



Budgets & Managing Money

For managers in today's business world, it's essential to have a working knowledge of finance. We all play a role in our organization's financial health, whether we realize it or not. If you don't have training or a background in finances, you may be at a disadvantage as you sit around the management table. Understanding the cycle of finance will help you figure out where you fit into your company's financial structure, and how to keep your department out of the red. This workshop will familiarize you with the key concepts of finance and accounting and help you prepare budgets with more confidence.

At the conclusion of this workshop:

- You should be able to assess the financial performance and health of your firm.
- Enhance your decision-making skills by integrating financial management concepts into your thinking.
- Assess various software applications for managing finances.
- Control the flow of money through your department.
- Understand the budgeting process and forecasting techniques.
- Manage your own budget, inventory and petty cash.

What You Will Cover:

- ▶ Understanding Accounting and Finance
- ▶ Assets, liabilities and net worth
- ▶ Accounts payable and receivable
- ▶ Collections
- ▶ Ratio Analysis
- ▶ Managing Accounts Receivable
- ▶ Understanding Financial Statements
- ▶ Budgeting and Forecasting Techniques
- ▶ Types of Budgets
- ▶ Tracking Business Expenses
- ▶ Preparing Budgets
- ▶ Comparing Software Applications
- ▶ The Importance of Bookkeeping
- ▶ The Human Aspect of Budgeting

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. FEES: \$2,000.00 onsite up to 12 people.
\$300.00 per person offsite, plus applicable taxes. *Prices
and dates are subject to change.

E³, LLC. * 10408 NW 58th Place * Parkland, Florida 33076
Telephone: 954-295-0245 * Fax: 954-227-0876
Email: fgilliam@eeellc.net * Website: www.eeellc.net