

Duration: 1 hour

Course level: Introductory

Delivery method: Online

Introduction

Without formal training, planning and submitting a budget for the first time can be a daunting task.

Preparing Your Budget offers employees practical tips for preparing and submitting a realistic budget. It provides advice on ensuring that actual spend will reflect budgeted spend – essential for anyone working in business.

If employees have the necessary skills to prepare realistic and accurate budgets, the business can plan ahead with confidence and limit the damaging effects of unforeseen budget variations.

Who is the course for?

Preparing Your Budget is suitable for non-financial managers and business owners with limited experience of the budgeting process. There are no formal entry requirements, but employees would benefit from basic numerical skills and general knowledge of how their business works.

The easy to follow, step-by-step format of this course means users can work at their own pace, making it ideal for anyone who is new to budgeting.

Budgeting Basics provides the ideal grounding for this course.

What will you get from this course?

When you have completed this course, you will be able to:

- understand how departmental costs affect an organisation's master budget
- work out monthly figures for each budget item
- justify the budget to your boss
- limit the impact of budget cuts on your plans.

Course features

Preparing Your Budget uses on-screen text, optional voiceover and images to illustrate its main points. As you work through the course you'll be presented with examples and simple exercises to guide you through the basics of the subject and check your learning. After each exercise you are given immediate feedback.

At the end of the course, you can check your knowledge and understanding by completing a multiple choice test, which you can take as many times as you want.

You can start your online course straight away and access it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

Other courses you might be interested in

Financial Environment
Performance Indicators
Managing Your Budget

Working to a Budget
Understanding Profit and Loss
Understanding Balance Sheets

Course code: 103081BT004

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future.
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