate the course material with examples from his own extensive business experience.

2021 Course dates: 08 – 11 February 21 – 24 June 02 – 05 August

Presentation: Four online sessions of 4 hours per session 08h30 to 12h30 using Zoom plus online exercises and printable manual.

Course Fees: R13 800 plus 15% VAT (R15 870) per delegate for the four-session course. (NB: This course can also be run on a corporate basis, in which case the course fees and dates are negotiable). In both cases, classes will not exceed 6 people per session.

Johannesburg School of Finance (Pty) Ltd is accredited through FASSET, the South African SETA for Finance, Accounting, Management Consulting and Other Financial Services (accreditation number 585/00187/05) and has a Level 4 (100%) B-BBEE rating. For more information about the School and our other products and services, see our website www.jhbfm.co.za or call 27 11 704 7577.

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Course Content

- Day One:** **Structuring the budget aligning with strategic goals**
- Introduction
 - The principles and purpose of budgeting, the budgeting process
 - Business Strategy: considerations and application
 - Calculating profit: Income statement revision in the context of the budget and the impact of cost control
 - Recognising depreciation
- Day Two:** **Pricing and Participation**
- Pricing, Price Elasticity of Demand and simple forecasting
 - Different budgeting methods and approaches
 - Participation, negotiation and buy-in
 - State, quantify and evaluate budget assumptions
 - Costing, funding and cash flow
 - Practical exercise in cash flow forecasting
- Day Three:** **Costing, planning and reviewing**
- Practical costing techniques, measurement and assessment
 - Opex, Capex and depreciation in budgeting
 - Practical budgeting exercise
 - The Budget Projection
 - Controlling costs by improved efficiency and variance control
- Day Four:** **Forecasting and Funding**
- Budgeting to manage cash flow: sources of funding and repayment
 - Practical forecasting exercise, analysis and evaluation
 - The business plan the business case, motivations and scenarios
 - The budget forecast, short, medium, long term and rolling budgets
 - Budgeting best practice

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