

A detailed program on budgeting, planning, and control

SSG-APPROVED TRAINING PROGRAM

Effective Budgeting Techniques

Synchronous eLearning

purpose and process
of budgeting

prepare flexible budget
and analyse variances

prepare the
master/static budget

compute breakeven
sales and contribution

apply budgeting techniques to
various business operations

*another module in the National
Professional Development
series*

Budgeting techniques to broaden your practical skills to plan, forecast, and control so as to achieve outcomes



PROGRAM

Budgeting process in planning and control

- need and purpose of budgeting
- budget terms and concepts
- behavioural issues in budgeting
- budget process and the link to sales, expenses, and purchases

Types of budgets in use

- prepare the master/static budget
- limitations of static budget
- use of flexible budget – features and benefits

Prepare flexible budgets

- compare planning budget, flexible budget, and actual results
- compute the activity variances
- compute the revenue/spending variance

Analysing and interpreting variances

- distinguish price variance and quantity variance
- direct material variance
- interpreting variances

Profit planning and control

- sales volume and breakeven analysis
- use of contribution margin analysis
- use of cost-volume-profit analysis to evaluate trade offs between fixed and variable costs

Cost structure and cost allocation

- cost measurement
- fixed and variable costs
- standard vs actual costing

METHODOLOGY

Presentations, Guided Discussions, Case Studies, and Practice Exercises

COURSE ADMINISTRATIVE DETAILS

PREREQUISITES	<p>Education: minimum GCE 'O' level</p> <p>Language: able to speak, and write in English at a proficiency level not lower than WPL Level 3 or equivalent</p>
WHO SHOULD ATTEND	<p>Staff working in marketing, sales, human resource, administration, customer service, technical support, call centre, service and sales support, operations, accounts, budgeting and planning, purchasing, and finance.</p> <p>Staff who need to use budgeting to assist/plan their business operations or performance outcomes.</p>
COURSE DURATION AND FEE	<p>Duration: 16 hours</p> <p>Course Fee (<i>before SSG Training Grant</i>): \$500</p> <p>Course Fee (<i>after SSG Training Grant</i>):</p> <p style="padding-left: 40px;">MCE/SME: \$150</p> <p style="padding-left: 40px;">Singaporean 40 years old and above: \$150</p> <p style="padding-left: 40px;">Singaporean below 40 years/PR: \$250</p>
COURSE REFERENCE	TGS-2021009569
SSG FUNDING	2 November 2023
SSG TRAINING GRANTS	SSG <i>terms and conditions</i> apply.
ABSENTEE PAYROLL	Available for company-sponsored participants
SKILLSFUTURE CREDIT	Participants who have SkillsFuture Credit Account can pay the net course fee from their SkillsFuture Credit Account.
CERTIFICATES	On successful completion of the course and meeting SSG's terms and conditions on attendance and assessments, participants will earn a WSQ Statement of Attainment .
TRAINING VENUE (in person)	150 Orchard Road #04-12 Orchard Plaza Singapore 238841 (nearest MRT: Somerset Station/Dhoby Ghaut Station)
VIRTUAL DELIVERY	Synchronous eLearning (Zoom)

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