

BUDGET PLANNING AND FINANCIAL FORECASTING



GENTEX[®]
TRAINING CENTER



Introduction

Budget Planning and Financial Forecasting Training Course builds the practical skills to plan a business year and adjust it as conditions change. Participants work through the budget cycle, cost and revenue planning, forecasting methods, cash planning, and variance review as one connected planning discipline. The programme links plans to targets so budgets stay realistic and accountable. As a result, learners gain a repeatable method rather than a set of templates. Furthermore, the course strengthens analytical rigour, forecast reliability, and the reporting that keeps plans useful all year.

Budget Planning and Financial Forecasting Course Objectives

- Explain the budget cycle and its link to strategy and targets.
- Choose between incremental, zero-based, and rolling budgeting approaches.
- Build operating, capital, and cash budgets.
- Prepare revenue budgets using quantitative and qualitative forecasting methods.
- Plan costs and apply break-even and cost-volume-profit analysis.
- Set baselines, targets, and assumptions that are defensible.
- Build cash flow forecasts and manage working capital planning.
- Apply rolling forecasts and re-forecast routines.
- Analyse budget variances with price, volume, and mix analysis.
- Report budget and forecast performance clearly to management.

Course Methodology

- Interactive sessions built on budgeting and forecasting cases.
- Workshops on budget construction, forecast methods, and assumption setting.

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Group exercises on variance analysis and cash forecasting.
- Hands-on practice with operating budgets, driver-based models, and CVP analysis.
- Simulation of a budget committee review and a mid-year re-forecast.
- Facilitator coaching and peer review on personal planning frameworks.

Who Should Take This Course

- Finance officers, analysts, and management accountants.
- Budget officers and planning specialists.
- Department heads accountable for budgets.
- Business partners supporting planning decisions.
- Treasury and cash planning professionals.
- Consultants advising on budgeting and forecasting improvement.

Budget Planning and Financial Forecasting Course Outlines

Day 1: Budget Foundations and the Planning Cycle

- The budget cycle, calendar, and governance.
- Incremental, zero-based, and rolling budgeting compared.
- Linking budgets to strategy, objectives, and the Balanced Scorecard.
- Budget ownership, approval routes, and target setting.
- Behavioural traps: padding, sandbagging, and gaming.
- Common budgeting failures and their causes.
- Case discussion: a budget process that produced a document nobody used.





Day 2: Revenue and Cost Budgeting

- Revenue budgeting and sales forecasting methods.
- Building the operating budget: revenue, cost of sales, and overheads.
- Cost behaviour: fixed, variable, and semi-variable costs.
- Contribution margin, break-even, and cost-volume-profit analysis.
- Overhead allocation and cost recovery planning.
- Linking budget to headcount, capacity, and capital plans.
- Workshop: preparing an operating budget for a business unit.

Day 3: Forecasting Methods and Assumptions

- Quantitative methods: trend, moving average, and regression basics.
- Qualitative methods: expert judgement and the Delphi technique.
- Seasonality, cycles, and trend decomposition basics.
- Assumption documentation and driver identification.
- Forecast accuracy metrics such as MAPE and bias tracking.
- Reducing over-optimism and forecast bias.
- Exercise: forecasting revenue with two methods and comparing results.

Day 4: Cash Budgeting and Capital Planning

- Cash flow forecasting and the cash conversion cycle.
- Working capital planning: receivables, payables, and inventory.
- Capital budgeting: payback, NPV, IRR, and profitability index.
- Rolling forecasts and re-forecast routines.
- Scenario and sensitivity analysis for planning.

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Risk and uncertainty in forecast assumptions.
- Simulation: revising a forecast after a demand shock.

Day 5: Variance Analysis and Budget Review

- Preparing the budget versus actual review pack.
- Variance classification: favourable, adverse, and controllable.
- Price, volume, mix, and efficiency variance analysis.
- Root cause analysis for significant variances.
- Re-forecasting and corrective action routines.
- Reporting plans and forecasts to executives clearly.
- Capstone: presenting a complete budget and forecasting plan.

Conclusion

By successfully completing Budget Planning and Financial Forecasting, participants will gain a practical command of the budget cycle, revenue and cost planning, forecasting methods, and variance review. They will acquire skills in operating and cash budget construction, forecast accuracy control, and reporting that keep plans realistic and acted upon. Gentex Training Center designs the programme to help professionals plan with numbers people trust.

FAQs





Q1 What is the "Budget Planning and Financial Forecasting" course about?

It builds the practical skills to plan a business year and adjust it as conditions change. The course spans budget foundations and the planning cycle, revenue and cost budgeting, forecasting methods and assumptions, cash budgeting and capital planning, and variance analysis and budget review.

Q2 What are the key benefits of the "Budget Planning and Financial Forecasting" course?

You gain a repeatable method rather than a set of templates. The course improves budget construction, makes assumptions and targets more defensible, strengthens forecast accuracy and cash planning, and gives you review routines that keep plans useful all year.

Q3 What skills will I gain from the "Budget Planning and Financial Forecasting" course?

You will develop four core skills: budget cycle design and budget construction, revenue and cost planning with CVP analysis, forecasting methods with accuracy control, and cash planning with variance analysis and review.



Q4 What tools, methods, or standards are covered in the "Budget Planning and Financial Forecasting" course?

The course covers incremental, zero-based, and rolling budgeting, the Balanced Scorecard, operating, capital, and cash budget construction, cost behaviour analysis, contribution margin, break-even and cost-volume-profit analysis, overhead allocation, quantitative forecasting methods (trend, moving average, regression basics), qualitative methods (expert judgement and Delphi technique), seasonality and trend decomposition, MAPE and forecast bias measurement, the cash conversion cycle and working capital planning, payback, NPV, IRR and profitability index, rolling forecasts and re-forecast routines, scenario and sensitivity analysis, and price, volume, mix and efficiency variance analysis.

Q5 How is the "Budget Planning and Financial Forecasting" course applied in real-world practice?

Participants apply it to real work such as preparing an operating budget for a business unit, forecasting revenue with two competing methods, building a cash budget and working capital plan, revising a forecast after a demand shock, and presenting a budget versus actual review to management. The same methods support capital investment appraisal and rolling re-forecast routines.