

# Manage Budgets and Financial Plans

This workshop is designed to train the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.



## OBJECTIVES

**This programme aims to provide you with:**

- Show how financial planning, budgets, corporate objectives and long-term plans are related
- Explain the interlinking of the various budgets within the business
- Construct various budgets, including the master budgets from relevant data
- Use a budget to provide a means of exercising control over the business
- Master the skills that are needed for budgeting succession
- Understand why managers need to measure and manage budget



## METHODOLOGY

This stimulating programme will maximize the understanding and learning through interactive lectures, practical exercises, discussion, and Q & A session



## WHO SHOULD ATTEND

Accounts Clerk, Assistants & Supervisor, Office Administrations, Administrative Assistants, new Accounting/Finance Personnel, Non-Financial Personnel, Non-Financial Executives and others who need to learn about budgeting and costing

## PROGRAMME OUTLINE

### Module 1: Plan financial management approaches

- Access budget/financial plans for the work team
- Clarify budget/financial plans with relevant personnel within the organisation to ensure that documented outcomes are achievable, accurate and comprehensible
- Negotiate any changes required to be made to budget/ financial plans with relevant personnel within the organisation
- Prepare contingency plans in the event that initial plans need to be varied

### Module 2: Implement financial management approaches

- Disseminate relevant details of the agreed budget/financial plans to team members
- Provide support to ensure that team members can competently perform required roles associated with the management of finances
- Determine and access resources and systems to manage financial management processes within the work team

### Module 3: Monitor and control finances

- Implement processes to monitor actual expenditure and to control costs across the work team
- Monitor expenditure and costs on an agreed cyclical basis to identify cost variations and expenditure overruns
- Implement, monitor and modify contingency plans as required to maintain financial objectives
- Report on budget and expenditure in accordance with organisational protocols

### Module 4: Review and evaluate financial management processes

- Collect and collate for analysis, data and information on the effectiveness of financial management processes within the work team
- Analyse data and information on the effectiveness of financial management processes within the work team and identify, document and recommend any improvements to existing processes
- Implement and monitor agreed improvements in line with financial objectives of the work team and the organisation

# REGISTRATION FORM | Manage Budgets and Financial Plans

Please tick the appropriate checkboxes.

## PARTICIPANTS' DETAILS

**Participant 1:** Full name as per I/C (Dato' / Datin / Dr / Mr / Mrs / Ms):

Email Address:

Designation:

**Participant 2:** Full name as per I/C (Dato' / Datin / Dr / Mr / Mrs / Ms):

Email Address:

Designation:

## ORGANISATION'S DETAILS

Company Registered Name

Contact Person

Email

Address

Tel

Fax

TAX INVOICE to be issued under:

☐ Company

☐ Individual

Signature & Company Stamp

## PAYMENT DETAILS

### Payment by Cheque

Bank & Cheque No.

Amount RM

### Payment by Bank Transfer

Transaction Ref - 1

Amount RM

Transaction Ref - 2

## TERMS & CONDITION

### WEBINAR FEE

- Fee is payable to KOSUMY ETA SDN. BHD. (f.k.a ETA TRAINING & DEVELOPMENT SDN. BHD.)
- For selected webinars, the fee includes e-materials.
- Individual Registration: Full payment shall be made at the point of online registration.
- Corporate Registration: Full payment shall be made within thirty (30) days from the date of the Proforma Invoice or 1 day before the webinar, whichever earlier.

### ACCESS LINK

- The Access Link will be emailed at least 24-hours before the commencement of webinar.
- The Access Link is unique and should not be forwarded/shared with others.

### CANCELLATION

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- Written cancellation received less than seven (7) days from the date of the webinar, an administrative charge of 20% of the registration fee will be imposed. Unpaid registration will also be liable for 20% administrative charge.
- Written cancellation received on the day of the webinar or failed to join the webinar, no refund will be made. Unpaid registration will also be liable for full payment of the registration fee.

## FACILITATOR

### Professor Dr. Bala

Phd FCPA, AIB (UK), B.A (UK), Masters (IRE)

Professor Dr Bala completed his PhD from University of Wollongong in 1988; Master of Business Studies (Hons) from National University of Ireland, Dublin; BA (Hons) in Banking, Insurance and Finance from University of Wales. He is currently a Fellow of Certified Practising Accountants and International Centre for Asian Studies. A member of Chartered Institute of Bankers (UK) and Malaysian Economic Association. Over the past 25 years, Professor Dr Bala had successfully supervised 50 Doctorate candidates in different Universities. He had published more than 100 papers in international journals from Banking, Accounting, and Finance to Economic sectors

He is a PSMB (HRDF) certified trainer.

## FEE

**RM 1,200\*/participant**

\*Subjected to 6% SST

## DETAILS & REGISTRATION



zoom

**10 - 11 June 2021**

**9.30am - 5.30pm**

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