



# Integrated Budgeting Forecasting and Business Planning Masterclass

## WHO IT'S FOR

- Finance Directors
- Head of Finance
- Chief Finance Officers
- Accounts Managers
- Accountants
- Management Accountants

Organisations consider this course as a great opportunity to train their young officers.

## DURATION

2 Days  
(Consecutive days,  
8 hours each)

**Don't Miss Out!**

## MINIMUM NUMBER OF DELEGATES

Four (4) Delegates

## DELIVERY

Your choice of attending online  
(On-Campus or In-House).

## CONTACT US

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Email: [enquiries.cameroon@charterquest.co.za](mailto:enquiries.cameroon@charterquest.co.za)

## COST

275,000 FCFA (Online, in-house)  
375,000 FCFA On-Campus incl  
breakfast and lunch



## Executive Summary

There is a change in the role of finance which is aimed to serve the needs of operating managers and executive leaders with fast, relevant, and ethical information". There is an increasing need to integrate

Strategic planning usually done in CEO office; Budgeting & Operational Planning usually done in Finance and Performance Management usually done in HR.

These 3 core processes above should be integrated / aligned for successful implementation of the company objectives.

The course will dig deep into these aspects and educate how the 3 core process can be integrated to achieve the best outcome for the for the organisation.

## Learning Objectives

As a result of completing this course, all participants will improve their knowledge, understanding and analytical skills of Integrated Budgeting Forecasting and business planning, with the following benefits:

1. Explain the fundamental requirements of budgeting and forecasting.
2. Understanding what constitutes a good plan.
3. Understand the interrelatedness of the organisation corporate strategy, budgeting and performance management.
4. Understand Strategic Planning process.
5. Understand how to build financial plans.
6. Understand the evolution of budgeting and the financial planning.
7. Understand different types of budgets and the budget lifecycle.



# Course Outline

## DAY 1

### **Session One: Building a Common Financial Language**

- Key role of budgeting and cost control in contemporary organisations
- The 21st century business imperative: delivering value added (but to whom?)
- Towards a cross - functional process - view of the organisation
- Financial vs. Managerial accounting (decision making)
- Understand your processes: integrating financial and non - financial aspects
- Identify the key processes/projects for your own organisation

Case Study: Organizational cross functional view

### **Session Two: Linking Budgeting and Forecasting into the business strategy**

- The Strategic Planning Process and the Budget as a Plan
- Aligning the budget with the organization's strategy

Case Study: Linking Budgets with Strategy

### **Session Three: Contributing effectively to Strategic Planning**

- Budgeting and Cost analysis Cost concepts and terminology
- Different costs for different purposes
- Fixed Vs. Variable costs: the Cost - Volume - Profit analysis model Contribution Margin analysis
- Manufacturing vs. non - manufacturing costs
- Period Vs. Product costs: inventory evaluation and control

Case Study: Cost Analysis

### **Session Four: Traditional vs. Advanced Techniques in Cost – control**

- Under - costing and over - costing: the consequences for profitability
- How to refine a costing system?
- Indirect (OH) Vs. Direct costs: Traditional Cost Allocations systems Vs. Activity - Based Costing (ABC)
- Cost hierarchy & Cost drivers.
- Linking resources, activities and management.
- Introducing Activity - Based Budgeting (ABB) and Management (ABM)

Case Study: Budgeting and Cost Control Techniques

## DAY 2

### **Session Five: Preparing Rolling Forecasts**

- Role of forecasts and the link to strategy
- Comparing and contrasting budgets and forecasts
- Identifying key business drivers
- The rolling forecast process
- Forecasting methods

Case Study: Preparing Forecasts

### **Session Six: Applying best practice risk management and control in your area**

- Role of risk management in corporate governance
- Budgetary Risk Analysis and Management
- Finance role in support of risk management
- Cost / Effective risk management in Finance own processes.

Case Study: Budgetary Risk Analysis

### **Session Seven: Cutting costs and improving effectiveness**

- Role of cost management in the business strategy
- Cost management and motivation
- Embedding cost control in the business

Case Study: Budget Cutting and Motivation

### **Session Eight : Beyond the Budgets**

- Broadening performance measurement systems
- The key role of customer satisfaction and business process
- Reengineering
- Beyond budgeting: integrating financial and non - financial issues
- Introducing the Balanced Scorecard
- Introducing the Strategy maps

Case Study: Budgetary Performance Management

### **Session Nine: Wrapping Up**

- Words from the Wise
- Review of the lessons Learned
- Completion of Action Plans and Evaluations



# Facilitator

## **Advent Marange CA(SA) RA, P.D. Corporate Law**

Advent is a highly sought-after consultant, corporate trainer and speaker with more than 9 years financial services experience gained in South Africa and at least five countries in Southern Africa. He is currently the Manager of the Corporate Advisory and Corporate Education division of The CharterQuest Institute.

Advent holds a bachelor's of commerce degree in Finance (Cum Laude), A Bridging Course in Theory of Accounting (BCTA), Certificate in Theory of Accounting (CTA), Post Graduate Diploma in Corporate law (Cum laude) and has received numerous awards for academic excellence.

He worked with various small business corporations and large private and state-owned entities in South Africa, Zambia and Namibia which enabled him to gain great experience in accounting, Taxation, finance and investments.



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