



PROGRAMME OUTLINE for CASH FLOW ANALYSIS, BUDGETING, FORECASTING AND MANAGEMENT

DAY 1

8.30am to 9.00am

Light Breakfast

9.00am to 10.15am

Speaking Accounting

- Objective of a Business Entity
- Accounting Concepts and Assumptions
- Understanding Accounting Terms : Asset, Liability, Equity, Profit, Revenue, Expenses, Cash Flows
- Differentiate between Capital and Revenue / Operating Expenditure

10.15am to 10.30am

Break

10.30am to 1.00pm

CashFlow and Funding

- Sales Cycle and Expenditure Cycle
- Cash Flow Cycle and Cash Conversion Cycle
- Sources of Cash and Funding
- Understand "Treasury Management"

Reading Financial Statements

- What are Financial Statements
- How to read and analyse Financial Statements

1.00pm to 2.00pm

Lunch



2.00pm to 3.15pm

Reading Financial Statements (continue)

- How to read and analyse Financial Statements (continue)

3.15pm to 3.30pm

Break

3.30pm to 5.00pm

Cash Flow Analysis

- Understanding Types of Cash Flow in an organization (Operating Cash Flow / Investing Cash Flow / Financing Cash Flow)
- Difference between Cash Flow and Profit / Loss
- Why Turnover is an illusion and Cash is real

DAY 2

8.30am to 9.00am

Light Breakfast

9.00am to 10.15am

Revision of Day 1 training

Cash Flow Analysis (continue)

- Case Study of Cash Flow Analysis

10.15am to 10.30am

Break

10.30am to 1.00pm

Building Budget

- What is budgeting?
- Comparing Budgeting approach
- Rolling forecasts – what are they and how to prepare /manage them



- Developing Budgeting Guidelines, Time Table and Realistic Assumptions
- Preparing an Effective Cash Budget
- How to formulate assumptions and the basis for cash budgets
- Budget as a Control Tools
- Cash Budget Workshop

1.00pm to 2.00pm

Lunch

2.00pm to 3.15pm

Investment Appraisal

- Capital Investment Appraisal
- Methods of Appraisal
- Practise on Financial Model

3.15pm to 3.30pm

Break

3.30pm to 4.15pm

Impact to Cash Flow

- SST impact to Cash Flow
- Buying or Leasing
- Buy Cash or Hire Purchase

4.15pm to 5.00pm

Cash Flow Planning

- Types of Financing
- Managing Cash Flow during periods of 'negative cash flows'
- Planning cash flow for seasonal business
- Tips for keeping Cash Flow strong