



# Budgets and Financial Reports

*"The highest use of capital is not to make more money, but to make money do more for the betterment of life." Henry Ford*

## Overview

Everyday businesses deal with budgets and financial reports in some form or fashion. At minimum, business managers review budget numbers and run financial reports for decision-making and reporting to shareholders and Federal regulators once a month. Many companies devote the last few months of the calendar year to creating budgets for the next calendar year. In addition, organisations create and disseminate year-end financial reports to investors. The goal of this course is to give learners a basic understanding of budgets and financial reports so they can hold relevant discussions and render decisions based on financial data. This course will define key terms like ROI, EBIT, GAAP, and extrapolation. Furthermore, this course will discuss commonly used financial terms, financial statements, budgets, forecasting, purchasing decisions, and laws that regulate the handling of financial information.

## Who this course is for

This course is intended for all business professionals who are non-financial and require a basic overview of accounts and accounting practices within the workplace including understanding of budgets and financial reports.

## Course outline

- Topic 1: Glossary
- Topic 2: Understanding Financial Statements
- Topic 3: Analysing Financial Statements Part 1
- Topic 4: Analysing Financial Statements Part 2
- Topic 5: Understanding Budgets
- Topic 6: Budgeting Made Easy
- Topic 7: Advanced Forecasting Techniques
- Topic 8: Managing the Budget
- Topic 9: Making Smart Purchasing Decisions
- Topic 10: A Glimpse into the Legal World

By the end of this course, learners should be able to:

- Identify financial terminology
- Understand financial statements
- Identify how to analyse financial statements
- Understand budgets
  - Make budgeting easy
  - Understand advanced forecasting techniques
  - Understand how to manage the budget
- Identify how to make smart purchasing decisions
- Identify the legal aspects of finances

✓ Course Level	Short Course
✓ Course Hours	8 hours
✓ Course Standard Price	£85

**Applies towards the following certificate(s) and award(s)**

- Professional Secretariat Skills Diploma