

MANAGING PUBLIC MONEY



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TRAINING CENTER



Introduction

Managing Public Money Training Course prepares public sector professionals to plan, allocate, and control public funds with discipline and accountability. Participants work through the budget cycle, resource allocation, expenditure control, procurement oversight, and financial reporting as one connected discipline. The programme links statutory propriety with the practical decisions officials make about spending public money. As a result, learners gain a workable method rather than an abstract framework. Furthermore, the course strengthens governance judgement, value-for-money reasoning, and the reporting that withstands scrutiny by auditors and the public.

Managing Public Money Course Objectives

- Explain the principles of public financial management and propriety.
- Trace the budget cycle from estimates to approval, execution, and closure.
- Apply incremental, zero-based, and programme budgeting methods.
- Allocate resources using clear, defensible criteria and prioritisation.
- Apply cost-benefit analysis and value-for-money assessment.
- Apply appropriation, virement, and commitment control discipline.
- Design internal control with segregation of duties and approval limits.
- Manage procurement, contracts, and asset stewardship properly.
- Monitor expenditure and analyse variances to root cause.
- Prepare financial reports and disclosures ready for audit and oversight.

Course Methodology

- Interactive sessions built on public financial management cases.
- Workshops on budget construction, allocation criteria, and control design.
- Group exercises on value for money, variance investigation, and audit response.

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- Hands-on practice with budget schedules, commitment ledgers, and reporting packs.
- Simulation of a budget execution review and a public accounts challenge.
- Facilitator coaching and peer review on personal public finance plans.

Who Should Take This Course

- Public sector finance officers and accountants.
- Government budget officers and expenditure analysts.
- Ministry, agency, and municipal finance managers.
- Internal auditors and compliance officers in public bodies.
- Procurement and asset management officials.
- Consultants advising governments on financial management.

Managing Public Money Course Outlines

Day 1: Principles of Public Financial Management

- What makes public money different from private money.
- Propriety, regularity, value for money, and accountability.
- The budget cycle from estimates to approval, execution, and closure.
- Roles and responsibilities of finance, spending officers, and oversight.
- Fiscal framework, ceilings, and resource envelopes.
- Ethics, integrity, and conflict of interest in public spending.
- Case discussion: a spending decision that failed propriety standards.

Day 2: Budget Preparation and Resource Allocation

- Incremental, zero-based, and programme budgeting compared.



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- Estimating expenditure from historical data and policy commitments.
- Priority setting under fiscal constraint.
- Allocation criteria and weighted scoring models.
- Cost-benefit analysis and cost-effectiveness analysis.
- Medium-term expenditure frameworks (MTEF) basics.
- Workshop: preparing a programme budget for a department.

Day 3: Expenditure Control and Financial Governance

- Appropriation authority, warrants, and release of funds.
- Virement, re-appropriation, and supplementary budget rules.
- Commitment accounting and obligation tracking.
- Segregation of duties, authorisation levels, and approval limits.
- Procurement rules, tendering, and contract oversight.
- Fraud risk, anti-bribery expectations, and internal control testing.
- Exercise: designing a control framework for a spending unit.

Day 4: Monitoring, Variance Analysis, and Value for Money

- In-year expenditure monitoring and execution reporting.
- Variance classification: underspend, overspend, and timing effects.
- Price, volume, and efficiency variance decomposition.
- Root cause analysis and the 5 Whys for expenditure deviations.
- Value for money: economy, efficiency, effectiveness, and equity.
- Re-forecasting and revised outturn preparation.
- Simulation: investigating an overspend and reporting findings.





Day 5: Reporting, Asset Stewardship, and Accountability

- Preparing public expenditure reports and financial statements.
- Asset registers, depreciation, and stewardship obligations.
- Records management, transparency, and data protection duties.
- Responding to audit findings and public accounts committees.
- Reporting to the board, parliament, and the public.
- Building public financial management capability.
- Capstone: presenting a public money management and control plan.

Conclusion

By successfully completing Managing Public Money, participants will gain a practical command of public financial management principles, budget preparation, expenditure control, and accountability reporting. They will acquire skills in allocation criteria, value-for-money assessment, commitment control, and audit-ready reporting that support responsible stewardship of public funds. Gentex Training Center designs the programme to help public sector professionals manage public money with discipline and integrity.

FAQs



Q1 What is the "Managing Public Money" course about?

It prepares public sector professionals to plan, allocate, and control public funds with discipline and accountability. The course spans the principles of public financial management, budget preparation and resource allocation, expenditure control and financial governance, monitoring, variance analysis and value for money, and reporting, asset stewardship and accountability.

Q2 What are the key benefits of the "Managing Public Money" course?

You gain a workable method rather than an abstract framework. The course improves budget preparation and allocation decisions, strengthens expenditure and commitment control, sharpens value-for-money reasoning, and prepares you to answer auditors and oversight bodies with clear evidence.

Q3 What skills will I gain from the "Managing Public Money" course?

You will develop four core skills: public financial management and propriety application, budget preparation and resource allocation, expenditure control with internal governance design, and variance analysis with value-for-money assessment and audit-ready reporting.



Q4 What tools, methods, or standards are covered in the "Managing Public Money" course?

The course covers propriety, regularity, value for money and accountability principles, the budget cycle, incremental, zero-based and programme budgeting, medium-term expenditure frameworks (MTEF), allocation criteria and weighted scoring models, cost-benefit and cost-effectiveness analysis, appropriation authority and warrants, virement and re-appropriation rules, commitment accounting, segregation of duties and approval limits, procurement rules, tendering and contract oversight, fraud and anti-bribery controls, internal control testing, in-year expenditure monitoring and execution reporting, variance classification, price, volume and efficiency variance decomposition, root cause analysis and the 5 Whys, value for money assessment (economy, efficiency, effectiveness, equity), re-forecasting and revised outturn preparation, asset registers and depreciation, records management and data protection duties, and audit and public accounts response practice.

Q5 How is the "Managing Public Money" course applied in real-world practice?

Participants apply it to real work such as preparing a programme budget for a department, allocating a constrained budget across competing priorities, designing approval limits and spend gates, investigating an overspend, and responding to an audit or public accounts finding. The same methods support procurement oversight and asset stewardship reviews.