

BUDGETING : A PRATICAL GUIDE FOR BETTER BUSINESS PLANNING

- 1. Basic information**
- 2. Effective planning in your organization**
- 3. How to build plans efficiently**
- 4. How to build a strategic plan**
- 5. Annual operating plan preliminaries**
- 6. How to budget sales**
- 7. How to budget cost of sales**
- 8. How to budget labour expense**
- 9. How to budget other expenses**
- 10. How to budget depreciation expense**
- 11. Balance sheet and cash plans**
- 12. Budget reviews (from both sides)**
- 13. Planning and executing a budget process**
- 14. How to create an adjusted plan**
- 15. Forecasting and controlling results**