



Creating and Managing Effective Budgets (re-run)

Programme Code: W130225S

The budgeting process is one of the most time-consuming aspects of a business. It is also a process vital to the success of the enterprise which deserves the highest attention.

This interactive workshop will lead delegates to become motivated to spend more time and effort in the preparation of the budgets of their units/departments. Delegates will learn what the budgeting process involves and be able to develop more realistic and effective budgets.

Additionally, knowing how to use budgets as an effective performance monitoring and measurement tool will enable them to be better able to manage the different costs that can affect the operations and ultimately, bottom line of a business.

Topics include:

- Importance of and need for preparing budgets
- Barriers to budgeting – why the reluctance by many to do it
- Budgeting as a planning, control and performance measurement tool
- Types of costs – their implications and impact on profitability
- Effective cost management to improve profitability
- Types of budgets – how they differ
- Knowing/setting the goals and objectives of the unit/department/company
- The budgeting process – what it involves
- Testing assumptions used in preparing the budget
- Monitoring performance – actual vs planned/budgeted
- Analysing budget variances/gaps
- Some common problems in budgeting – shortcomings of budgets

Date	Monday, 25 February 2013
Time	6:30 p.m. – 9:30 p.m.
Venue	Hong Kong Institute of CPAs, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.
Format	Workshop including examples gained from over 20 years of experience
Language	English
Fee	HK\$750 for HKICPA member or student; and IA/ HKIAAT's member or student HK\$1,500 for non-member
Objectives	Understand the budgeting process and learn how to develop more effective budgets
Speaker	W Francis Rowlands FCMA MCIM AMIMI AAE Executive President, Dragon Business Skills & Development Past Chairman, Global Markets Committee, CIMA
Participants	Professionals who wish to be able to develop practical budget in the dynamic, real-world of business whether private sector, public purse or charitable foundations.
Competency	General Accounting and Related Knowledge; Management Accounting, Control and Performance Evaluation
Rating	Intermediate to Advanced Level (Please refer to the Institute's online CPD Learning Resource Centre)
CPD hours	3



CPD ENROLMENT FORM (For Support Programme)

Finance & Operations Department,
Hong Kong Institute of CPAs,
37/F, Wu Chung House, 213 Queen's Road East, Hong Kong

Payment & Enrolment Status Enquiry: 2287 7381 e-mail: finance@hkicpa.org.hk Fax : 2893 9853	Course Information Enquiry: 2287 7386 / 2287 7253 e-mail: cpd@hkicpa.org.hk	FOR OFFICE USE
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Deadline: 7 working days before the date of the programme

No.	Membership		Full Name of Participant(s) (Block Letters)	Company	Email address ^{*(2)} (Block Letters)	Programme Code	Fee (HK\$)
	No.	Status (1)					
1							
2							
3							
4							
5							
						Total (HK\$)	

* Email address is for enrolment confirmation purpose. Please refer to note (2) for details.

I am unemployed and not working. I am planning to rejoin the workforce.
 The Institute reserves the right to allocate places to enable the enjoyment of more members in this event.
 The Institute's decision is final. Applicant must submit the enrolment form 10 working days before the event.

Contact Person : _____ Tel No. : _____ Fax No. : _____ E-mail : _____

Payment Method (Please tick the appropriate box)

<input type="checkbox"/> Cheque (payable to "Hong Kong Institute of Certified Public Accountants")			
Cheque No.:		Bank:	
<input type="checkbox"/> Visa / Master Credit Card		Card Number :	
Cardholder's Name : (Block Letters)		Card Expiry Date (month/year) :	
Date :		Cardholder's Signature :	
FOR OFFICE USE	Auth. Code No.	Handled by	Date
<input type="checkbox"/> Please put a "✓" if you require a receipt and indicate your choice of delivery: <input type="checkbox"/> by email <input type="checkbox"/> by post (to the address as shown below)			
Name :		Name :	
Address :		Address :	

- Notes:**
1. Membership Status: **NP** = Non-Practising, **P** = Practising, **IA** = International Affiliate, **S** = Student, **HKIAAT** = HKIAAT Student or Member, **GAA** = GAA Passport holder, **NM** = Non-Member.
 2. Successful applicants will receive confirmation of registration by email at least 3 working days before the event. Unsuccessful applicants will also be notified around the same time. If you have not heard from the Institute regarding your registration 2 working days before the event and if you have other enquiries related to the programme, please make enquiry at 2287 7386 or 2287 7253.
 3. NO ADMISSION TICKET will be issued. Please bring your HKICPA membership card or confirmation email for admission purpose.
 4. All applications are on a first-come-first-served basis.
 5. Application by fax will ONLY be accepted when payment is made by Visa/Master credit card. Please ensure all the particulars relating to payment are completed, otherwise the application cannot be processed. There is NO need to send in the enrolment form again if it has already been faxed to the Institute.
 6. Cheque(s) should be made payable to "Hong Kong Institute of Certified Public Accountants". Please issue SEPARATE CHEQUE for each event.
 7. NO REFUND/CANCELLATION will be entertained after the application is processed. If you are unable to attend the enrolled programme, you may nominate a substitute to take your place, provided that the Institute is notified in writing at least two working days prior to the event date.
 8. All scheduled events will be cancelled and postponed to a date to be announced in the event of typhoon signal no. 8 or above or if a Black Rainstorm warning is hoisted. For details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.
 9. The Institute reserves the right to change the venue, date, speaker or to cancel the event due to unforeseen circumstances.
 10. All personal data collected from the enrolment process, and administration of the CPD Programmes will only be used for the purpose of the administration of the course on which members are enrolled. In addition, the Institute may use the collected data for statistical research and analysis, for keeping members informed of its services and other uses internally.
 11. No unauthorized audio or video recording is allowed at CPD events.