Businessmaker® ACADEMY

TRAINING INVITATION

_____
_____
_____

Dear Valued Client,

Greetings from Business Maker Academy, Inc.----a training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS.

You are cordially invited you to attend our training program on:

BUDGETING & FORECASTING

Date: _____
Time: _____

Attached below are the Registration Form & the Course Brochure. We look forward to a fun and rewarding learning experience with you. Feel free to contact us for any questions or clarifications.

Thank you very much,
BMA Management

REGISTRATION FORM

Please submit via: Email to info@businessmaker-academy.com | Viber: (0912) 2231826

Booking Officer Name: _____
Position: _____
Company: _____
Company TIN: _____
Industry: _____
Tel No: _____
Cel No: _____
Email Address: _____

Total Number Attendee(s) for Enrollment: _____
Note: Please indicate full name below:

Attendee 1: _____
Cel No: _____
Email Address: _____

Attendee 2: _____
Cel No: _____
Email Address: _____

Attendee 3: _____
Cel No: _____
Email Address: _____

Attendee 4: _____
Cel No: _____
Email Address: _____

Attendee 5: _____
Cel No: _____
Email Address: _____
(More than 5 participants, pls attach extra sheet)

Would you like to request for billing statement? ☐ Yes ☐ No
How did you find us? _____
Use Promo Code: _____

ENROLLMENT DETAILS

SCHEDULE:
- Pls visit https://businessmaker-academy.com/training-schedule/

WEBINAR:
- Duration: 2 sessions x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm
  PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

SEMINAR:
- Duration: 2 days x 8 hrs
- Time: 9am to 5pm
- Venue: 1606B & 1607A West, Tektite Towers, Exchange Rd., Ortigas Center, Pasig City Philippines

TRAINING FEE:
- Webinar Fee = Php 4500+VAT
- Seminar Fee = Php 8500+VAT

MODE OF PAYMENT:
☐ Bank Deposit:
Account: Business Maker Academy, Inc.
BPI SA# 4013-0306-64
BDO SA# 000-280-622-422
Landbank CA# 3732114830
☐ Paypal: pls contact us
☐ Dragonpay: pls contact us
☐ Gcash: pls use QR code below



BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES
Suites 1606B & 1607A, 16th Floor, West, Tektite Towers, Exchange Road, Ortigas Center, Pasig City, Philippines
Tel: +632 86874645, +632 86873416 ▪ Cel (0917) 6372471, (0912) 2231826 ▪ info@businessmaker-academy.com
www.businessmaker-academy.com ▪ www.hrclubphilippines.com

Businessmaker® ACADEMY

TRAINING INVITATION



BUDGETING & FORECASTING

"Strategic Budgeting, Realistic Forecasting, Smarter Decision Making"

Seminar: 2 days x 8 hrs. (total of 16 hrs)
Webinar: 2 sessions x 4 hrs. (total of 8 hrs)

COURSE DESCRIPTION:

Every organization runs on a plan, and the budget is where that plan meets reality. A sound budget sets direction, allocates scarce resources and gives managers a clear measure of performance, while forecasting keeps the plan honest as conditions change. Together they give an organization one shared plan, early warning of cash and performance problems, and a firm basis for deciding where the company should invest, cut back or head next. This course shows you how to turn plans into realistic numbers, forecast with confidence and keep both under control through the year. Through Philippine-based examples, case studies and guided Excel models, you will build budgets that integrate operations, cash and investments, apply practical forecasting methods, act on variances, and learn to present and defend your numbers to management, the board and lenders.

WHO SHOULD ATTEND:

Business Owners and Entrepreneurs, Accountants and Finance Professionals, Department Heads, Budget Officers, and any practitioner who prepares, manages or relies on a budget for better business decisions.

LEARNING OBJECTIVES:

By the end of this course, the participants shall be able to:

1. Differentiate budgeting, forecasting and planning, and select a budgeting approach suited to an organization
2. Produce operating budgets for sales, costs and expenses
3. Construct a cash budget from receipts and disbursement schedules
4. Evaluate capital projects using payback, NPV and IRR
5. Compile a master budget with projected financial statements
6. Employ forecasting methods to project revenues and costs
7. Examine budget variances and recommend corrective actions
8. Justify a budget to stakeholders and formulate an implementation roadmap

COURSE TOPIC HIGHLIGHTS:

1. Why Budget: Planning, Control and Accountability
2. Budget vs. Forecast vs. Plan
3. Budgeting Approaches
4. Budget Calendar, Roles and Buy-In
5. Key Assumptions and Behavioral Pitfalls
6. Operating Budgets
7. Cash Budgeting
8. Capital Budgeting
9. Master Budget
10. Forecasting Methods
11. Variance Analysis & Budget Control
12. Variance Reports, Investigation & Corrective Action
13. Monthly Monitoring Routine & Reforecast Triggers
14. Linking Budget to Performance (KPIs & Ratios)
15. Budget Governance: Approvals, Revisions & Ownership
16. Presenting & Defending the Budget
17. Using the Budget for Financing
18. Budget Dashboard & Reporting Pack

TRAINING INCLUSIONS:

- Live Webinars are conducted via Zoom and includes eCertificate of Completion. Printed Certificates may be requested with minimal processing fee of Php100 plus shipping fee.
- Live Seminars are conducted at BMA Training Center and includes: Certificate of Completion, Seminar Kit, Meals and Drinks. Plus: non-transferable one-time refresher seminar session within one year.

BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES
Suites 1606B & 1607A, 16th Floor, West, Tektite Towers, Exchange Road, Ortigas Center, Pasig City, Philippines
Tel: +632 86874645, +632 86873416 ▪ Cel (0917) 6372471, (0912) 2231826 ▪ info@businessmaker-academy.com
www.businessmaker-academy.com ▪ www.hrclubphilippines.com