



FINANCE AND TREASURY TRAINING

Preparing and Managing the Organisational Budget

3 day course

Classroom, online or in-house

Course overview

Budgets are commonly built by asking each department what it needs, adding the answers, and then cutting everything by a uniform percentage, which rewards whoever inflated their submission most. This course covers building one properly. Delegates work through assumptions and the small number that determine most of the result, the guidance and templates that make departmental submissions comparable, and the challenge conversation that tests a number rather than accepting it. Consolidation, iteration and reconciling a budget to a target follow. Approval, allocation and locking a baseline are covered. Monthly monitoring, variance analysis and the difference between a timing difference and a real overspend are addressed. The course closes on reforecasting and on the virement rules that keep control without paralysis.

What you will learn

- Set the assumptions that determine most of the result
- Issue guidance and templates that make submissions comparable
- Challenge a submitted number rather than accepting it
- Consolidate, iterate and reconcile a budget to a target
- Monitor monthly and separate timing differences from real overspend
- Reforecast during the year without abandoning control
- Apply virement rules that maintain control without paralysis

Who should attend

- Budget holders and departmental managers
- Finance officers coordinating the annual budget cycle
- Programme and project managers with allocated budgets
- Newly appointed finance managers
- NGO and donor funded project accountants

Course outline

- 01 Adding submissions and cutting uniformly
- 02 Assumptions that drive the result
- 03 Guidance, templates and comparability
- 04 Departmental submissions and challenge
- 05 Consolidation and iteration
- 06 Approval, allocation and baseline
- 07 Monthly monitoring and variance analysis
- 08 Timing differences, reforecasting and virement

Upcoming dates

Dates	Venue	Format	Fee per delegate
26 to 28 October 2026	Pretoria, South Africa	Classroom	R14,950
30 November to 2 December 2026	Online	Online	R6,500
30 December 2026 to 1 January 2027	Cape Town, South Africa	Classroom	R14,950
11 to 13 January 2027	Windhoek, Namibia	Classroom	R14,950



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

AfriScience Group | +27 61 536 6531 | info@afriscience.co.za | Pretoria, Gauteng, South Africa