informatech

ACCOUNTING AND FINANCE | F06

# Effective Budgeting and Cost Control


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# Course content

## Why Attend

Planning and budgeting are must-have skills for all professionals, regardless of their function or managerial level. This course covers the concept of budgeting as a planning tool, a financial device, and a control mechanism. In addition, it provides the necessary application tools required to make long-term and short-term planning decisions.

This course focuses on exercises, case studies, and individual and group presentations.

By the end of the course, participants will be able to:

• Defend the importance of linking an organization's budget with its strategic plan

• Demonstrate how the budget relates to the balance sheet, income statement, and cash flow statement

• Prepare the key elements of an operating and capital budget and evaluate the different budgeting approaches used

• Apply cost control tools, analyze management variance reports, and take proper corrective action

• Calculate different capital budgeting evaluation techniques as included in a capital expenditure proposal

• Utilize cost-volume-profit analysis in making budgeting decisions

All managers, supervisors and analysts who prepare or use management budgets.

• Interpreting financial statements

• Planning and budgeting

• Cost control

• Capital budgeting

• Applying cost-volume-profit analysis

• Utilizing breakeven analysis

## Course outline

### Planning and the Functions of Management

# Course content

## Course outline

- The critical functions of management
- Budget as a planning tool
- Control: The missing link
- Roadmap to strategy
- Aligning the budget with the organization's strategy
- Planning pitfalls

### The Key Financial Statements

- The accounting system
- The income statement
- The balance sheet
- Retained earnings
- The cash flow statement

### Budgeting: Process and Approaches

- The advantages of budgeting
- The budget process
- Rolling budgets
- Direct and indirect costs
- The master budget
- Operating and capital budgets

### Approaches to budgeting:

- Incremental budgeting

# Course content

## Course outline

- Zero-based budgeting
- Flexible budgeting
- Kaizen budgeting and continuous improvement
- Activity-based budgeting
- Tools of forecasting
- Characteristics of an adequate budget
- Problems in budgeting

### Cost Control

- Budget as a control tool
- The control process
- Characteristics of an effective control system
- Responsibility reporting

### Variance analysis:

- Identifying the components of variance
- Taking the corrective action

### Capital Expenditure Budgeting and Analysis

- Time value of money
- The discount rate: Using cost of capital
- Simple versus compound interest
- Identifying and analyzing cash flows
- Net Present Value (NPV)

# Course content

## Course outline

- Internal Rate of Return (IRR)
- Profitability Index (PI)
- Pay-Back Period (PBP)
- Accounting Rate of Return (ARR)
- Approval for Expenditure (AFE)
- Sensitivity and risk analysis

## Cost Volume Profit Analysis (CVP)

- Defining fixed costs
- Defining variable costs
- Breakeven point in units
- Breakeven point in dollars
- Computing breakeven point in sales
- Sensitivity analysis: Changing assumptions

# Seminar dates

## Available seminar dates

Live dates and pricing for Effective Budgeting and Cost Control generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 22 - 26 June 2026 | Frankfurt - Germany | Classroom | **€3,250.-** |
| 13 - 17 July 2026 | Barcelona - Spain | Classroom | **€3,850.-** |
| 17 - 21 August 2026 | Frankfurt - Germany | Classroom | **€3,250.-** |
| 21 - 25 September 2026 | Rome - Italy | Classroom | **€4,250.-** |
| 19 - 23 October 2026 | Kuala lumpur - Malaysia | Classroom | **€2,250.-** |
| 2 - 6 November 2026 | Barcelona - Spain | Classroom | **€3,850.-** |
| 21 - 25 December 2026 | London - U.K | Classroom | **€4,200.-** |

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|---|---|
| **Live online option** | Online delivery is available at €1,850.-. |