

TRAINING OUTLINE

A Year in the Life of the Budget Manager

Managing budgets and money is a vital aspect of service management, and it is therefore essential that every pound counts in terms of maximising service outcomes.

This one-day course is specifically designed to provide all those who manage budgets with the opportunity to understand their role as a budget manager and be aware of the specific challenges of managing finance at a local authority.

The course is highly interactive and will provide a stimulating and relevant training experience. Case studies will take participants through the local government financial year, explaining and illustrating the role of the service manager in financial planning and management at each stage.

By the end of the day, participants will be able to:

- Understand how a local authority receives its money and the constraints and controls on its income
- Understand and apply budget management best practice
- Prepare a budget for a service, following the authority's systems, rules and procedures
- Manage a budget, analyse variances and forecast likely future spending patterns
- Understand the service manager's role in the year-end and accounts preparation process

Who should attend?

This course is designed for all those managing budgets. No prior experience will be assumed, and all terminology, jargon and acronyms will be fully explained in plain English.

About LG Futures

Public sector specialists, LG Futures delivers bespoke financial consultancy and training, with a particular focus upon local and central government. Our areas of expertise include:

- Improving financial management capabilities
- Strengthening strategic and financial planning
- Optimising value for money
- Maximising funding levels
- Assessing the impact of government policies
- Providing in-depth briefings on the latest financial developments

Since being established in 2004, we have worked with over 100 individual public sector organisations, and would welcome the opportunity to discuss how we could potentially support your organisation.

For more information on LG Futures, please contact: [Jude Ranasinghe](mailto:jude.ranasinghe@lgfutures.co.uk), Director of Consultancy and Training, at jude.ranasinghe@lgfutures.co.uk or on 07921 168450.

FINANCE WITH VISION

Agenda

- 9.15 – 9.30** **Welcome and Introductions**
- 9.30 – 10.20** **April: A Financial Management Briefing**
 An overview of local government finance. Where the money comes from and why every budget round is a challenge!
 Current financial issues and challenges relating to budget preparation and management for the year ahead
- 10.20 – 11.25** **May: Budget Preparation (1)**
 Budget setting processes and good practice
 Case Study: Setting a budget for a local authority service
- 11.25 – 11.45** **Refreshments**
- 11.45 – 12.50** **June: Budget Management**
 Budget management responsibilities and guidance on how to analyse budget variances and prepare financial forecasts
 Case Study: Managing budgets – dealing with the June Monitoring Report
- 12.50 – 13.50** **Lunch**
- 13.50 – 14.35** **October: Budget Preparation (2)**
 Case Study: preparing next year’s budget in the light of the current year’s performance
- 14.35 – 15.00** **February: Preparing for the Year-End**
 The budget manager’s role in supporting accurate financial reporting information
- 15.00 – 15.20** **Refreshments**
- 15.20 – 15.45** **This time next year.....**
 An action planning session.
 What will you do differently?
- 15.45 – 16.00** **Course summary, evaluation and close**

Ian Fifield PhD CPFA
Head of Training

Ian is a CIPFA qualified accountant and an experienced trainer and facilitator, with more than 20 years experience of financial management in the public services.

Ian specialises in financial management training for local authorities and other public service organisations and has also worked as an accountant in local government and an external auditor for both local government and health bodies.

Ian has provided training to a wide range of finance stakeholders, including finance professionals, service managers and elected members.

Ian also designs and delivers training specifically tailored to clients’ individual systems and processes, ensuring that training directly addresses local client needs and requirements.

For more information on our training sessions, please contact: [Ian Fifield at ian.fifield@lgfutures.co.uk](mailto:ian.fifield@lgfutures.co.uk) or on 07710 955276.