

# BUDGETING PRACTICE AND CASH FLOW FORECASTING TECHNIQUES

**KOTA KINABALU 13 OCTOBER 2020**

## INTRODUCTION

This workshop introduces the business planning and budgeting framework as well as the cash flow forecasting for the accountant and business planner. Learn the right approach and techniques used in budgeting for effective resource planning to meet and achieve the company's corporate strategy.

## LEARNING OUTCOMES

- Recognise the business planning process, preparation and evaluate strategy using economic earning approach.
- Learn how to prepare effective business plan.
- Apply the budgeting framework and link the budget to the business plan to achieve the company's objective.
- Learn the approach to develop budget guideline, budget assumption, sales forecasting techniques and operating expenses budget.
- Learn the major weakness and alternative techniques of budgeting system.
- Explore the approach in preparing cash flow and ways to resolve cash deficit.

## WHO SHOULD ATTEND

Head of department and staff who are involved in the preparation of budget, accountant, business planners, business owners and finance executive.

## PRESENTER

Mr Kenneth Tam

All our workshops are available via in-house training.

## EARLY BIRD SPECIAL

Enjoy **10%** savings when you register online at least **one** month before the workshop date.

## EVENT DETAILS

Tuesday 13 October 2020

### TIME

9.00am – 5.00pm

### VENUE

Hilton Kota Kinabalu  
Jalan Tunku Abdul Rahman  
Asia City  
88000 Kota Kinabalu  
Sabah

FEE (inclusive of 6% Service Tax, lunch and tea-breaks)

Member: RM349.80

REP/Member staff:

RM455.80

Non-member: RM583.00



LEVEL

**COMPETENT**

CLAIM UP TO

**8 CPD HOURS**



# BUDGETING PRACTICE AND CASH FLOW FORECASTING TECHNIQUES

## KEY TOPICS COVERED

### Importance of business planning framework in the budgeting process

- Business assessment
- Market attractiveness and competitive position analysis
- Setting organisation goal and objectives
- Pitfall to avoid in business planning process

### How to evaluate strategy and develop business plan

- Generate strategy option
- Evaluate and select best strategy using Economic Earning concept
- Develop business plan based on selected strategy
- KPI setting for performance measurement

### Approach of budget preparation

- Develop budget guideline and time table
- Develop realistic and budget assumption
- Stages in budgeting process
- Role of budget review committee

### How to prepare operating expenses budget and project budget

- Budget by cost centre and budget transfer
- Material usage and production budget
- Sales forecasting techniques
- General and administrative overhead

### Alternative approach of budget system

- Incremental budgeting
- Zero-based budgeting
- Rolling budget
- Fixed budget system
- Flexible budget system

### Cash flow forecasting and planning

- Budgeted accounting ratio based on account receivable and payable
- Schedule payment of tax, dividend, loan repayment and interest payment
- Capital expenditure schedule payment
- How to resolve cash flow deficit

## SPEAKER'S PROFILE

### MR KENNETH TAM FOOK CHEONG

Kenneth has more than 31 years' of corporate experience in the field of finance and accounting. From 1980 to 2008 he held various managerial positions in a global company, one of the Fortune 500 companies. He is also a regular speaker for seminar, workshop, and in-house training organised by management consulting firms and professional accountancy bodies.

Since 2009 Kenneth became a full-time learning consultant, he has also been lecturing extensively in various university colleges for the past 29 years in strategic financial management, performance measurement and financial reporting for professionals examination boards namely ACCA, MICPA, CIMA, ICSA and ICAA. Currently, he is also a local counsellor in the Finance Module of three MBA learning programmes.

# REGISTRATION FORM

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## 1 PARTICIPANT DETAILS

<b>PARTICIPANT 1</b>		Attending as	<input type="checkbox"/> Member	<input type="checkbox"/> REP / Member staff	<input type="checkbox"/> Non-member
Full name as per I/C	(Dato' / Datin / Dr / Mr / Mrs / Ms)	CPA Australia Member ID			
Position		Email*			
Mobile		Special dietary requirements (if any)			
<b>PARTICIPANT 2</b>		Attending as	<input type="checkbox"/> Member	<input type="checkbox"/> REP / Member staff	<input type="checkbox"/> Non-member
Full name as per I/C	(Dato' / Datin / Dr / Mr / Mrs / Ms)	CPA Australia Member ID			
Position		Email*			
Mobile		Special dietary requirements (if any)			
<b>PARTICIPANT 3</b>		Attending as	<input type="checkbox"/> Member	<input type="checkbox"/> REP / Member staff	<input type="checkbox"/> Non-member
Full name as per I/C	(Dato' / Datin / Dr / Mr / Mrs / Ms)	CPA Australia Member ID			
Position		Email*			
Mobile		Special dietary requirements (if any)			

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\*Workshop confirmation will be sent to the stated email address.

## 2 CONTACT AND BILLING INFORMATION

Contact Person		Billing Address			
Phone					
Email					
Company Billing Name		State	Postcode		
Business Registration no.		Industry			

## 3 WORKSHOP AND PAYMENT DETAILS

NO.	WORKSHOP TITLE	DATE	LOCATION	PRICE	QTY	FEE (RM)
1						
2						
3						
<b>TOTAL</b>						RM

## 4 MAKE A PAYMENT

Do you want the electronic tax invoice/receipt to be under the company's name?  Yes  No

Payment method  Credit card: Visit [cpaaustralia.com.au/malaysiatraining](http://cpaaustralia.com.au/malaysiatraining) to register and pay with your credit card with MYR.

Cheque: Make payable to 'CPA Australia (M) Sdn Bhd' Cheque number

Please indicate registrants full name, membership number and contact number on the back of the cheque.

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Signature  / /