



Better budgeting

Aim: to help you plan your budget, understand the monthly report, and deliver against budget.

Course length: one day

“As a manager I am now responsible for a budget, but have had to learn to manage it without any help. I manage it by gut feel, but want to know how to do it better.” In the UK promotion often brings budget responsibility. We train our staff carefully in the technical aspects of their jobs, then throw budget responsibility at them and leave them to muddle through.

This course looks at the theory and practice of budgeting, through a case study that develops as the day progresses. It starts at the beginning, looking at how budgets are allocated to managers, through the process of planning how to meet objectives within budget, and what to do if the budget is cut, and finishes by looking at the monthly budget report and how to deal with the half year request for an expected end of year budget outturn.

Who is the course for?

This course is for anyone who has (or will soon have) budget responsibility, and wants to manage their budget better.

By the end of this course you will:

- understand your role within the budgeting process
- know how to link your plan to achieve your departmental objectives to the budget
- have a range of tools to deal with a cut in your budget
- understand the monthly budget report
- be able to produce an end of year outturn estimate of expenditure against budget

Contents

The budget allocation process

Deciding how to spend your budget

Spending less: what to do if the budget is cut

Asking for more: negotiating the budget

The monthly report

The end of year outturn