

Introducing a one-day workshop that delivers
essential hands-on skills

BUILDING

Budgeting Skills

A step-by-step GUIDE TO DEVELOPING
AND ADMINISTERING PRACTICAL, EASY-TO-USE
BUDGETS

- Simple explanations of budgeting terms and financial concepts
- Essential planning tools to help you when the unexpected happens
- Smart ways to trim your budget's "fat"
- Spot potential budget problems before you're faced with a financial crisis
- Insight into how your organization can boost profits without sacrificing essentials
- Improve your ability to accurately project expenses
- Checklists, worksheets, and formulas for you to use immediately

Don't Lose Money with Loose Budgets!

Learn how to spot excess, trim waste, plan for the unexpected, and build a budget that really works!

Enroll online at
www.NationalSeminarsTraining.com
or call
800.258.7246

Make Budgets Work for You – and improve your organization’s bottom-line results!

Eliminate the Frustration of Budget Planning and Number Crunching

There’s no getting around the fact that budgets are an essential piece of your organization’s financial stability and success. And no matter how bad we want it, they won’t go away. This workshop is specifically designed to show you when the process of budgeting should start, what you need to begin, and what information you must have.

Building Budgeting Skills is the perfect one-day workshop for getting the hands-on skills you need to create sound, functional budgets with ease and less stress. You’ll learn how to simplify the entire process and make your budget an easy-to-use tool that will help you make better decisions all year long.

You’ll leave this workshop with a complete toolbox of budgeting skills, including:

- How to ensure your budget accomplishes what you want
- Troubleshooting techniques that help you avoid midyear glitches
- Techniques for building a budget that gets approved – every time!
- Checklists, worksheets, formulas, and a glossary of budget terms
- And so much more!

You’ll walk away with the skills you need to create, implement, and monitor budgets of any kind. You’ll be more confident when it comes to managing the financial aspects of your job, and you’ll have a far greater impact on your organization’s financial success.

Master the “Foreign” Language of Budgeting with Ease

Have you ever gone to the “financial people” of your organization with a budget issue and left with more questions than you came with? You’re not alone. Understanding the terms and practices behind budgeting is a daunting task. This workshop is led by a financial expert who presents real-world information in a fun, dynamic, practical style using language you can understand! Plus, you’ll leave with a glossary of budgeting terms you can use time and again!

Boost Your Retention and Confidence with Hands-on Practice

If attending a workshop on budgeting sounds as interesting as *creating* a budget, then you’re in for a real surprise! This isn’t your standard run-of-the-mill lecture. You’ll get hands-on practice with real-world exercises for creating budgets – in a comfortable learning atmosphere. Most importantly, your instructor is there to give you one-on-one feedback and assistance. You’ll leave with the solid, practiced, and perfected skills of creating and implementing any budget. **Don’t forget your calculator!**

***Building Budgeting Skills* is an Investment You Can’t Afford to Miss**

Budgets are essential to every organization – that’s why understanding and implementing effective budgets is so important. Your days of crossing your fingers and hoping you come in under budget are gone. *Building Budgeting Skills* puts you in full control of your department and your organization’s financial success. Don’t wait until you’re in crisis mode – enroll today!

Does This Sound Like You? If You Answer “Yes” to Any of These, This Workshop is for You!

Our Customers Say It Best ...

Yes

- You are the one responsible for implementing and maintaining a budget.
- You want to know how to get agreement and action for additional budget dollars.
- You feel “out of control” when it comes to budgeting and managing your budget.
- Monthly budget reports are a mass of numbers that you don’t have time to interpret, much less analyze.
- You want to be more comfortable and confident with budgeting and finances – so you can make things happen for your organization.
- You don’t understand all the budgeting and financial terms, and it could be holding you back.

The skills you’ll learn in one day can immediately increase your organizational contribution ... your managerial effectiveness and your self-confidence. **Guaranteed. But you have to take the first step and enroll.**

12 Immediate Benefits of Attending *Building Budgeting Skills*

1. Improve your ability to accurately project expenses.
2. Build a budget that glides through approval channels without a hitch.
3. Discover steps for measuring actual progress against your budget.
4. Get back on track if you’ve wandered off course.
5. Justify expenditures using the right logic and language.
6. Learn critical responses that address and arrest budget variances.
7. Discover prebudgeting troubleshooting techniques that help you avoid ugly midyear glitches.
8. Learn which type of budget you need and how to ensure it covers all the bases.
9. Develop the ability to forecast profits that might go unnoticed.
10. Long run vs. short run: Learn what you need to know about both before you budget.
11. Learn which items **MUST** be figured into your budget, whether it’s from scratch or a pre-approved format.
12. Take home checklists, worksheets, and formulas that would take years to collect on your own.

“I really enjoyed the speaker and the clear and concise manner in which the information was given.”

– Mary Siani, Director, Experian

“I found the speaker to be very interesting to listen to. He taught me at a level that was clear, concise and easy to follow no matter what level of management you may be at or size of your company.”

– Susan Hughes, Owner, Hughes Business Services

“It exceeded my expectations. It gave me great insight to key financial and budgeting concepts.”

– Joseph G. Matticoca, Mgr. Supply Chain, Bridgestone/Firstone, Inc.

“A clear presentation, well presented with excellent handouts! The instructor was very dynamic and knowledgeable. Best explanation of preparing a budget I have ever heard.”

– Sr. Marie Andre Main, Vice President of Nursing, Mercy Hospital

“The trainer was very knowledgeable and provided some great real world examples.”

– Andrew Annesi, ECC Site Manager, Pathways

6 Reasons Why You Must Enroll Today

1. You'll learn simple yet remarkably effective budgeting techniques that guarantee you're equipped to prepare and implement the best budget for the task at hand.
2. You'll increase your ability to make on-target decisions as you see how your budget fits in the "big picture."
3. You'll discover how to comfortably converse with financial pros, confident that you're fluent in the language.
4. You'll be better prepared to handle ... and more adept at anticipating ... the "unexpected" that might otherwise throw your budget off track.
5. Your confidence in your budgeting skills will skyrocket as you learn step-by-step guidelines that guarantee all essential considerations have been incorporated into your budgeting plan.
6. You'll understand how you can transform your budget into an essential managerial tool – your barometer of your department or organization's success.

The What and Why of Budgeting

- The 10 key benefits of good budgeting
- 5 essential elements of planning any viable budget
- Know your organization's budget "philosophy" and how to shape your budget accordingly.
- The budget preparation phase: step-by-step illustrations you'll use for years
- Monitoring the approved budget: Do more than just "live with it"... succeed with it!

Administering a Budget

- The income statement: What does it tell you about the past ... the future? Learn how it can pinpoint organizational weaknesses.
- The balance sheet budget: A thermometer you'll use to take the "success temperature" of your department or organization.
- The capital expenditure budget: Just how practical are your plans for expansion, research and development, new personnel?
- The cash budget: Will cash really flow as expected?
- Spot the key problems and opportunities every budgeting process uncovers.

Essential Budgeting Tools

- Unit-cost budgeting: ideal for operations-oriented environments
- Fixed-cost budgeting: the tool budget-builders reach for most often

- Review the methods available to unique budgeting challenges
- Zero-based budgeting: essential proposed expenditures from the

Building the Budget

- Recognize the proper elements of capitalization.
- Examine capital expenditure requirements.
- Discover 3 important ways to evaluate capital expenditures.
- Learn how to budget and control administrative expenses.
- Develop unit indicators for budget preparation and control.
- Identify overhead and determine allocation methods.

Budget Development

- "Cash" vs. "accrual" accounting sides of the same valuable coin
- Take the all-important first step: approval of your budget.
- Use a basic accounting technology properly compare cash inflow and
- Avoid 3 typical pitfalls in consistently applying accounting principles to budget.

Budget Variances

- Are the alleged variances within control? The right perspective w difference.

YOU'LL CREATE WINNING BUDGETS, GUARANTEED!

We guarantee *Building Budgeting Skills* will give you what you need to create and implement a successful budget. If, for any reason, you're not 100 percent satisfied with the return from your investment, we'll refund your tuition fee in full. No questions asked.

AGENDA

SESSION BEGINS AT 8:30 A.M.

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- Learn where to look first for variance factors hardest to find.
- Know when and how your budget is warning you of outside interference.
- Get tips on how to respond to requests for variance explanations.

Monitoring the Budget

- Understand the difference between fixed and variable costs using a simple but effective illustration.
- Some costs simply can't be controlled – recognize them and budget accurately in spite of them.
- Uncover indirect costs no matter how well they are hidden.
- Learn and use the unit-cost concept immediately and effectively.
- Establish and track monthly targets within your annual budget.

Analyzing Budget "Types"

- The sales budget: forecasting sales, preparing projections, analyzing budget responsibility and reports
- How to prepare a production budget
- How to prepare a manufacturing budget including: budgeting for raw materials, direct labor and overhead
- How to plan and prepare a research and development budget
- Budgeting terms made simple: a glossary of words you'll use again and again

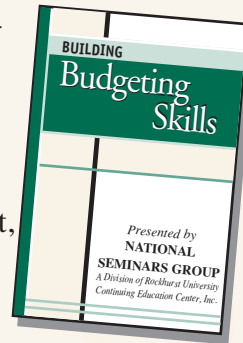


Don't Forget Your Calculator!

We've packed this program full of real-world exercises and let you practice what you learn on the spot. So, make sure you bring a calculator!

FREE With Every Enrollment ...

When you attend *Building Budgeting Skills*, you'll leave with our exclusive budgeting workbook – a valuable resource that will help you create, implement, and maintain budgets of any kind. It comes with an easy-to-understand



glossary of terms, worksheets, formulas, and checklists that would take years to compile on your own. When you add your notes, you'll have a desk reference you can turn to time and again!

Who Should Attend?

Whether you're developing a budget or implementing one, learning the proven techniques in this workshop will make all the difference in the strength and success of your budget ... and your career.

So, if you're a ...

- Business owner
- Manager
- Supervisor
- Administrator
- President
- Committee chairperson
- Department head
- Entrepreneur
- Purchasing decision maker
- Key player on any budgeted team

... this workshop is perfect for you!

Only \$199!
**When 3 enroll from
your organization, the
4th attends FREE!**

BRING THIS TRAINING TO YOUR ORGANIZATION



ON-SITE TRAINING SERVICES: WORLD-CLASS TRAINING. GUARANTEED RESULTS.

Imagine the results if every manager and supervisor were trained in creating and maintaining budgets! You can boost your department's effectiveness literally overnight by bringing this seminar to your organization.

Our On-Site Training Department can deliver this seminar — or more than 100 other cutting edge training programs — directly to you for private, in-house training. With the help of our training specialists, you determine the location, date, time, and delivery format for your training. We also assist you in selecting just the right trainer and tailor the program to your organization's unique needs.

Top organizations use our cost-effective on-site training to close skill gaps and achieve new levels of performance excellence, and you can too. It's affordable, and it works.

In addition to this training, we offer programs in:

- Management/Supervision
- OSHA
- Customer Service
- Team Building
- Human Resources
- Communication
- Business Writing
- Productivity/Project Management
- And many others!

To find out more, call 1-800-344-4613, e-mail us at onsite@natsem.com or visit us on the Web at www.NationalSeminarsTraining.com.

Top Organizations Choose RUCEC as Their Training Partner

- U.S. Army Corps of Engineers • American Express • Blockbuster • U.S. Department of Justice • General Mills • Harvard University • Coca-Cola Enterprises • California Teachers Association • U.S. Coast Guard • Procter & Gamble • Johns Hopkins University • General Electric • Kraft Foods • Cedars Sinai Medical Center • Hilton Hotels • Giorgio Armani • Federal Reserve Bank • Walt Disney Imagineering • Microsoft Corporation • Pizza Hut • Verizon Wireless • U.S. Office of Personnel Management • Federal Express • Honeywell • UPS • Library of Congress • Southwest Airlines • Lucent Technologies • George Washington University • Anheuser Busch Co. • American Red Cross • Exxon Mobile • Boeing • Jet Propulsion Laboratory • Panasonic • Johnson & Johnson

“Thank you for assisting in opening up the world of budgeting and making it more understandable for the nonaccountant.”

— Nancy Caderly, Director, Therapeutic Interventions for Preschoolers, Inc.

“I have been going to seminars for almost 20 years and have found that National Seminars Group has always been the best!”

— Donnie Smith, R.N., North Bay Medical Center

“... Filled with great, practical tools.”

— K. Pullar, Manager, UNACT

RECOMMENDED RESOURCES FROM OUR TRAINING EXPERTS ...

Everything you need to work with and understand the numbers that drive your business!

The Essentials of Budgeting Collection

- Basics of Budgeting
- Finance and Accounting for Nonfinancial Managers
- Financial Statements
- Creating and Maintaining Organized Files and Records

Item No. BMS0506 ... Retail price: \$199
Your Price Only \$149 (You save \$50)



To order, call 1-800-258-7246 or see order form on page 7.

Visit Us Online at www.NationalSeminarsTraining.com

Check out our terrific Web site! You can register for workshops and conferences 24 hours a day, find out about exciting events coming your way, read great articles on timely career topics, and receive special discounts on books, videos, tapes and more — and get in on fabulous FREEBIES you won't find anywhere else!



REGISTRATION FORM

1. Enrollment Fee:

Group Discount: When 3 enroll from your organization, a 4th can attend FREE!

2. Names of Attendees ...

(Please list additional registrations on a separate sheet and attach.)

1. Mr./Ms. _____ Title _____
E-Mail Address _____
City/Event # _____

2. Mr./Ms. _____ Title _____
E-Mail Address _____
City/Event # _____

3. Mr./Ms. _____ Title _____
E-Mail Address _____
City/Event # _____

4. (FREE!) Mr./Ms. _____ Title _____
E-Mail Address _____
City/Event # _____

Please send me _____ copies of *The Essentials of Budgeting Collection* (Item. No. BMS0506) at \$149 each. Add 7% or applicable sales tax to your product payment. Shipping fees are \$6 for first item; \$1.50 for each additional item. Method of payment is indicated in Step 5.

3. Company Information (Please Print)

*Phone required in case of last-minute changes.

Organization _____
Address _____
Mail Stop _____ *Phone _____
City _____ State _____ ZIP _____

Approving Supervisor: Mr./Ms. _____
E-Mail Address _____
**Fax _____

**Your fax number will be used to send confirmation of your registration as well as to notify you of upcoming events in your area.

4. VIP Privileges Program – Join Today!

Join our **VIP Privileges Program** and enjoy exclusive discounts and benefits. We'll fax you and your organization first notice of upcoming events in your area, special discounts up to 50% and offers available to members only.

Sign here to join _____
By signing, you and your organization are giving permission for RUCCEC to use your fax number to notify you and your organization of upcoming seminars in your area and provide you and your organization with special discounts and offers.

5. Method of Payment

If you have registered by phone, please record your confirmation number here:

Check payable to National Seminars Group is enclosed.

Charge to: MasterCard VISA AmExpress Discover Diners Club
Card No. _____ Exp. Date _____
Signature _____

Bill my organization; Attn: _____
(Note: Full registration fee due and payable prior to start of workshop)

Our purchase order is attached (government, educational and health care organizations only)

6. Important: Your VIP Customer Number

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Fill in your VIP Customer Number as it appears above the name on the mailing label.
(Record the number even if the label is addressed to another individual.)

SD, CT and WV residents, please add applicable sales tax to your payment. If you are tax-exempt, enter your tax-exempt number here: _____ and attach a copy of your tax-exempt certificate.

PROGRAM HOURS: 9 A.M. TO 4 P.M. REGISTRATION BEGINS AT 8:30 A.M.

To Enroll ...



Register online at
www.NationalSeminarsTraining.com



Call toll-free
1-800-258-7246



Fax the completed
registration form to
1-913-432-0824



Mail the registration form to:
National Seminars Group
P.O. Box 419107
Kansas City, MO 64141-6107

Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Group Discount: When 3 enroll from your organization, a 4th may attend for FREE!

Check-in begins at 8:30 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellation: If you cannot attend, you may send a substitute or receive a credit memo toward a future workshop. If you cancel your registration up to five business days before the workshop, your registration fee will be refunded less a \$10 enrollment charge.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions. RUCCEC is an approved provider of continuing nursing education by the Missouri Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Tax Deduction: The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

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