

## Supervisors And Managers

### Budgets And Financial Reports Course Outline:

#### Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

#### Module Two: Glossary

- What Is Finance
- Commonly Used Terms
- Key Players (People, Jobs)
- Important Finance Organizations
- Understanding GAAP

#### Module Three: Understanding Financial Statement

- Balance Sheets
- Income Statements (AKA Profit And Loss Statements)
- Statement Of Retained Earnings
- Statement Of Cash Flows
- Annual Reports

#### Module Four: Analyzing Financial Statements, Part One

- Income Ratios
- Profitability Ratios
- Liquidity Ratios
- Working Capital Ratios
- Bankruptcy Ratios

#### Module Five: Analyzing Financial Statements, Part Two

- Long Term Analysis Ratios
- Coverage Ratios
- Leverage Ratios
- Calculating Return On Investment (ROI)

#### Module Six: Understanding Budgets

- Common Types Of Budgets
- What Information Do I Need?
- Who Should Be Involved?
- What Should A Budget Look Like?

#### Module Seven: Budgeting Made Easy

- Factoring In Historical Data
- Gathering Related Information
- Adjusting For Special Circumstances
- Putting It All Together
- Computer Based Methods

#### Module Eight: Advanced Forecasting Techniques

- Using The Average
- Regression Analysis
- Extrapolation
- Formal Financial Models

#### Module Nine: Managing The Budget

- How To Tell If You're On The Right Track
- Should Your Budget Be Updated
- Keeping A Diary Of Lessons Learned
- When To Panic

**Module Ten: Making Smart Purchasing Decisions**

- 10 Questions You Must Ask
- Determining The Payback Period
- Deciding Whether To Lease Or Buy
- Thinking Outside The Box

**Module Eleven: A Glimpse Into The Legal World**

- A Brief History
- The Sarbanes Oxley Act
- CEO/CFO Certification
- Thinking Outside The Box

**Module Twelve: Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations