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Creating Practical Department Budgets Training Seminar

Who Should Attend:

The target audience for this training seminar is managers who become anxious about budget planning or versatile managers who desire to more effectively manage their budgets.

Objectives:

At the end of this training seminar participants will be able to:

- Identify the purpose and functions of budgeting and the budgeting exercise
- Create a revenue budget
- Employ budget planning tools & techniques to convert managerial decisions into dollars
- Establish weekly/ monthly targets and position your department to address contingencies

Content:

- The main elements of the budgeting process
 - Incorporating management's goals
 - Establishing and working with operating budgets, costs and expenses
 - Understand how to control cash
 - Designing and structuring a capital budget
- Analyzing budget variances – a way to measure performance
- Budget analysis and action plan
- Case study
 - calculating sales
 - material costs, direct labor, overhead costs, cost of sales