

# Building, negotiating, and tracking your budget

Hands-on course of 3 days - 21h

Ref.: BUG - Price 2024: CHF2 100 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Integrate your own unit's budgeting process into your company's.

Create operating, capital, and summary budgets.

Determine a cash flow balance and create a provisional profit and loss account.

Make any budgetary adjustments, trade-offs, and corrections

Control your budget, analyze and correct any deviations

## THE PROGRAMME

last updated: 01/2018

### 1) Placing the budget tool in the context of the company's information system.

- Management control process
- Different planning horizons.
- How budget controls are organized.
- The annual budget: A performance management tool.

*Hands-on work* : Individual brainstorming session: Describe how your company's budget process is organized.

### 2) Understanding the structure of the budget

- Budgeting prerequisites.
- The steps and players in the budgeting procedure.
- The budget creation diagram.
- Operating budgets: Sales, production, procurement, payroll, support functions.
- The provisional profit and loss account.
- Capital budgets: List and rank capital investments, commitments.
- Summary budgets: Cash budget, provisional balance sheet and cash flow, financing plan.

*Hands-on work* : Create a provisional balance sheet and determine a cash flow balance.

### 3) Approving your budget

- Knowing how to negotiate and sell your budget: The five key success factors.
- How can you argue for your action plans and earn support for them?
- Budgetary consolidation
- Budget adjustments and arbitration.
- Month-to-month budgeting.

*Hands-on work* : Using a pre-written budget, present and argue for your action plans.

### 4) Tracking and controlling your budget

- The fundamentals of budget control.
- Prerequisites for deviation analysis.
- The notion of flexible budgets.
- Knowing the main deviations: Quantity, price.
- Standard costs. Different types of costing to opt for.
- Deviation analysis: Deviations in turnover, in direct or indirect costs, in return.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

- Putting corrective actions in place.

*Hands-on work* : Calculate and interpret the budget deviations.

#### 5) Setting up a client/supplier relationship with operational staff

- Confirming the observed deviations.
- Creating a budget re-forecast or re-estimate.

*Hands-on work* : Based on the observed deviations, propose corrective action plans.

## DATES

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### REMOTE CLASS

2025 : 26 Mar, 25 Jun, 22 Sep, 19  
Nov