



*Training Course:  
Budgeting and Financial Planning for NGOs*

*17 - 21 March 2025  
Geneva (Switzerland)*

## Training Course: Budgeting and Financial Planning for NGOs

Training Course code: FI235283 From: 17 - 21 March 2025 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

### Introduction:

Welcome to the Budgeting and Financial Planning for NGOs training program, proudly designed by Global Horizon Training Center. As a leading institution committed to empowering organizations, this program aims to equip participants with essential skills and knowledge to enhance financial management within non-governmental organizations NGOs. Through a comprehensive and hands-on approach, participants will gain the expertise needed to navigate the unique financial challenges faced by NGOs.

### Objectives:

- Provide a foundational understanding of budgeting principles and financial planning tailored to the specific needs of NGOs.
- Equip participants with practical tools to develop and manage budgets effectively.
- Enhance financial decision-making skills to ensure sustainable and responsible financial practices within NGOs.
- Foster a deeper understanding of financial reporting and compliance requirements for NGOs.
- Empower participants to communicate financial information effectively to internal and external stakeholders.

### Target Audience:

This program is designed for professionals and decision-makers working in non-governmental organizations, including but not limited to:

- NGO Managers and Directors
- Finance and Accounting Staff
- Program Coordinators
- Grant Managers
- Fundraising Professionals
- Board Members and Trustees

### Outlines:

#### Day 1: Understanding NGO Finances

- Introduction to NGO Financial Management
- Importance of Budgeting and Financial Planning
- Key Financial Terminology for NGOs
- Differentiating Capital and Operational Budgets

#### Day 2: Budget Development and Management

- Principles of Budgeting
- Steps in Budget Development
- Budget Monitoring and Control
- Variance Analysis

#### Day 3: Financial Decision-Making for NGOs

- Financial Sustainability for NGOs
- Risk Management in Financial Decision-Making
- Funding Diversification Strategies
- Investment and Reserve Policies for NGOs

#### Day 4: Financial Reporting and Compliance

- Financial Reporting Requirements for NGOs
- Understanding Audits and Compliance
- Transparency and Accountability in Reporting
- Best Practices in Financial Documentation

#### Day 5: Communication and Stakeholder Engagement

- Communicating Financial Information Effectively
- Engaging with Donors and Supporters
- Building Financial Literacy among NGO Teams



- Case Studies and Group Presentations

## Registration form on the Training Course: Budgeting and Financial Planning for NGOs

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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