

All You Want to Know about Budgets and Financial Management 2010

May / November 2010

“Good Financial Management is like fresh air, exercise and a healthy diet. Organisations need it every day to stay fit and to live a full and active life.” – Financial Skills Advisory Panel.

Do you think that a working knowledge of budgets and financial management in the public and third sector would put you and your colleagues in a position of advantage?

Whether you are a non-Financial Manager, a Local Councillor or Board Member or are otherwise involved or interested in budgets and financial management in the public and third sector or even a member of a Finance Team, you could benefit from one of our courses at which you would learn the basic ‘nuts and bolts’ of budgets and financial management and how to set, manage and monitor public sector budgets. It is relevant to all parts of the United Kingdom.

This course comes at a time of recession when all public and third sector bodies are addressing the ‘Value for Money’ agenda, seeking to embed financial management skills, seeking efficient financial management and developing financial awareness among Members and Non-Financial Managers. If you are to be involved in any way in preparing, approving or managing budgets for 2011/12 this course may be especially timely.

What the Course includes:

- Embedding Financial Management Skills
- Accounting Basics
- Financial Governance
- Roles of Members, Managers and Accountants
- Devolved Financial Management
- Preparing Budgets
- Cost Centres, Subjective Analysis and Profiling
- Preparing Capital Programmes
- Financial Regulations and Standing Orders
- Budgetary Control and Monitoring
- Management Accounts
- Practical Exercises in Budgeting
- Final Accounts
- Using Financial Information Systems
- Linking Budgets to Policy
- Budgeting for Value for Money

The course is accompanied by a very useful book entitled:

“All You Want to Know about Budgets and Financial Management 2010”

Many people have already benefited from this course.

Venues and Dates:

London: Ibis Hotel, Euston – Thursday 13th May 2010

North: Leeds Rugby Lodge, Headingley – Wednesday 9th June 2010

Midlands: Novotel Hotel, Coventry – Tuesday 30th November 2010

Appleby Business Centre, Bridge Street, Appleby in Westmorland, Cumbria. CA16 6QH.
Telephone: 017683-52165 or 52347. Mobile: 07502-142658. Fax: 017683-54005.
E-Mail: Adrian.waite@awics.co.uk. Websites: www.awics.co.uk and www.awics.eu

Managing Director: Adrian Waite MA CPFA ACIH FIPSM
Company Number: 3713554. VAT Registration Number: 721 9669 13

The Programme

- 10.00 Introduction and Overview: Public Finances, the Recession and Efficiencies; Embedding Financial Management Skills in Government; Accounting Basics; Financial Governance; Roles of Members, Managers and Accountants; Devolved Financial Management; Budget Guidelines; Control and Audit; Critical Success Factors.
- 11.00 BREAK
- 11.15 Preparing Budgets: Cost Centres; Subjective Analysis; Profiling; Incremental and Zero-Based Budgets; Budgetary Control and Monitoring; Budgets and Business Planning; Management Accounts; Capital Programmes; Financial Regulations and Standing Orders; Virement; Costing Methods.
- 12.00 Practical Exercises in Setting and Monitoring Budgets: How to set a budget for a cost centre; How to carry out a critical analysis of a budget proposal; How to prepare and use financial management information.
- 12.30 LUNCH
- 13.30 Practical Exercises continued and feedback from Practical Exercises.
- 14.45 BREAK
- 15.00 Financial Management and Conclusions: Financial Management; Final Accounts; Using Financial Information Systems; Inspection and Use of Resources; Linking Budgets to Policy; Budgeting and Value for Money; Conclusions; Opportunity for Discussion.
- 16.00 CLOSE

This seminar is designed for people who are not experts in finance, but who need to understand the basics of budgeting and financial management and achieve an overview. It is suitable for non-financial managers, councillors and others who realise that an understanding of budgets and financial management can place them at an advantage!

The seminar will refer principally to local authorities but will also be relevant to other public and third sector bodies including central government, housing associations and voluntary bodies.

Discounts are available for bulk bookings, tenant representatives, organisations that are members of the National Council of Voluntary Organisations and members of the Institute of Public Sector Management. For details please refer to our website or contact our office.

This course is also available in-house. For further information about in-house courses, please contact Adrian Waite on 017683-52165 or 52347 or Adrian.waite@awics.co.uk.

Please note that there are free briefing papers on public sector finance posted on the 'AWICS' website at: www.awics.co.uk/BriefingPapers/ViewCategory/finance/

Appleby Business Centre, Bridge Street, Appleby in Westmorland, Cumbria. CA16 6QH.
Telephone: 017683-52165 or 52347. Mobile: 07502-142658. Fax: 017683-54005.
E-Mail: Adrian.waite@awics.co.uk. Websites: www.awics.co.uk and www.awics.eu

Managing Director: Adrian Waite MA CPFA ACIH FIPSM
Company Number: 3713554. VAT Registration Number: 721 9669 13



Adrian Waite (Independent Consultancy Services) Limited

Our speaker **Adrian Waite is well known for his in-depth knowledge of this subject and for his ability to present information clearly.**

Adrian Waite is Managing Director of 'Adrian Waite (Independent Consultancy Services) Limited'.

After graduating from Oxford University with a First Class Honours degree, Adrian joined West Yorkshire Metropolitan County Council as a Trainee Accountant, and became a qualified member of the Chartered Institute of Public Finance and Accountancy. He is also an Associate member of the Chartered Institute of Housing and an Honorary Fellow and President of the Institute of Public Sector Management.

Appointments at Leeds City Council and Newcastle on Tyne City Council gave Adrian experience of the finance of every local government service. In 1990, he was appointed Assistant County Treasurer at Staffordshire County Council. As Finance Director, and then Strategic Director, at Copeland Borough Council between 1993 and 1998, Adrian became conversant with every aspect of the finance and strategic management of local government.

He left Copeland Council in 1998 to work as an Independent Consultant. Since then he has worked with central government, local authorities, housing associations and other public bodies in Britain and abroad on a variety of financial and strategic issues that affect local government and other public services. He has lectured in accountancy at the University of Central Lancashire. He sits on the Housing Panel and Housing Technical Information Services Panels of the Chartered Institute of Public Finance and Accountancy and the Board of Impact Housing Association.

With experience to Strategic Director level in a Borough Council and Assistant Director level in a County Council and as an advisor to central government, local government, housing associations and other public bodies, Adrian has seen public finance issues from almost every point of view.

Adrian is known for his expert knowledge of financial and management issues that affect public services and his ability to explain complex matters in a clear and understandable manner. He provides training and consultancy on all aspects of the finance and management of public services.

About 'AWICS'

'AWICS' provides a full range of ethical management consultancy and training services, principally to those who are involved in public services.

Our mission statement is 'Independence, Integrity, Value'. We therefore provide training from an independent standpoint that is designed to help the client to achieve their objectives. We are passionate about working with the utmost integrity. We believe that we offer the best value for money that is available today!

And we publish the popular free e-newsletter for public services – the 'Public Services News'.

We are big enough to make a difference – but are small enough to care!

Appleby Business Centre, Bridge Street, Appleby in Westmorland, Cumbria. CA16 6QH.
Telephone: 017683-52165 or 52347. Mobile: 07502-142658. Fax: 017683-54005.
E-Mail: Adrian.waite@awics.co.uk. Websites: www.awics.co.uk and www.awics.eu

Managing Director: Adrian Waite MA CPFA ACIH FIPSM
Company Number: 3713554. VAT Registration Number: 721 9669 13

Adrian Waite (Independent Consultancy Services) Limited

All You Want to Know about Budgets and Financial Management 2010

How to reserve your place

- **By Fax:** Fax us on 017683 54005
- **By post:** Complete this form and send it to:
AWICS Ltd, Appleby Business Centre, Appleby in Westmorland, Cumbria. CA16 6QH.
- **On line:** You can download this form from
http://awics.co.uk/RegionalSeminars/ViewCourse/budgets_and_financial_management_2010,
fill it in electronically and forward to: bookings@awics.co.uk
- **By Phone:** Please telephone us on 017683-52165 or 52347

Do not send any payment: We will confirm your booking and send an invoice.

Delegate fees:

The cost of this seminar is £260 in London and £230 at other venues plus VAT making a total of £305.50 in London and £270.25 at other venues. The fee includes lunch* and book – 'Budgets and Financial Management in the Public Sector for Non-Financial People'

* Please let us know if you have any special dietary requirements

Delegate Name Position and Department

To enrol additional delegates, please photocopy this form.

Please state which venue and date you require _____

Name of person booking _____ Tel.No. _____

Dept and Organisation _____ Order No. _____

Full Address _____

Post Code _____ E-mail address: _____

Please let us know if your delegate has any particular needs.

Booking conditions:

Cancellations and substitutions: A full refund will be given up to 28 days before the seminar. There after a 50% refund up to 14 days before the seminar. We regret that no refund can be given 14 days or less before the seminar.

Cancellations must be made in writing or by email and be acknowledged by AWICS.

No refund will be given for non-attendance, but delegates may substitute another delegate at any time.

Appleby Business Centre, Bridge Street, Appleby in Westmorland, Cumbria. CA16 6QH.

Telephone: 017683-52165 or 52347. Mobile: 07502-142658. Fax: 017683-54005.

E-Mail: Adrian.waite@awics.co.uk. Websites: www.awics.co.uk and www.awics.eu

Managing Director: Adrian Waite MA CPFA ACIH FIPSM
Company Number: 3713554. VAT Registration Number: 721 9669 13