

Budget and Finance for Non-Profits
08 -12 May 2017
Programme Schedule

The Union

International Management Development Programme
 TRAINING LEADERS IN PUBLIC HEALTH

Day	Date			Session one	10:30-10:45	Session two	Session three	13:00-14:00	Session four	Session five	16:00-16:15	Session six	Closing Reflection	Evening / Overnight	Day Theme
		9 - 9:30	9:30 - 10:30			10:45 - 11:45	11:45 - 13:00		14:00 - 15:00	15:00 - 16:00		16:15 - 17:00	17:00 - 17:30		
Mon	16-May-16	Introduction, Ground Rules	Participant Introduction, Course Introduction, Expectations and Objectives, Key Issues and Concern on Budget Planning and Finance Management	Tea Break	Budgeting basics (Theory)			Lunch Break	Developing Budgets with Excel (Theory)- Preparation of line item budget (Group exercises)		Tea Break	Presentation and discussions	Filling in the Daily reflection sheet	Evening Reading Assignment	Budget Basics and Preparation in Excel
Tue	17-May-16	Direct and Indirect Costs (Theory with some practical quick exercises).....contd....		Tea Break	Direct and Indirect costs (contd) Building on line item budgets- identification of direct and indirect costs (group exercise) budget justification (theory)			Lunch Break	Incorporating Budget justifications on to the line item budgets (Group exercises)		Tea Break	Presentations and discussions - Types of budgets	Filling in the Daily reflection sheet	Evening Reading Assignment	Costs and Budget Justification
Wed	18-May-16	Cash Flow Budgets (Theory)		Tea Break	Developing cash flow budgets (Group exercises)	Presentations and discussions		Lunch Break	Performance based/Logical Budgeting (Theory)		Tea Break	Converting the line item budget to a performance based budget (group exercise)	Filling in the Daily reflection sheet	Evening Reading Assignment	Cash Flow and Performance Based Budgeting
Thu	19-May-16	Application of previous day's learning, and address, clarify any issues or concerns raised	Presentation and discussion on Performance based budgets	Tea Break	Effective Use of Budgets (Theory) - Variance Analysis (Theory)	Variance Analysis (Group exercises)		Lunch Break	Financial Reporting (Theory)		Tea Break	Financial Reports (Group Exercise contd)	Filling in the Daily reflection sheet		Variance Analysis & Financial Reporting
Fri	20-May-16	Application of previous day's learning, and address, clarify any issues or concerns raised	Understanding Risks (Theory)	Tea Break	Risk Assessment Framework (Theory)	Group Exercise on Risk Management		Lunch Break	Presentation and Discussion		Tea Break	Certificate Presentation / Evaluation and Closing			Risk Management