



THE ARC TRAINING GROUP
A Division of The ARC Consulting Group, Inc.
A Profit Enhancement Firm
Providing Educational and Consultative Services to the
International Business Community

SEMINAR FACT SHEET

ARC'S BUDGETING, PLANNING AND FORECASTING USING EXCEL COURSE

COURSE No. ARC013B

SEMINAR OVERVIEW

A budget is a road map of the journey a company is planning to take. It is a cost of the activities the company must perform to arrive at its destination as specific in its Strategic Plan. Excel[®] is the toolbox of choice for model development. Put these two concepts together, and you have THE leading-edge budgeting and forecasting course available. This program explains the budgeting process from beginning to end. You will explore the budget development process; how decisions affect the "bottom line;" and what budget variances are saying. At the same time, you will learn how to use the leading-edge tools available on Excel[®].

WHO SHOULD ATTEND

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.

WHAT WILL BE COVERED

You will learn the importance of incorporating the mission and goals of the company into departmental budget development. Using a wide array of budgeting techniques, you will leave this program with the tools, techniques and confidence to develop budget models that not only reflect the true cost of the resources required, but also give you the ability to explore alternatives using tools as Solver, Scenario, Goal Seek, Regression, and other statistical techniques. You will explore the issues relating to capital budgeting. Budgeting manufacturing as well as other expenses, identifying profit objectives, budgeting cash requirements and building the financial statements is also covered.

HOW YOU WILL BENEFIT

At the end of this program, you will be able to:

- Understand the budgeting and planning process
- Explore the total capability of Excel[®] as a budgeting and forecasting tool.
- How revenues are recognized and how expenses behave.
- How depreciation impacts the budget process.
- Development of production standards
- Discover how to translate management decisions into cash requirement.
- Understand how to apply Activity-Based Budgeting, using Excel
- Project required Headcount Levels
- Develop the Payroll Budget
- Develop the Operational Budget
- Develop the Production Budget
- Develop the Cash Budget
- Develop the Capital Spending Budget

ARC TRAINING GROUP
PROGRAM AGENDA

BUDGETS IN TODAY'S INTERNATIONAL BUSINESS ENVIRONMENT

- Overview of the strategic, tactical, and operational aspects of today's global business
- The Organizational Planning Model
- The Product/Decision/Information Cycle
- The Budget as a Fraud Deterrent Tool
- The Relationship between the Budget and Strategic Initiatives

THE BUDGET AS A MANAGEMENT TOOL

- Nature and Purpose of the Budget
- How the Budget Works
- Cash Budgets vs. Operations Budgets
- Budgets and the Management Process
- Defining Products and Processes
- Budgets at Various Levels
- Budgeting for Processes not Departments
- The Variance Analysis Process

THE STRATEGIC VISION AS A BUDGETING TOOL

- Development of the long-range vision
- Focusing the Vision – Creating Business Unit Direction
- Creation of Definable, Measurable Objectives
- Development of the Key Performance Indicator Matrix
- Identification of required activities, resources, and consumption rates

THE BUDGETING PROCESS - THE NINE-STEP BUDGETING MODEL[®]

- The Nine-Step Budgeting Model
- The principles of Activity-Based Budgeting
- The role of assumptions in the budget model
- Projecting Headcount and the cost of Employee Benefits
- Accounting for Depreciation in the Budget Model
- Fixed, Variable and Mixed Expenses
- Discretionary Expenses

Activity-Based Budgeting

- Discuss the theory of Activity Based Costing (ABC)
- Use ABC as a budgeting tool
- Define the elements of cost including Activity, Resource, & Consumption Rates
- Identify the key processes, Activities and Resources
- Project the cost of the activity, process, and product

PROJECTING REVENUES - THE REVENUE BUDGET

- The Art of Projecting Revenues
- Using Excel[®] to Project Optimum Product Mix
- Projecting Sales Volume
- Product Pricing Techniques
- Developing Target Pricing Models
- Interrelating the Revenue and Marketing Budgets
- Projecting new Product Introduction and Speed to Market
- Developing the Bases for Cost Projections Using Revenue Assumptions

ARC TRAINING GROUP

THE NATURE AND BEHAVIOR OF COSTS

- The Behavior of Costs
- Expenses vs. Expenditures
- Operating Expenses vs. Capital Expenses
- Fixed Costs
- Variable Costs
- Mixed Costs
- Depreciation, Asset Management and Non-Cash Expenses
- Cost / Volume / Profit Analysis

COURSE SUMMARY AND WRAP-UP

This section provides you with the opportunity to address any specific issues with the total group as a resource, to review any specific issue or topic addressed in the program, or to just recap the benefits received from the program and the group as a whole.

SEMINAR PRICING AND LOGISTICS

Duration: 2 Days	Program Level: Introductory
Prerequisites: None	Advanced Preparation: None
Maximum Attendance: 6	CPE Hours: 16 A&A
Delivery Method: Group Live	Booking Instructions: Call (904) 268-1148
Seminar Fee: \$1,995.00 per person	Email: Rick@ARCTraining.com
Group Discount: Book 3 people and the fourth person is free!	

Cancellation Policy:

If you cannot attend a seminar you can contact ARC in advance to transfer to a future session, or you can send someone to take your place. If you need to cancel your attendance, ARC will give you a complete refund if you cancel more than three weeks before your seminar begins. To cancel, simply email us at rick@arctraining.com. If you cancel with less than three weeks' advance notice, you will be liable for the entire seminar fee. Once your payment has been received, you may request a courtesy transfer to use at any future ARC seminar of equal or lesser length up to three weeks prior to the session. The courtesy transfer must be used within one year of the date of your originally scheduled seminar. In fairness to all attendees, if you do not attend a seminar session for which you are confirmed and do not contact ARC to cancel in advance, you will be charged the entire seminar fee.

ARC grants courtesy transfers to people who cannot attend their scheduled sessions up to three weeks prior to the session. You can use a courtesy transfer for any seminar of equal or lesser length than the original seminar. You must use your courtesy transfer within one year of the date of your originally scheduled seminar.

ARC guarantees the quality of our seminars. If, for any reason, you are not satisfied with a seminar for which you have paid, ARC will give you credit toward another seminar of comparable price or will refund your fee. You can also register on our website at <http://www.arconsultinggroup.com/open-enrollment-programs/>. You can also call Rick Balog at 904-268-1148.



The ARC Training Group is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Telephone: 615.880.4200. Web site: www.nasba.org