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Headquarters: 191 2nd Ave, Laudium, Pretoria, South Africa 0037 - Telephone: +27748111532  
www.stillfrontier.com, www.stillfrontier.co.za, training@stillfrontier.com, stillfrontierkonsult@yahoo.com

## Financial Management and Budgeting

Duration: 2 weeks

### Course Description

The course provides basic grounding in financial management, policies, strategies and managerial decisions as they relate to an organisation's financial wellbeing. The course explains and analyses the financial concepts such as capital structure, capital investment decisions, financial ownerships and conflicts. Other financial concepts include dividends and repurchase issues, mergers, acquisitions, and divestitures, financial distress, liquidation and resolution, risk management, and economic rationalization and organization architecture.

The course also outlines the similarities and differences between the financial management systems in the private and public sectors and as well as between the developed and the developing economic systems. In this course, participants will learn how to develop and administer a budget that greatly enhances the performance and results of their departments or organizations. Finally, the course presents basic financial management concepts and on the principles on how government funds are established, accounted for, reconciled and reported on.

The new approach learned in this course will also help the participants to consistently meet and exceed their financial expectations and goals.

### Course Learning Objectives:

- To enable participants to gain the understanding of financial management and the elements of managerial finance.
- To introduce the participants to the measuring activities that drive future financial performance and the rules that shape financial statement and taxes.
- To introduce the participants to finance operations and growth at different stages; and money and other capital markets.
- To understand the practical tools for management decisions and measuring performance.

### Course Content

- The basic concepts in financial management
- Financial cycle
- Government financial cycle
- The 3 primary decisions in the areas of finance
- Governance and complex financial ownership structures
- Principal-agent stakeholder relationships and conflicts
- Dividends and repurchase issues
- Mergers, acquisitions, and divestiture
- Financial distress and, liquidation and resolution
- Risk management and economic rationalization and organizational architecture
- Fundamentals of financial planning and budgeting
- Basic budgeting methods
- Expense and revenue budgets
- Recurrent and capital expenses
- Budgeting control and standard costing

- Interpreting and understanding financial statements
- Management accounting reports
- Best practices in budgeting and managing corporate funds
- Strategic planning and budgeting
- How to spot budget troubles early before a crisis develops
- How to handle common cost variations with confidence and skill
- Fraud detection and prevention
- Case studies
- Problem solving exercises
- Group presentations
- Site visits

### Learning Outcome:

At the end of the course, participants will be able to:

- Demonstrate the ability to apply their financial knowledge in a business setting.
- Understand why financial statement is important to decision making process.
- Understand and distinguish among balance sheet, income statement, and cash flow statement.
- Know how to use financial statements to enhance financial analysis.
- Be able to define and understand balanced sheet and income statement analysis.
- Improve their knowledge in different forms of business.
- Know how to start up financing, financial growth, and other forms of external financing.
- Understand and explain the merging of assets and financing; and life-circle view of financing.
- Understand and explain money and capital markets securities.
- Know the cost-benefit analysis, Accounting Return on Investment, estimating no quantifiable benefits and costs.
- Know the reporting of returns on capital.

### Learning Methodology:

The course is delivered in a workshop setting facilitated by seasoned professional facilitators with practical experience. Active participation is required and key to the success of the workshops. Other methods used in this course include case studies and problem solving exercises. Assessment of participant's performance will be measured through effective class participation, group presentation, group project, and class attendance. This course combines presentations, lectures, class discussions, group presentation, and problem solving exercises.

### Who should attend?

The course should prove valuable to all financial managers, controllers, auditors, bankers, department heads and managers who manage funds in their department or organisation.

### Course Materials

Course materials include presentation slides, carefully selected reading materials, exercises, case studies, reading references, and a laptop computer.

### Course Fees

The course fee is \$3500 for one week and \$4400 for two weeks.

The course fee covers the following: instruction, course materials, laptop administration expenses, field trips, or professional visits, cultural programs and miscellaneous program-related expenses