

## Budgets and Financial Reports Course Details

Department: Supervisors and Managers

Presented by Magna Skills Development Institute

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## Course Summary

The goal of this workshop is to give the participant a basic understanding of budgets and financial reports so they can hold relevant discussions and render decisions based on financial data. This course will define key terms like ROI, EBIT, GAAP, and extrapolation. Furthermore, this one-day course will discuss commonly used financial terms, financial statements, budgets, forecasting, purchasing decisions, and laws that regulate the handling of financial information. Before we begin, let us get to know more about each other.

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.

## Course Objectives

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly. In this course, participants are going to achieve the following learning objectives:

- Identify financial terminology
- Understand financial statements
- Identify how to analyze financial statements
- Understand budgets
- How to make budgeting easy
- Understand advanced forecasting techniques
- Understand how to manage the budget
- Identify How to make smart purchasing decisions
- Identify the legal aspects of finances

## Course Outline

### **Module One: Getting Started**

- Workshop Objectives

### **Module Two: Glossary**

- What is Finance?
- Commonly Used Terms
- Key Players
- Important Financial Organizations
- Understanding GAAP
- Case Study
- Module Two: Review Questions

### **Module Three: Understanding Financial Statements**

- Balance Sheets
- Income Statements (AKA Profit & Loss Statements)
- Statement of Retained Earnings
- Statement of Cash Flows
- Annual Reports
- Case Study
- Module Three: Review Questions

### **Module Four: Analyzing Financial Statements (I)**

- Income Ratios
- Profitability Ratios
- Liquidity Ratios
- Working Capital Ratios
- Bankruptcy Ratios
- Case Study 26Module Four: Review Questions

### **Module Five: Analyzing Financial Statements (II)**

- Long-Term Analysis Ratios
- Coverage Ratios
- Leverage Ratios
- Calculating Return on Investment (ROI)
- Case Study
- Module Five: Review Questions

## **Module Six: Understanding Budgets**

- Common Types of Budgets
- What Information do I Need?
- Who Should Be Involved?
- What Should a Budget Look Like?
- Case Study
- Module Six: Review Questions

## **Module Seven: Budgeting Made Easy**

- Factoring in Historical Data
- Gathering Related Information
- Adjusting for Special Circumstances
- Putting It All Together
- Computer Based Methods
- Case Study

## **Module Seven: Review Questions**

- Module Eight: Advanced Forecasting Techniques
- Using the Average
- Regression Analysis
- Extrapolation
- Formal Financial Models
- Case Study
- Module Eight: Review Questions

## **Module Nine: Managing the Budget**

- How to Tell If You're on Track
- Should Your Budget be Updated
- Keeping a Diary of Lessons Learned
- When to Panic
- Case Study
- Module Nine: Review Questions

## **Module Ten: Making Smart Purchasing Decisions**

- 10 Questions You Must Ask
- Determining the Payback Period
- Deciding Whether to Lease or Buy
- Thinking Outside the Box
- Case Study
- Module Ten: Review Questions

## **Module Eleven: A Glimpse into the Legal World**

- A Brief History
- The Sarbanes-Oxley Act
- CEO/CFO Certification
- 8th Company Law Directive
- Case Study
- Module Eleven: Review Questions

## **Module Twelve: Wrapping Up**

- Words from the Wise



### **Company Overview**

**Who We Are:** Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

**Our Mission:** To provide world-class training solutions that equip professionals with the expertise needed to excel in their

careers and contribute meaningfully to their organizations.

**Our Vision:** To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

### Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

### Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

### Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

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Email:	Training Method: Online[ ____ ] Face to Face [ ____ ]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.