

## *Financial training For non financial staff*



*The financial training specialists*

### **What's in your budget? (budgeting)**

There's a lot of misunderstanding about budgeting. Lots of people think the "budgeting process" is simply the allocation of their budget. The allocation process is important, but it's just your organisation telling you how much it can afford to spend in your area.

The real budgeting process is down to you.

It involves working out what you're trying to achieve this year; how you'll achieve it; and what resources you need to achieve it. Your budget is the cost of those resources.

Obviously if the resources you need cost more than your allocation, there's a problem. Unless you can do things more cheaply there are two solutions. Either you don't do all the things required of you (and you may need external agreement to this); or you need more budget (this will need external agreement).

But it's worthwhile spending some time looking at what you're trying to achieve.

Not only is there all the on-going "business as normal" stuff, there are also the "change and development" issues.

What do you need to do to make sure your team remains fit for purpose in the future, as well as this year? This might involve personal development; new team members with new skills; forecasting the legislative framework for the future; or fitting in with your organisation's development issues.

It's then vital to track the achievement of these issues. They're important, but can get driven out by the urgent.

What are your team's development issues, and how will you ensure they are achieved?