



Creating and Managing Effective Budgets (re-run)

Programme Code: W110806S

For many people the word 'budget' is synonymous with control, cost cutting and a 'can't do' attitude. A budget is not a tool to be used to prevent action, stifle innovation or criticise managers yet it is often used this way. During this seminar you will discover the virtues of this important tool and the 'out of the box' flexibilities that become available to the thinking manager. You will understand the variety of options that will open up the way to better management and operational efficiency.

Date	Saturday, 6 August 2011
Time	9:30 a.m. – 12:30 p.m.
Venue	Hong Kong Institute of CPAs Training Centre, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.
Format	Workshop
Language	English
Fee	HK\$750 for HKICPA member or student; CIMA member or student; and IA/ HKIAAT's member or student HK\$1,500 for non-member
Objectives	<ul style="list-style-type: none">• Introduce ten different budgeting models to help you select the most appropriate model for your business and your culture• Understand the main differences between the budgetary requirements of Manufacturing, Retail, Service and the 'Not for Profit' sectors• Explore the Six Budget Keys that are necessary in unlocking the budgeting toolbox• Would your business benefit from top down planning or bottom up? The main benefits of each approach are outlined here along with a look at the main aspects of the finance budget, cash budget, revenues and capex budgets.
Speaker	Mr. Francis Rowlands, FCMA Executive President, IBP Business Coaching Immediate Past Chairman, Global Markets Committee, CIMA
Participants	Professionals working in accounting and finance related roles
Competency	Management Accounting, Control and Performance Evaluation
Rating	Intermediate Level (Please refer to the Institute's online CPD Learning Resource Centre)
CPD hours	3



**To confirm your CPD booking,
 just log on to "MyCPA" at
<http://www.hkicpa.org.hk>**

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
 e-mail: cpd@hkicpa.org.hk

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Deadline: 7 working days before the date of the programme

No.	Membership		Full Name of Participant(s) (Block Letters)	Company	CT System ⁽²⁾	Programme Code	Fee (HK\$)
	No.	Status ⁽¹⁾					
1							
2							
3							
4							
5							
Total (HK\$)							

I am unemployed and 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:
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- Notes:**
- Membership Status: **NP** = Non-Practising, **P** = Practising, **IA** = International Affiliate, **S** = Student, **HKIAAT** = HKIAAT Student or Member, **GAA** = GAA Passport holder, **NM** = Non-Member.
 - Please put a "✓" in this column to indicate you wish to register by Computerized Ticketing System. Instead of a ticket you will receive a confirmation receipt by post. Details of the system can be found at <http://www.hkicpa.org.hk/membership/cpd/ticket.php>.
 - All applications are on a first-come-first-served basis.
 - 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.
 - Cheque(s) should be made payable to "Hong Kong Institute of Certified Public Accountants". Please issue SEPARATE CHEQUE for each event.
 - Successful applicants will receive admission ticket or confirmation notice (for those who opt for Computerised Ticketing System) 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 days before the event and if you have other enquiries related to the programme, please make enquiry at 2287 7386 or 2287 7253.
 - 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.
 - 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.
 - The Institute reserves the right to change the venue, date or speaker of the event due to unforeseen circumstances.
 - 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 for other uses internally.

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