



MSPD

CONSULTING . CORPORATE TRAINING . PERSONNEL

Make your Dreams Come True

2016/17 Course Outline

MSPD Skills Development Programme

Budgets And Financial Reports Course (2 Days)

Unit Standards 242861 NQF level-4, 6-credits

Learning Outcomes

In this course participants will:

- Understand financial terminology and concepts clearly
- Gain skills to analyse financial statements
- Understand the differences between budgets & budgeting
- Be able to implement techniques for effective budgeting
- Be able to apply advanced forecasting techniques
- Discover how to make smart purchasing decisions
- Interpret some of the legal aspects of finances

Course Outline

Getting Started

- Workshop Objectives

Glossary

- What is Finance?
- Commonly Used Terms
- Key Players
- Important Financial Organisations
- Understanding GAAP

Understanding Financial Statements

- Balance Sheets
- Income Statements (AKA Profit & Loss Statements)
- Statement of Retained Earnings
- Statement of Cash Flows
- Annual Reports

Analysing Financial Statements (I)

- Income Ratios
- Profitability Ratios
- Liquidity Ratios
- Working Capital Ratios
- Bankruptcy Ratios

Analysing Financial Statements (II)

- Long-Term Analysis Ratios
- Coverage Ratios
- Leverage Ratios
- Calculating Return on Investment (ROI)

Understanding Budgets

- Common Types of Budgets
- What Information do I Need?
- Who Should Be Involved?
- What Should a Budget Look Like?

Budgeting Made Easy

- Factoring in Historical Data
- Gathering Related Information
- Adjusting for Special Circumstances
- Putting It All Together
- Computer Based Methods

Advanced Forecasting Techniques

- Using the Average
- Regression Analysis
- Extrapolation
- Formal Financial Models

Managing the Budget

- How to Tell If You're on Track
- Should Your Budget be Updated
- Keeping a Diary of Lessons Learned
- When to Panic

Making Smart Purchasing Decisions

- 10 Questions You Must Ask
- Determining the Payback Period
- Deciding Whether to Lease or Buy
- Thinking Outside the Box

A Glimpse into the Legal World

- A Brief History
- The Sarbanes-Oxley Act
- CEO/CFO Certification
- 8th Company Law Directive

Wrapping Up

- Words from the Wise