

# HOW TO DEVELOP AND ADMINISTER A BUDGET



*Turn your budget process into  
the most important management  
tool of your company!*

Budgets can be stressful, political, and frustrating. This powerful hands-on course will de-mystify budgeting and show you how to turn budgeting into a planning process within your reach, instead of a drudgery. Improving efficiency, profits, and results are the goal of this course. You will be able to develop, negotiate, and administer budgets with confidence and skill whether you are a private company focusing on increasing profit, a non-profit focusing on maximizing your mission, or a government entity trying to survive.

## Training Goals:

- ❖ **Learn** six keys to a powerful budget system.
- ❖ **Learn** negotiating strategies to get more than ever before.
- ❖ **Discover** how to prevent budget overrun with flexible budgeting methods and cost behavior analysis.
- ❖ **Learn** the difference between the operating, cash, and capital budgets; and how to understand and project them.
- ❖ **Use** cost/volume profit analysis to make critical decisions to lower fixed costs and maximize profit.
- ❖ **Use** a proven method to quantify and justify capital assets to senior management.
- ❖ **Enjoy** a powerful hands-on exercise that will show you how to prepare any budget.
- ❖ **Apply** a sensitivity analysis that will enable you to identify potential budget overruns and how to prevent them.
- ❖ **Discover** proven methods to trim fat and maintain fixed costs.
- ❖ **Discover** the five common problems of new budgeters' experience.
- ❖ **Learn** how to develop a budget from the ground up.

Course Version:	1 Day
Recommended Class Size:	15–20
Materials:	Manual
Assessments:	None
Certification:	Yes

*“Considering the business you’re in and what you teach, you’re one of the best – you know your stuff with depth and have a balanced presentation style.”*

– Steve McIntosh,  
Siecor, Training Director