



Building Budget And Variance Analysis Tool Kits For Accountants

Date: 7 & 8 June 2010

ACCA

Introduction:

Is budget preparation taking up too much of your time? Are you frustrated with the coordination of budget among departments? Would you want to have more time analysing the variances?

This course aims to help to **build budget and variance analysis models**. With the models, you will be able to divide and delegate the data entry work to your staff while allowing you to spend more time analysing the result than preparing the data. This course will also revisit the fundamental of budgeting as well as suggesting ways to overcome some inter department challenges by leveraging on the your existing technology.

At the end of the course, attendees should be able to :-

- Understand the roles of budgeting in line with Corporate Objectives
- Understand the pre-requisite in order to prepare a complete budget
- Prepare various core budgets & understand the strengths & weaknesses of budget
- Identify & prepare variance analysis report effectively

Who Should Attend:

- Corporate Communication Manager, Executive Manager.
- Accounts Managers, Finance managers
- Directors and other senior management staff
- Operations Managers, Lecturers & Academicians
- Finance and Account Executive
- Those people interested in gain & understand on budgeting

Contents:

- Overview of role of budgeting, real life Profit & Loss Budget
- Preparation of Detail Profit & Loss Budget
- Why is it important and yet not supported by other manager
- Understand the template and identifying the building blocks
 - Sales Forecast
 - Manpower, Payroll
 - Sales Promotion
 - Capital Expenditure, Depreciation
 - Cash Flow
 - Account Receivables
 - Account Payables
- Building Variance Analysis Model Budget Vs Actual
 - Learn how to leverage on Excel to build variance analysis model
 - Budget VS Actual Analysis
 - What IF Analysis
 - Challenges in variance analysis
- Preparing for Keying in and What if Analysis
 - Creating Control for Input Data
 - Linking Key Indicators onto the Control Panel
- Creating Interactive Rolling Budget
- Creating Interactive Dashboard
 - Reporting & Presenting Budget results
 - Creating Interactive Bar Chart & Pie Chart
 - Linking Variance Analysis & Data Table into the Dashboard
 - Creating List Box
 - Putting it all together
- Prerequisite for the workshop
 - Basic knowledge of MS Excel 2003
 - Every participation must posses own laptop

16 CPD Units

Professional Development Programme

Speaker's Profile:

Ms Joanne Kok who graduated as a certified accountant (FCCA) from United Kingdom, has 8 years experience in audit, manufacturing and investment holding businesses. She has accumulated vast, hands-on working experiences in strategic, organizational analysis and planning. The role as Financial Controller has best utilized her managerial, operational experience and financial analysis skills. She stepped up the controls in the area of credit, inventory and business processes that had generated millions of cash inflow and cost savings to the businesses. Her 3 years experience in China of setting up the joint venture business has added her strengths on business and financial controlling skills.

Her assertiveness and resourcefulness has driven her venturing into training and consultancy fields. She has conducted many trainings on financial for non-finance executives, project management, inventory management and finance related topics. Her financial, analytical and controlling experiences have actually contributed greatly to making the training sessions very practical and performance orientated. Along with that she has completed the train the Trainer Program conducted by PSMB and MIM.

To contribute to the society and the people in need, she also actively designed and conducted training voluntarily for about 200 volunteers over the past three years.

Her exposure and passion in people development enhance the quality of training and making each one of them unique and experiential.

Administrative Details

COURSE FEE

*Member (BICPA / ACCA)	B\$450	Inclusive of course materials, two tea breaks & lunch per day
Non-member	B\$500	

Fee is made payable to **BICPA-FTMS Accountancy Academy Sdn Bhd**. Admittance will only be permitted upon receipt of full payment. Registration made by fax / Email must be followed immediately by payment. For Invoice issued settlement must be made within 30 days.

CONTACT

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Address: Unit No. 3, 1st & 2nd Floor, Block A, Regent Square, Spg 150, Kiulap, BE1518, Brunei Darussalam.

CPD HOURS

All participants will be presented with a Certificate of Attendance upon successful completion of the programme.

CPD hours will be printed in the Certificate.

CANCELLATION

Please inform us in writing if you intend to cancel. An administrative charge of 20% of the registration fee will levied for cancellation received within 14 days prior to the date of the event. You can substitute an alternative delegate if you wish to avoid cancellation charges. Any difference in fee payment will be charged accordingly. Confirmed registrant who failed to attend and did not cancel his registration in writing is liable for the entire fee.

DISCLAIMER

BICPA-FTMS reserves the right to change the facilitator, date, and cancel the programme should circumstances beyond its control arises.

Registration Form

YES! (I am / We are) interested to attend the Two(2) days seminar on **Building Budget and Variance Analysis Tool Kits for Accountants on 7th & 8th June 2010.**

Name: _____

Name: _____

Name of Person-In -Charge _____

Co. Name: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

EARLY BIRD DISCOUNT

B\$50 REBATE "Register &

Paid by 19th May 2010

Co Organizer:

BICPA-FTMS Accountancy Academy