Budget & Variance Analysis Modelling For Accountants

Spending too much time preparing budgets? This programme aims to help you build budget and variance models that will enable you to have more time to analyse the data as opposed to preparing them. Learn effective budgeting techniques, today!

The Model Budget

Is budget preparation taking up too much of your time? Are you frustrated with the coordination of budget between departments?

Have more time on your hands to analyse the variances by learning the models in this course. This will enable you to divide and delegate the data entry work to your staff while allowing yourself more time to analyse the results rather than preparing the data.

This course will also revisit the fundamentals of budgeting as well as ways to overcome some inter-departmental challenges so you can spend more time analysing and recognising the issues and situations that influence your organisation’s cash position.

OBJECTIVES

Participants will learn:
• Role of budgeting in Corporate Objectives
• Pre-requisite in preparing a complete budget
• How to prepare various core budgets, and understand the strengths and weaknesses of budgets
• Identify and prepare variance analysis reports effectively

METHODOLOGY

Practical hands-on exercises accompanied by lectures and group discussions.

WHO SHOULD ATTEND

• Accountants
• Finance Managers
• Finance and Account Executives

COURSE OUTLINE

Overview
• Ice-breaker and introduction
• What is budgeting?
• Why is it important?
• The role of budgeting
• The new finance roles—add value and support by providing key business information promptly

Preparation of Detailed Profit & Loss Budget
• Why is it important and yet, not supported by other managers?
• What are its limitations?
• Overview of a real life profit & loss budget
• Understand the template and identifying the building blocks:
  i. Sales forecast
  ii. Manpower, payroll
  iii. Sales promotion
  iv. Capital expenditure, depreciation
  v. Cash flow
  vi. Account Receivables
  vii. Account Payables
• Preparing for keying-in and what if analysis
  i. Creating control panel for input data
  ii. Linking key indicators onto the control panel
• Creating interactive rolling budget

Building Variance Analysis (Model: Budget vs. Actual)
• Learn how to leverage on Excel to build variance analysis model
• Budget vs. Actual Analysis
• What does it mean?
• Flexible budget
• What if analysis
• Challenges in variance analysis
  i. Extracting data
  ii. Interpreting the variances
  iii. Structuring the analysis

Creating Interactive Dashboard
• Reporting and presenting budget results
• Creating interactive bar chart and pie chart
• Linking variance analysis and data table into dashboard
• Creating list box
• Putting it all together

* Participants are required to have at least an Intermediate Level of Microsoft Excel knowledge.
**Participants’ Details**

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<tr>
<th>Participant 1</th>
<th>Full name as per I/C (Dato’ / Datin / Dr / Mr / Mrs / Ms):</th>
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**Organisation’s Details**

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**Payment Details**

**Payment by Cheque**

Bank & Cheque No.: ___________________________  Amount RM: ___________________________

**Payment by Credit Card**

Cardholder’s Name: ___________________________

Card No.: ___________________________  Expiry Date: ___________________________

**I Authorise Payment of RM: ___________________________**

Cardholder’s Signature: ___________________________  Date: ___________________________

**Terms & Conditions**

**Programme Fee**

Fee is payable to:

- a. MIA-MPDC for programmes in the Klang Valley and other locations (other than in item b);
- b. MALAYSIAN INSTITUTE OF ACCOUNTANTS for programmes in Perlis, Penang, Kedah, Johor, Sabah and Sarawak.

Fee includes course materials, lunch and 2 tea breaks per day. Admittance will only be permitted upon receipt of full payment. Registration made by fax must be followed immediately by payment.

**Cancellation / Transfer**

Upon registering, participant(s) are considered successfully enrolled in the event. Should participant(s) decide to cancel/transfer their enrollment; a cancellation/transfer fee will be levied.

Written cancellations/transfer notice received:

- Five (5) working days before the event, a refund (less administrative charge of 20%) will be made.
- For no-show on the day of the event, no refund will be entertained.

You can substitute an alternate participant(s) if you wish to avoid cancellation/transfer charges. Any difference in fees will be charged accordingly. Cancelled/transfered unpaid registrations will also be liable for full payment of the registration fee.

**Certificate of Attendance and CPE Hours**

At participation, participants will be presented with a Certificate of Attendance upon full attendance and personal completion of the programme. For MIA members, the CPE hours will be credited into the Membership System within 2 weeks of the programme.

**Disclaimer**

MIA Institute of Accountants (MIA) reserve the right to change the speaker(s), date(s) and to cancel the programme should circumstances beyond its control arises. MIA also reserve the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.

**Registration Form**

Please tick the appropriate checkboxes.

**Facilitator**

KOK YEE LAM, JOANNE

Joanne has over and has eight years of experience in audit, manufacturing and investment holding businesses.

She has accumulated vast, hands-on working experiences in strategic, organisational analysis and planning. Her early experience as a Financial Controller in Guangzhou helped honed her managerial, operational and financial analysis skills. She further gained experience as a business controller and is well versed in the process of setting up joint venture businesses in China.

Her assertiveness and resourcefulness has driven her to venture into training and consultancy fields. To date, she has conducted countless training programmes on financial topics for non-finance executives, project management, inventory management and finance related topics. Her financial, analytical and controlling experience has contributed greatly to making her training sessions very practical and performance orientated.

In contribution to society, she has been designing and conducting training on a voluntary basis for about 200 volunteers over the past three years.

Her exposure and passion in people development enhances the quality of her training—making each session, an experiential and unique learning process.

Joanne graduated as a Certified Accountant (FCCA) from the United Kingdom and has also completed the Train the Trainer Program conducted by PSMB and MIM.

**Course Fees**

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<td>Member Firm’s Staff</td>
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<tr>
<td>Non-member</td>
<td>RM 1,300</td>
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**Contact Information**

- **MIA-MPDC**
  - Address: No. 9, Jalan Syed Mohd Mufti 80000 Johor Bahru
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- **Kuching**
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- **Petaling Jaya**
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  - Phone: 03 2279 9352
  - Fax: 03 2273 5187
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  - Contact: Zuraini

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  - Address: 16, Jalan Bukit Mata Kuching 93100 Kuching
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  - Fax: 082 417 427
  - Email: miajch@mia.org.my
  - Contact: Aileen

- **Kuala Lumpur**
  - Address: Dewan Akauntan, 5.03A, 5th Floor Menara TJB 80000 Johor Bahru
  - Phone: 07 227 0369
  - Fax: 07 222 0391
  - Email: miajbu@mia.org.my
  - Contact: Nasheta / Hanem / Ms Chan

**Registration Form**

Please tick the appropriate checkboxes.