

PUBLIC FINANCIAL MANAGEMENT AND BUDGETING



GENTEX[®]
TRAINING CENTER



Introduction

Public Financial Management and Budgeting Training Course prepares public sector professionals to plan, allocate, and control public money within a clear accountability framework. Participants work through the public financial management cycle, budget preparation, appropriation control, expenditure monitoring, and financial reporting as one connected discipline. The programme connects statutory propriety with the practical decisions officials take about spending public funds. As a result, learners gain a workable method rather than an abstract framework. Furthermore, the course strengthens fiscal discipline, value-for-money judgement, and the reporting that withstands audit and public scrutiny.

Public Financial Management and Budgeting Course Objectives

- Explain the public financial management cycle and its accountability framework.
- Apply propriety, regularity, and value-for-money principles.
- Prepare budgets using incremental, zero-based, and programme budgeting.
- Apply medium-term expenditure frameworks (MTEF) in planning.
- Allocate resources using clear, defensible criteria and prioritisation.
- Apply cost-benefit and cost-effectiveness analysis to public spending.
- Apply appropriation, virement, and commitment control discipline.
- Design internal control with segregation of duties and approval limits.
- Monitor expenditure and analyse variances to root cause.
- Prepare IPSAS-aligned financial statements and budget reports for oversight.

Course Methodology

- Interactive sessions built on public financial management cases.

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- Workshops on budget preparation, allocation criteria, and control design.
- Group exercises on value for money, variance investigation, and audit response.
- 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.
- Public sector accountants preparing budget and financial reports.
- Consultants advising governments on financial management.

Public Financial Management and Budgeting Course Outlines

Day 1: The Public Financial Management Cycle

- The PFM cycle from strategy to budget to execution to audit.
- Propriety, regularity, value for money, and accountability.
- Fiscal framework, ceilings, and resource envelopes.
- Roles of finance, spending officers, and oversight bodies.
- Legal and constitutional basis of public budgeting.
- Ethics, integrity, and conflict of interest in public spending.
- Case discussion: a spending decision that failed propriety standards.





Day 2: Budget Preparation and Medium-Term Planning

- Incremental, zero-based, and programme budgeting compared.
- Performance budgeting and linking budget to service delivery.
- Medium-term expenditure frameworks (MTEF) and fiscal rules.
- Estimating expenditure from historical data and policy commitments.
- Revenue budgeting from taxes, grants, and transfers.
- Priority setting under fiscal constraint.
- Workshop: preparing a programme budget for a department.

Day 3: Resource Allocation and Appraisal

- Allocation criteria and weighted scoring models.
- Cost-benefit analysis and cost-effectiveness analysis.
- Value for money: economy, efficiency, effectiveness, and equity.
- Capital budgeting and investment appraisal basics.
- Handling allocation disputes between departments.
- Linking allocation to policy priorities and outcomes.
- Exercise: allocating a constrained budget across competing requests.

Day 4: Budget Execution and Expenditure Control

- 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.

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- In-year monitoring and expenditure execution reporting.
- Simulation: investigating an overspend and reporting findings.

Day 5: Financial Reporting, Audit, and Accountability

- Preparing budget execution reports and financial statements.
- IPSAS-aligned presentation and disclosure basics.
- Reconciliation between budget and financial statements.
- Variance classification and root cause investigation.
- Responding to audit findings and public accounts committees.
- Transparency, records management, and data protection duties.
- Capstone: presenting a public financial management and budgeting plan.

Conclusion

By successfully completing Public Financial Management and Budgeting, participants will gain a practical command of the PFM cycle, budget preparation, allocation appraisal, and expenditure control. They will acquire skills in programme budgeting, value-for-money assessment, commitment control, and audit-ready reporting that support accountable 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 "Public Financial Management and Budgeting" course about?

It prepares public sector professionals to plan, allocate, and control public money within a clear accountability framework. The course spans the public financial management cycle, budget preparation and medium-term planning, resource allocation and appraisal, budget execution and expenditure control, and financial reporting, audit and accountability.

Q2 What are the key benefits of the "Public Financial Management and Budgeting" 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 "Public Financial Management and Budgeting" course?

You will develop four core skills: public financial management cycle application, budget preparation with medium-term planning, resource allocation and appraisal, and expenditure control with variance analysis and audit-ready reporting.



Q4 What tools, methods, or standards are covered in the "Public Financial Management and Budgeting" course?

The course covers the PFM cycle, propriety, regularity, value for money and accountability principles, fiscal frameworks and resource envelopes, incremental, zero-based and programme budgeting, performance budgeting, medium-term expenditure frameworks (MTEF) and fiscal rules, revenue budgeting from taxes, grants and transfers, allocation criteria and weighted scoring models, cost-benefit and cost-effectiveness analysis, value for money assessment (economy, efficiency, effectiveness, equity), capital budgeting and investment appraisal, appropriation authority and warrants, virement and re-appropriation rules, commitment accounting, segregation of duties and approval limits, procurement rules, tendering and contract oversight, in-year expenditure monitoring and execution reporting, IPSAS-aligned presentation and disclosure basics, budget-to-statement reconciliation, variance classification, root cause investigation, and audit and public accounts response practice.

Q5 How is the "Public Financial Management and Budgeting" 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, monitoring expenditure mid-year, investigating an overspend, and responding to an audit or public accounts finding. The same methods support MTEF planning and budget-to-statement reconciliation.