

EFFECTIVE BUDGETING AND CASH FLOW PLANNING

Workshop - 3 hours	\$215.00 plus gst
One-to-one training (per hour)	\$180.00 plus gst

Inadequate cash flow is one of the major constraints to growth, and a common reason for business failure. This workshop aims to provide practical techniques in budgeting and cash flow management that will see you through the seasonal "lows" and "highs". Learn the importance of budgeting, the process of preparing a cash flow budget, cash flow forecasting and planning, 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:

- ▶ Better understand cash flow in your business
- ▶ Learn how to create your own cash flow forecast
- ▶ Be able to analyse any variances that occur

TOPICS:

- ▶ What is a budget?
- ▶ The cash conversion cycle
- ▶ Understanding cost behaviour
- ▶ Cash flow forecasts
- ▶ Budget preparation
- ▶ Variance analysis

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.