American Management Association's
AMA’s Comprehensive Budgeting Workshop

Learning Objectives

• Explain Why an Organization Needs a Budget
• Distinguish Between Operating and Capital Budgets
• Prepare and Present an Operating Budget
• Analyze a Budget, Based on Variances, and Take the Appropriate Actions Related to Performance

Income Statement Review

• Describe What a Budget Is and Its Purpose
• Differentiate Between an Operating Budget and a Capital Budget
• Define the Line Items on an Income Statement
• Recognize How the Line Items Relate to Each Other and the Metrics That Can Be Derived from Them

Preparing an Operating Budget

• Recognize How the Items in a Budget Relate to Upper-Management Assumptions/Targets About the Budget
• Develop Budget Strategies for Meeting Those Targets

Presenting an Operating Budget

• Properly Organize, Format the Components of, and Deliver an Operating Budget Presentation

How to Effectively Use a Budget

• Define Budget Variances and Identify Potential Sources for These Variances
• Perform a Variance Analysis and Determine the Actual Source(s)
• Identify and Implement Changes to the Budget, If Necessary
• Apply Lessons Learned from This Evaluation to the Preparation of the Following Year’s Budget