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# Budgets and Financial Reports

Generate a [group quote](#) today



Course Length: 1.0 days

The Budgets and Financial Reports training course is practical and will provide participants with the understanding, knowledge and tools to effectively work with and interpret financial reports.

This Budgets and Financial Reports training course is available now throughout Hong Kong, including Central.

This Budgets and Financial Reports training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

Contact us today for a quote.

# Budgets and Financial Reports Course Outline

## Foreword

Financial management is the lifeblood of an organization. Budgeting and forecasting is an essential financial process for any business, no matter how large or small. This easy to understand and fun *Budgets and Financial Reports* Training course aims to demystify some of the financial terms and concepts and will define key terms like ROI, EBIT, GAAP, and extrapolation.

Participants will explore the tools, concepts and techniques used by financial analysts. They will be guided through a practical and best practice approach to understanding budgets and financial reports. The end result is a solid understanding of key finance and budgeting principles so that the participant can hold relevant discussions and render decisions based on financial data.

## Outcomes

### In this course participants will:

- Understand financial terminology and concepts clearly
- Gain skills to analyze financial statements
- Understand the differences between budgets & budgeting
- Be able to implement techniques for effective budgeting
- Be able to apply advanced forecasting techniques
- Discover how to make smart purchasing decisions
- Interpret some of the legal aspects of finances

## Modules

### Lesson 1: Getting Started

- Workshop Objectives

### Lesson 2: Glossary

- What is Finance?
- Commonly Used Terms
- Key Players
- Important Financial Organizations
- Understanding GAAP

### Lesson 3: Understanding Financial Statements

- Balance Sheets
- Income Statements (AKA Profit & Loss Statements)
- Statement of Retained Earnings
- Statement of Cash Flows
- Annual Reports

## **Lesson 4: Analyzing Financial Statements (I)**

- Income Ratios
- Profitability Ratios
- Liquidity Ratios
- Working Capital Ratios
- Bankruptcy Ratios

## **Lesson 5: Analyzing Financial Statements (II)**

- Long-Term Analysis Ratios
- Coverage Ratios
- Leverage Ratios
- Calculating Return on Investment (ROI)

## **Lesson 6: Understanding Budgets**

- Common Types of Budgets
- What Information do I Need?
- Who Should Be Involved?
- What Should a Budget Look Like?

## **Lesson 7: Budgeting Made Easy**

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

## **Lesson 8: Advanced Forecasting Techniques**

- Using the Average
- Regression Analysis
- Extrapolation
- Formal Financial Models

## **Lesson 9: 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

## **Lesson 10: Making Smart Purchasing Decisions**

- 10 Questions You Must Ask
- Determining the Payback Period
- Deciding Whether to Lease or Buy
- Thinking Outside the Box

## **Lesson 11: A Glimpse into the Legal World**

- A Brief History

- The Sarbanes-Oxley Act
- CEO/CFO Certification
- 8th Company Law Directive

## **Lesson 12: Wrapping Up**

- Words from the Wise

## **Web Links**

- [View this course online](#)
- [In-house Training Instant Quote](#)