



*Training Course:
Budgeting and Financial Planning for NGOs*

*3 - 7 February 2025
Baku (Azerbaijan)*

Training Course: Budgeting and Financial Planning for NGOs

Training Course code: FI235283 From: 3 - 7 February 2025 Venue: Baku (Azerbaijan) - 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

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Person Responsible for Training and Development

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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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