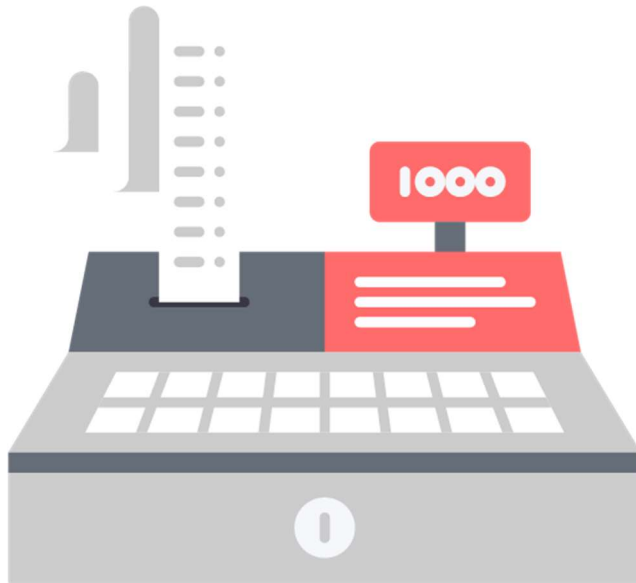


# BUDGET PREPARATION



## EDUCATION GOALS

- Understand the budget preparation process
- Distinguish between CAPEX and OPEX
- Analyse variances in order to update your budget
- Interpret a detailed variance breakdown

**WORD FROM THE AUTHOR** – Pascal GILQUIN, Pascal LANGEVIN

*« This course will help managers to acquire the rigorous methodology and necessary reflexes for preparing their budgets. Managers will also learn how to analyse potential variances between budgeted and actual results in order to identify the corrective measures required. »*

Level

**Intermediate**

**4**  
Modules

**3 H**



### M71 – BUDGET PREPARATION CHARACTERISTICS

#### Objectives education

- Learn the fundamental principles of budgetary management
- Understand a typical budgeting process
- Analyse the links between accounting and budgets

#### Word from the author

*« I wanted to prepare this module to help people who need to prepare and monitor budgets. We will see how budgeting can become a formidable management weapon. We will examine the framework required to prepare a relevant budget linked to the company's accounting data. »*

#### Chapters

- Budget management characteristics
- Defining the budget framework
- Typical budgeting process
- CAPEX-OPEX

#### Quiz

### M72 – PREPARING YOUR BUDGET

#### Objectives education

- Know how to prepare a budget
- Try out your skills in a preparation case study

#### Word from the author

*« Whether your budget is based on past performance or whether you are starting from a blank page, your budget preparations should be based on rational assumptions and should follow certain key steps. In this module, you will acquire the necessary reflexes and methodologies for preparing your own budget. »*

#### Chapters

- The seven commandments
- Budget preparation approach
- How to prepare a budget with no prior data?

#### Quiz

## M73 – MONITORING YOUR BUDGET

### Objectives education

- Know how to use a budget as a management and cost control tool
- Understand rolling budget techniques
- Try out your skills in a variance analysis case study

### Word from the author

*« Whether your budget is based on past performance or whether you are starting from a blank page, your budget preparations should be based on rational assumptions and should follow certain key steps. In this module, you will acquire the necessary reflexes and methodologies for preparing your own budget. »*

### Chapters

- Budgetary control
- Variance analysis
- Updating a budget

### Quiz

## M74 – VARIANCE ANALYSIS

### Objectives education

- Understand the breakdown of variances
- Know how to calculate variances

### Word from the author

*« Companies use budgetary control to verify whether their performance is in line with the objectives defined in the budget. Analysing variances involves identifying the reasons for any potential deviations and determining the corrective actions required to correct these deviations from budget. This module presents a simple approach for calculating and breaking down variances that any manager can easily implement to better manage his or her business unit. »*

### Chapters

- Introduction
- Calculating budget variances
- Breaking down variances
- Interpreting and generalizing

### Case study

- Practical case study - "Floradec"