



شركة ميرك العربية السعودية
MEIRC Saudi Arabia

BUDGETING & COST CONTROL

Duration 5 Days

PROGRAM INTRODUCTION:

A new and highly participative 5 days program which covers the Principles, Techniques and Skills involved in the Budgeting & Cost Control Techniques, Blending a clear Theoretical Framework with extensive use of real-life examples and Case Studies

Strategic and Business Plan is a Set of Decisions and actions used to formulate and implement Strategies that will provide a competitively superior fit between the organization and its Environment so as to achieve Organizational Goals, Budget is the best tool to formulate and implement the Corporate Strategy.

Establish Cost effective Budgeting requiring concrete knowledge of Risk Management, Activity Based Cost (ABC) and Cost Behavior (Fixed, Variable, Semi Fixed and Semi Variable Cost).

PROGRAM OBJECTIVES:

By the end of this program, participants will be able to:

Acquire an Understanding of the Fundamentals of Strategic and Business Planning and Budgeting and Costing Analysis

Develop Practical Experience of How to Plan, Manage and Control Effectively the Budgeting Processes (Capital or Operating Budget).

Develop and enhance the Financial Planning and Controlling Skills and Capabilities

INSTRUCTIONAL METHODOLOGY:

There will be a strongly participative, learning-by-doing Style, Making extensive use of Case Studies (Both Numeric/Analytical and Non-numeric/Descriptive) and Syndicates, as well as Open Discussion Sessions.

Given the relatively Advanced Nature of the program, and the frequent Practical Exercises, it is advisable that participants have some prior familiarity with the Strategic Planning and Controlling the Master and Capital Budget.

DESIGNED FOR:

This program is designed and tailored to the following employees:

Senior Business Executives, Strategic and Business Development Planners and Financial Managers who wish to enhance their understanding and enhance their Skills in Managing and improving their Planning, Budgeting and Cost Control Activities.



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Senior Accounting Staff

Any Staff (Technical, Commercial, Financial, etc) whose work impacts directly on Managing, Planning and Controlling Budgeting Processes, who need to acquire improved Competencies for their current work and/or for their Career Development

PROGRAM CONTENTS:

Module 1: Strategic and Business Planning

Strategic Planning Phases:

Environmental Scanning Phase

Strategy Formulation Phase

Strategy Implementation Phase

Evaluation and Controlling Phase

Strategic Planning-British Petroleum –BP- (Case Study)

Strategic Planning and Business Plan

Linking Business to the Strategic Plan

Corporate and Departmental Business Plan

Business Planning and Key Performance Indicators

Business Planning- Certain Companies Business Plan and KPI- (Case Study)

Module 2: Costing Analysis and cost control

Definition of Cost, Losses and Expense

Cost Volume Profit (CVP) Model

Variable and Fixed Cost Analysis

Historical, Full and Successful Effort Cost Mechanism

Decision Making relevant, Sunk and Opportunities Cost

Cost Structure

(Cost, Revenue, Profit and Investment Centers)

Cost Structure -Joint Venture Company (Case Study)



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Module 3: The Budgeting Process

The principles of Activity-Based Budgeting

The role of Assumptions in the Budget Model

Projecting Headcount

Accounting for Depreciation in the Budget Model

Fixed, Variable and Mixed Expenses

Discretionary Expenses

Capital Budget- (Case Study)

Module 4: Master Budget

Master Budget Preparation Techniques (Static, Flexible and Zero Base)

Budget Controls and Variation Reports

Operating Budget- (Case Study)

Module 5: Developing Budget Re-Projection and Best Case / Worst Case Scenario Models

Planning for Contingencies

Developing various Scenarios

Using the Scenario Tool in Excel to explore the variable sets of Assumptions while tracking the impact to the base model.