



*Training Course:  
Preparing Budgets*

*19 - 23 October 2026  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Preparing Budgets

Training Course code: FI2036 From: 19 - 23 October 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

### Introduction

Budgets are an essential financial tool, which aid, planning, decision making, resource allocation, coordination, and control.

Without the necessary skills Budgets can be badly prepared and/or implemented leading to poor decisions, mis-use of vital resources, poor coordination and a lack of control or even too much control resulting in missed opportunities.

This program provides participants with the skills necessary for the effective preparation and implementation of budgets including the:

- Sales Budgets
- Production Budgets
- Cash Budgets
- Capital Budgets and
- Master Budget

### Course Objective

Participants attending will:

- Develop the skills to Plan Budgets within a sound Strategic Plan
- Develop the skills to Prepare Budgets using:
  - Appropriate Forecasting Techniques including Time Series Models,
  - Exponential Smoothing, Regression and Correlation Analysis and
  - Costing Methods such as Activity Based Costing
- Develop the skills to effectively implement Budgets by:
- Becoming aware of the problems/limitations of budgets and the conditions required for their success
- Integrating the budgeting process with the development of the company's long-term strategic vision

In particular, the following will find it very helpful:

- Financial managers, finance controllers treasurers, and inventory managers
- Senior managers with direct responsibility for financial management and control
- Accountants, sale and purchase managers and managers responsible for the relationship with banks
- Any manager, at a medium and senior level, who is a part of the financial decision-making team.
- New interns and trainees with finance-related responsibilities.
- Department heads, process owners, administrative personnel associated with budget management, financial and technical professionals, sales and marketing professionals, project managers, and anyone who needs to understand how to develop cost projections for their department, projects.

## Target Audience

This program is designed for:

- Finance Managers, Controllers, and Treasurers
- Budgeting and Planning Professionals
- Accountants and Cost Accountants
- Senior and Middle Managers involved in financial decision-making
- Procurement, Sales, and Operations Managers
- Project Managers and Business Unit Heads
- Junior professionals and trainees in finance-related roles

## Course Outline

### Day 1: Essentials of Budgeting & Strategic Planning

- Introduction to budgeting, planning, forecasting, and costing
- Relationship between strategy, budgeting, and performance
- Benefits and limitations of budgets
- Types of budgets Fixed, Flexible, Zero-Based, Activity-Based, Capital Budget
- Conditions for successful budgeting systems

### Day 2: Activity-Based Budgeting & Master Budget

- Traditional budgeting vs Activity-Based Budgeting ABB
- Identifying activities and cost drivers
- Building ABB models
- Budgeting for processes vs departments
- Development of Activity-Based Budget
- Preparing Master Budget components:
  - Sales Budget
  - Production Budget

- Cash Budget
- Capital Budget

### Day 3: Forecasting Techniques & Market Analysis

- Purpose of forecasting in budgeting
- Qualitative vs quantitative forecasting
- Time series analysis
- Exponential smoothing
- Regression and correlation analysis
- Identifying trends in historical data
- SWOT / PESTEL analysis for forecasting
- Forecast limitations and uncertainty

### Day 4: Financial Forecast Integration & Risk Considerations

- Integrating forecasts into budgets
- Forecasting sales, costs, exchange rates, interest rates
- Scenario building in budgeting
- Hedging concepts:
  - Forwards
  - Futures
  - Options
  - Swaps
- Managing uncertainty in financial planning

### Day 5: Capital Budgeting, Control & Decision Making

- Preparing Sales, Production, Cash Budgets
- Pricing, credit, and cost considerations
- Capital budgeting techniques:
  - PV / FV
  - NPV
  - IRR
  - MIRR
  - Discounted Payback
- What-if and sensitivity analysis
- Budget implementation and control
- Conditions for successful budgeting systems
- Managerial skills for effective control

## Registration form on the Training Course: Preparing Budgets

**Training Course code:** FI2036 **From:** 19 - 23 October 2026 **Venue:** Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside **Training Course Fees:** 6350 € Euro

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  
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