

EFFECTIVE BUDGETING

Workshop - 2 hours **\$150.00 plus gst**

One-to-one training (per hour) **\$180.00 plus gst**

Learn the importance of budgeting and the process of preparing a cash flow budget. Discover common problems and mistakes in budgeting and how to use the budget information to improve your business performance.

WHO SHOULD ATTEND:

- ▶ Business owners
- ▶ Managers
- ▶ Staff with responsibility for costing and budgeting decisions

BENEFITS:

- ▶ An understanding of budget types
- ▶ Learn how to create your own cashflow budget
- ▶ Learn what items need to be included in your budget

TOPICS:

- ▶ What is a budget?
- ▶ A budgeting exercise
- ▶ Tips for budget preparation
- ▶ Budget reporting and KPI's
- ▶ Budgeting terminology

REGISTRATIONS:

Contact Natalie on 869-1445

Email: gistraining@bdo.co.nz

Online: www.buseducation.com

IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.