

TRUST

Management & Education

Trust Management Centre

Singapore (Head Office):

One Fullerton, 1 Fullerton Road, Level 2, Singapore 049213
Tel: 65143217/20 Fax: 62415955 Email: accounts@trustedu.com Website: www.trustedu.com

Branches:

Philippines: Unit 3-B Nicolas Bldg., Quirino Avenue, 8000 Davao City

Lao: Unit 21, Sisungvone Village, Saysettha Dist, Vientiane

Vietnam: 21st Floor Capital Tower, 109 Tran Hung Dao St. Hoan Kiem Dist. Hanoi Vietnam

Cambodia: #54, Street 63 Daun Penh, Phnom Penh, Cambodia

MANAGEMENT SKILLS WORKSHOP – COURSE INFORMATION

(We conduct Company In-House and Public Workshops. E-mail us for more info)

FINANCIAL PLANNING IN BUSINESS

PREPARING AND MANAGING BUDGETS



"Before Everything Else, Getting Ready is the Secret of Success!"

Singapore (Head Office):

One Fullerton, 1 Fullerton Road, Level 2, Singapore 049213

Tel: 65143217/20 Fax: 62415955 Email: accounts@trustedu.com Website: www.trustedu.com

Branches:**Philippines:** Unit 3-B Nicolas Bldg., Quirino Avenue, 8000 Davao City**Lao:** Unit 21, Sisungvone Village, Saysettha Dist, Vientiane**Vietnam:** 21st Floor Capital Tower, 109 Tran Hung Dao St. Hoan Kiem Dist. Hanoi Vietnam**Cambodia:** #54, Street 63 Daun Penh, Phnom Penh, Cambodia**Description:**

At its most basic level a budget is a plan. It is a plan for owners and managers to achieve their goals for the company during a specific time period. Your budgeting process will help you to determine, if, at the end of the period, you have an adequate cash reserve. If an increase in sales for e.g. 10% is desired and expected, various other accounts must be adjusted in your accounts. Raw materials, inventory and the costs of goods sold must be revised to reflect the increase in sales. Also, how will the increase in sales affect pay roll and overtime expenditures?

This course will introduce you to the fundamental concepts of financial management and outline these steps necessary for preparing and managing budget for your business.

Objectives:

- How to avoid a cash crunch?
- How to prepare a Cash Budget?
- How to prepare and analyze a Balance Sheet?
- How to prepare a Cash Flow statement?
- What are the different kinds of Budgets?
- How to prepare a Profit & Loss statement?
- How to analyze Profitability?
- How to analyze your business using Financial Ratios?

Singapore (Head Office):

One Fullerton, 1 Fullerton Road, Level 2, Singapore 049213

Tel: 65143217/20 Fax: 62415955 Email: accounts@trustedu.com Website: www.trustedu.com**Branches:****Philippines:** Unit 3-B Nicolas Bldg., Quirino Avenue, 8000 Davao City**Lao:** Unit 21, Sisungvone Village, Saysettha Dist, Vientiane**Vietnam:** 21st Floor Capital Tower, 109 Tran Hung Dao St. Hoan Kiem Dist. Hanoi Vietnam**Cambodia:** #54, Street 63 Daun Penh, Phnom Penh, Cambodia

-
- What is Product Costing?

WHO SHOULD ATTEND: Planning takes place in all organizations in some form or another; whether it be formal or informal, and at a variety of levels.

This workshop is essential for all Directors, Sole Proprietors, Partners, Managers, Executives, Supervisors and responsible staff for whom the future is their responsibility and need to plan for success.

PREREQUISITES: None.

LENGTH: 1-2 day workshops.

SUPPLIED MATERIALS:

Participant Reference Guide, Practical Exercises, and Personality Profile Assessment Guide.