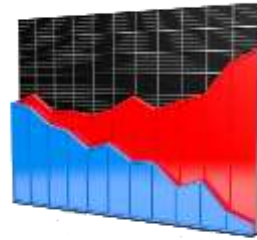


Budgets and Financial Reports

Money matters can be intimidating for even the smartest people. Having a solid understanding of basic financial terms and methods is your career. When terms like ROI, EBIT, GAAP, and extrapolation join conversation, you'll want to know what people are talking about, and to be able to participate in the discussion.



However, crucial to the you'll want

The Budgets and Financial Reports workshop will give you a solid foundation in finance. We'll cover topics like commonly used terms, financial statements, budgets, forecasting, purchasing decisions, and financial legislation.

foundation

Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Glossary

- What Is Finance
- Commonly Used Terms
- Key Players (People, Jobs)
- Important Finance Organizations
- Understanding GAAP

Module Three: Understanding Financial Statement

- Balance Sheets
- Income Statements (AKA Profit And Loss Statements)
- Statement of Retained Earnings
- Statement of Cash Flows
- Annual Reports

Module Four: Analyzing Financial Statements, Part One

- Income Ratios
- Profitability Ratios
- Liquidity Ratios
- Working Capital Ratios
- Bankruptcy Ratios

Module Five: Analyzing Financial Statements, Part Two

- Long Term Analysis Ratios
- Coverage Ratios
- Leverage Ratios
- Calculating Return on Investment (ROI)

Module Six: Understanding Budgets

- Common Types of Budgets
- What Information Do I Need?
- Who Should Be Involved?
- What Should A Budget Look Like?

Module Seven: Budgeting Made Easy

- Factoring In Historical Data
- Gathering Related Information
- Adjusting For Special Circumstances
- Putting It All Together
- Computer Based Methods

Module Eight: Advanced Forecasting Techniques

- Using the Average
- Regression Analysis
- Extrapolation
- Formal Financial Models

Module Nine: Managing the Budget

- How To Tell If You're On the Right Track
- Should Your Budget Be Updated
- Keeping a Diary of Lessons Learned
- When to Panic

Module Ten: Making Smart Purchasing Decisions

- 10 Questions You Must Ask
- Determining the Payback Period
- Deciding Whether to Lease or Buy
- Thinking outside the Box

Module Eleven: A Glimpse into the Legal World

- A Brief History
- The Sarbanes Oxley Act
- CEO/CFO Certification
- Thinking outside the Box

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations