

WORKSHOP DETAILS

Budgeting for Effective Planning

Date : 21 & 22 September 2010
Time : 9.00am – 5.30pm
Venue : Concorde Hotel, Kuala Lumpur

FEE**

Early Bird (by 20 August 2010)

CCH Subscriber/	
CCH Executive Events Corporate Member	RM1,600
Non-Subscriber	RM1,800

Regular Fee

CCH Subscriber/	
CCH Executive Events Corporate Member	RM1,800
Non-Subscriber	RM2,000

** Fee includes workshop materials, certificate of attendance, lunch and refreshments

In-house corporate training programme is also available!
For more details, please email events@cch.com.my

REGISTRATION INFORMATION

Sales Hotline 603.2052.4608 / 603.2052.4672
Email events@cch.com.my
Website www.cch.com.my
Address COMMERCE CLEARING HOUSE (M) SDN BHD
Suite 9.3, 9th Floor, Menara Weld,
No. 76, Jalan Raja Chulan,
50200 Kuala Lumpur, Malaysia.

Registration and Payment

Reservations may be made by telephone/telefax/email but will only be confirmed upon receipt of the relevant registration form(s) and payment.

Payment By Cheque: All cheques should be crossed, marked A/C payee only and made payable to "Commerce Clearing House (M) Sdn Bhd" with the title of the programme(s) indicated clearly on the back of the cheques.

Cancellation and Substitution Policy

A substitute delegate is welcome at any time at no extra charge if the registered participant is unable to attend. Full payment will be charged if cancellation is made after **8 September 2010**. This also applies to no show on the day of event. All notices of cancellation or replacements must be made in writing and acknowledged by CCH via email or fax.

Programme Changes

CCH reserves the right to amend or cancel the event due to unforeseen circumstances.

HRDF Claims

This workshop is HRDF-SBL claimable, subject to the approval of HRDF.

Important Notice

Pursuant to the provisions of the DIRECT SALES ACT 1993, the registration form herein shall only be used by body corporate. Since Commerce Clearing House (M) Sdn Bhd is unable to accept any individuals who are not body corporate, individual applicants who wish to attend are requested to register themselves at Suite 9.3, 9th Floor, Menara Weld, 76 Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia or call us for registration procedure.

SPONSORSHIP OPPORTUNITIES

CCH Asia has designed an attractive range of advertising & sponsorship packages to match your marketing objectives. The packages available offer advertisers and sponsors extensive visibility and ensure direct access to your target market. It is also an excellent platform to promote your organisation to influential players and key decision-makers in the industry. Please call **603-2052 4603** for more details.

THE ORGANISER

CCH Executive Events is the seminar and conference arm that offers timely business critical information, insights and analysis conducted by industry practitioners and academics to provide participants a well-balanced blend of theoretical fundamentals and practical applications. We are backed by over 100 years of multi-national publisher background in a wide array of professional topics especially Taxation, Accounting, Auditing, Corporate Law, Company Secretarial Practice, Business Law, and Employment Law & Human Resources.

REGISTRATION DETAILS

Please register me for the workshop

21 & 22 September 2010, Kuala Lumpur (1610MHRE) DM

PAYMENT OPTIONS

I enclose a cheque made payable to "Commerce Clearing House (M) Sdn Bhd"

Please debit my

Visa Master Card Expiry Date _____

Card Number _____

Card Holder's Name _____

Card Holder's Signature _____

DELEGATE'S DETAILS

Company _____

Delegate 1 (Mr/Ms) _____

Job Title _____

Email _____

Delegate 2 (Mr/Ms) _____

Job Title _____

Email _____

Address _____

_____ Postal Code _____

Tel _____ Fax _____

Contact Person _____

Email _____

Company size 1-19 20-49 50-99 100-299
 300-499 more than 500

Industry _____

Authorised Signature & Company Stamp

ENROLMENT STATUS

CCH Executive Events Corporate Member

CCH Subscriber

Non-Subscriber

Budgeting for Effective Planning

21 & 22 September 2010,
Kuala Lumpur

CCH Executive Events

HUMAN RESOURCES SERIES

Budgeting for Effective Planning

21 & 22 September 2010 ■ 9.00am – 5.30pm ■ Concorde Hotel, Kuala Lumpur



Budgetary control is an effective and essential planning tool for management purposes. **CCH Executive Events** presents a workshop specially tailored for non-financial managers and executives. You will learn the process of preparing budgets for the financial year, formulating bases and assumptions and how budgetary control can be implemented effectively in an organisation.

Learn how to align the budget to business planning and how to proactively manage your costs. Discover how effective budgetary control can deliver timely and useful information to support decision-making. Presented in a practical manner, both finance and non-finance professionals will benefit from essential knowledge on effective budgetary planning.

Who Should Attend

- Directors of companies
- Entrepreneurs
- General Managers
- Operations Managers
- HR Directors / Managers
- Procurement and Sales Executives
- Finance Executives

Anyone who needs to gain better understanding in preparing a budget and business plan



Benefits of Attending

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

- understand the process of budget preparation and various financial information
- outline the objectives of a budgetary control system
- identify the behavioural aspects of budgeting
- understand capital budgeting and control
- recognise the importance of responsible accounting and reporting
- prepare their own company's/department's budgets
- practice budgetary control in their own companies/departments
- review budgets on a periodic basis and make changes where necessary

Workshop Leader

CS Yung has over 34 years of working experience in auditing, financial accounting, treasury functions, administration, general management, lecturing and corporate training. He is currently an associate consultant and he also lectures on the subject of auditing for ACCA students for several established and renowned colleges on a part-time basis. Mr Yung also sits on the board of a public listed company (A.C.E.) as independent non-executive director.

Workshop Outline

DAY 1

Identifying the Goals of a Company

- Operationalising plans within a business environment
- Identifying the goals of the company through its vision and mission statements

The Purpose of Budgeting

- To compel planning
- Co-ordination of different functions within an organisation
- To provide a basis for responsibility accounting
- To provide a basis for a control mechanism
- A means to motivate employees to improve performance

Types of Budgetary Systems

- Incremental budgeting
- Fixed budgets
- Flexible budgets
- Zero based budgeting
- Rolling budgets

The Budget Process

- The sequence of operations necessary to produce a budget for a particular organisation
- Responsibility for preparation of budget

Bases and Assumptions

- Formulating the bases and assumptions
- Techniques and challenges in forecasting

Budgetary Control

- Objectives of budgetary control
- Variance analysis

Purpose and Importance of Internal Controls in an Organisation

Activity in Formulating a Budget for a Company

Preparing the Revenue Budget

- Identifying factors that affect the revenue
- Striving for a revenue goal that is aggressive and achievable

Preparing the Production Budget

DAY 2

Preparing the Purchases Budget

Preparing the Cost of Sales Budget

Preparing the Expenses Budget

- Administration, selling and operating expenses

Preparing the Income Statement Budget

Human Resources Budget

- Manpower requirements
- Related staff costs

The Capital Budgeting Process

- Forecasting capital requirements
- Considerations for capital requirements

Variance Analysis

Preparing the Cash Flow Budget

- Relevance of dates of receipt and payment of cash
- Exclusion of items that do not affect cash flows

Performance Measurement

- Financial performance indicators
- Non-financial performance indicators

Benefits of Budgeting

- Planning, co-ordination, communication, monitoring, evaluation and motivation.