

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