CONCEPT

Budgeting and Cost Management for Non-Financial Managers Course: Budgets, Costs and Indicators



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Introduction:

Budgeting and Cost Management for Non-Financial Managers Course: Budgets, Costs and Indicators is a 3-day course for department heads, section managers, project and operations managers and support-service leads, ending with a Department Budget and Cost Plan and a one-page budget request note. Units outside finance often submit budgets copied from last year, cannot say what their services cost and learn of overspending only at year end. Nominees already manage a team or cost centre and practise on budget case studies from companies and public bodies. CoreConcept Training Center delivers this budgeting and cost management course.

Course Objectives:

- Explain the organisation's budget cycle, cost centre structure and the budget holder's responsibilities in each stage
- Build a department budget from activity drivers, headcount, operating costs and small capital items instead of last year's figures
- Calculate the full cost and unit cost of a service or activity using direct, indirect and overhead costs
- Monitor the monthly budget report with commitments and a year-end forecast and act early on overspends and underspends
- Link a small set of unit financial indicators to operational KPIs and use them in management meetings
- Prepare a Department Budget and Cost Plan with costed savings options and a one-page budget request note

Target Audience:

- Department and section managers responsible for a cost centre budget and its spending decisions
- Operations and service managers responsible for staffing, supplies and service delivery costs
- Project managers responsible for project budgets, purchase requests and spending follow-up
- Support-service heads in human resources, information technology and administration who request and defend budgets
- Team leaders responsible for approving expenses and contributing figures to the unit budget

Course Outline:

Day 1: Budget Cycle, Cost Centres and Building the Department Budget

- Annual Budget Cycle Calendar and Budget Holder Responsibilities
- Cost Centre Structure and Chart of Accounts for Managers
- Activity-Based Budget Template Using Volume and Workload Drivers
- Headcount Budget and Staff Cost Build for a Unit
- Operating and Small Capital Items Budget Justification Sheet

Day 2: Service Costing, Budget Monitoring and Unit Indicators

- Direct, Indirect and Overhead Cost Classification for Services
- Full Cost and Unit Cost Calculation of an Activity
- Monthly Budget Report Reading with Commitments and Accruals
- Year-End Forecast and Reallocation Request Between Budget Lines
- Unit Financial Indicators Linked to Operational KPIs Scorecard

Day 3: Budget Case Study and the Department Budget and Cost Plan

- Hospital Support Service Case Study on Rising Unit Costs
- Cost Savings Options Table with Service Impact Assessment
- Overspend Recovery Plan for a Mid-Year Budget Case
- One-Page Budget Request Note for Senior Management Approval
- Department Budget and Cost Plan Completion and Peer Review

Skills You Will Gain:

- Budget Preparation
- Cost Centre Management
- Service Costing
- Unit Cost Calculation
- Budget Monitoring
- Year-End Forecasting
- Cost Saving Analysis
- Budget Justification

Why Attend This Course:

- Submit a Department Budget and Cost Plan with a one-page request note to the finance department and the senior manager who approves the budget
- Choose which services, posts or spending lines to protect, reduce or reallocate using unit costs and forecast figures
- Avoid year-end overspends, rushed spending of unused funds and budget cuts caused by weak justification
- Guide team leaders in building workload-based budget lines and reading the monthly budget report in the same way

Conclusion:

Back at work, the participant submits the Department Budget and Cost Plan and the budget request note in the next budget round, giving the finance department and the approving senior manager costed activities, unit costs and savings options in one file. Team leaders can use the monthly monitoring sheet to raise overspends and reallocation needs early. After the first quarter, the unit should compare actual spending and unit costs with the plan, update the year-end forecast and revise the indicators where workloads have changed.

Frequently Asked Questions FAQ:

What should participants know before a budgeting and cost management course for non-financial managers?

No accounting background is needed. Participants should know their unit's services, staffing and main spending lines, and should bring last year's budget and a recent monthly budget report so the case work can be repeated on their own figures.

How does this budgeting and cost management course differ from a general finance course for non-financial professionals?

A general finance course covers financial statements, ratios and investment appraisal across the organisation. This course stays inside the manager's own unit, focusing on the budget cycle, building and justifying the unit budget, service costing, monthly monitoring and year-end forecasting.

Why is unit cost important in budgeting and cost management for non-financial managers?

Unit cost shows what one service, case or transaction really costs once staff time and shared overheads are included. It lets managers compare periods and options, justify resource requests and find savings without cutting service quality blindly.

What do participants take back from a budgeting and cost management course for non-financial managers?

Participants take back a Department Budget and Cost Plan with a workload-based budget, service unit costs, a monitoring and forecast sheet, a savings options table and a one-page budget request note ready for the next budget round.