

# Budgets and Financial Reports

Everyday businesses deal with budgets and financial reports in some form or fashion. At minimum, business managers review budget numbers and run financial reports for decision-making and reporting to shareholders and Federal regulators once a month. Many companies devote the last few months of the calendar year to creating budgets for the next calendar year. In addition, organizations create and disseminate year-end financial reports to investors.

**Focus:** This seminar is designed for managers to gain a better understanding of budgets and financial reports to effectively manage the budget and make smart purchasing decisions for the company.

**Length:** 6 Hours

## Performance Objectives

- Name financial terminology and review financial statements
- Analyze financial statements
- Develop budgets, make budgets easy and apply advanced forecasting techniques
- Prepare how to manage the budget and outline how to make smart purchasing decisions
- Review the legal aspects of finances

## Concepts:

<b>Vocabulary and Financial Statements</b>	This seminar reviews the terminology, concepts and the five types of financial statements.
<b>Nine Ratios Used for Calculation</b>	This section covers the various ratios used to give the financial health of the organization.
<b>Creating the Budget</b>	In this section, participants examine the common types of budgets and the techniques used in the creation and forecasting of the budget.
<b>Managing the Budget</b>	This section outlines several techniques used to determine if the budget is on track and the tools utilized in making expenditures.