

## **Budgeting Practice, Cash Flow Forecasting and Budgetary Control Techniques**

**21 February 2025, Tuesday**  
9.00am - 5.00pm  
SPEAKER: MR TAN KOK TEE

Virtual  
Course code FI210225W1  
**Closing date: 19 February 2025**

**8 CPD  
HOURS**

## Course Introduction

Accounting, Costing, Finance will not be a complete management tools without a budget, budgetary control and forecasting system put in place.

Budgeting and Forecasting are the two most important activities in implementing every organization's strategic plan. An effective budget and cash flow forecast will provide a feasible analysis of the company performance and direction.

A well organize budget and proper periodical forecasting with the right implementation and budgetary control will help in achieving the organization's planned profit, set objectives, its OKR and eventually the vision.

## Objectives

1. The objectives of this training workshop are to help participants to:
2. Enhance the understand the budget planning, preparation, control and review process
3. Improve the profit performance.
4. Manage the monthly performance efficiently and effectively.
5. Synchronize the importance of human behavior in budget preparation and implementation
6. Translate vision into strategies and actions to achieve its goals and objectives

## Target Audience

- Financial Controllers / Accountants
- Accounts Executives / Accounts Supervisors
- Accounts and Admin. Assistance & Clerks
- Purchasing / Sales Managers, Executives and Supervisors
- All Divisional and Departmental Managers and Executives
- Any other persons who are invoiced in and/or interested to enhance their budgeting and budgetary control skills.

## About the Trainer: MR TAN KOK TEE, MBA-FINANCE, FAIA, MIPA, AAFA, MCCS, ACTIM, CICA

Tan Kok Tee has 40 years of working experience in accounts & financial, strategic and general management field. He has held a variety of leadership and senior management roles in various organizations, starting in the Accounts & Finance Department until CFO level and the last being Group Chief Executive Officer. More than half of these times are spent in the Manufacturing, Marketing & Distribution and Services organizations, including those with the then Inchcape Timuran Berhad, Metroplex Berhad, Perdana Industries Berhad. He is a Fellow member of the Association of International Accountants, UK; Member of the Institute of Public Accountants, Aust.; Certified Commercial Accountant, (M); Member of the Chartered Tax Institute of Malaysia; Member of the Malaysia Associations of Company Secretaries (M) and a Gold Mastery Holder in Reinventing Strategic Planning and Management from the Haines Centre for Strategic Management, sponsored by University of San Diego, USA. He is also a Certified Trainer with PMSB's (HRDF) Train The Trainer Certificate since 2009, a GST Agent registered with MOF & Holder of the GST MyGCAP certificate from RMCD and a Life Member of the Malaysian Institute of Directors. Kok Tee has been involved in Advisory, Training and Facilitation on a part-time basis from 2009-2013, and full time from 2014 to now. To-date he had conducted about 400 training workshops throughout Malaysia on topics on GST; SST; Practical Accounting for Accounting Staffs; Reading, Analyzing and Interpreting Financial Statement; Accounting and Finance for Non-Accounting Managers; Customers Credit Evaluations and Collection Strategies; Incoterms, LC Operations and Trade Financing; Reinventing the Strategic Planning and Management and Financial Statement Hands On Application to MBRS, for both in-house as well as public, including to Government Authorities, Chamber of Commerce, Government Link Companies, Banks, Malaysian Institute of Accountants, Chartered Institute of Management Accountants, CPA Australia, Malaysian Institute of Chartered Secretaries and Administrators, Selangor State Human Resource Development Centre (SHRDC), Negeri Sembilan State Skills Development Centre (NSSDC), Penang Skill Development Centre (PSDC), NGOs and many others public training providers. Through them, Kok Tee have also conducted training for Shin Yang Group in Miri, Bintulu Port, Deleum Bhd., Boustead Plantation Bhd., Takahata, FBK Manufacturing, Brothers Industries, Integrated Logistics, Mega Logistics, Chung Hwa Picture Tubes, Ohara Melaka, Safran Aerospace, NEC Corp. of Malaysia, Kobe Precissions, Tecktronic & Sons Holdings, Julie Biscuit, Ornapaper Melaka, Sunway University, Audit and Tax Firms and many many more. To-date more than 15,000 executives has been trained by him and was a Lead GST Trainer for Malaysia Export Academy in 2014-2015. Kok Tee has also been a hands on SST practitioner during the SST01 regime until its abolition. He also developed and delivered an entrepreneurship program specially designed for MBA students from GC University, Pakistan in collaboration with Sunway Education Group for period of 5 years (2010 to 2014) and was an invited speaker for the Asian Financial Controller's Congress in 2009, 2010 and 2011

## Course contents

### 1. Introduction

- Introduction of Systems Thinking
- Framework and model for budgeting
- Types of Budget.
- The need to align Budget to Vision in the Strategic Plan.
- Assess positioning of the company in the industry
- Issues identification

### 2. Approach to Budget Preparation

- Budget guidelines and time frame
- Financial Parameters.
- Economic assumptions
- Objectives, Strategies Development and Key Success Measurements.
- Objective Key Results
- Other market environmental factors / scan

### 3. Operational Budget

- Detail Sales Budget,
- Sales Collection Budget.
- Production Budget,
- Material budget – consumption and purchase requirements and closing stocks.
- Payment requirement budget
- Manpower and Overheads / Expense budget
- Production Cost, Cost of Sales and Closing Stock Budget.
- Functional Budgets

### 4. Financial or Master Budget

- Profit and Loss,
- Cash Flow and
- Balance Sheet
- Sensitivity Analysis, Risk & Opportunities

### 5. Budgetary Control and Forecasting

- Variance Analysis – Material, Labor, Overhead, Sales & Profit,
- Sales – price, volume and mix value and quantity
- Material Quantity (Usage, Volume, Mix and Yield)
- Labor (hours, rate and idle)
- Direct Overhead – spending and efficiency
- Indirect Overheads and Operating Expenses
- Periodical Forecasting / Rolling Budgeting

## Methodology

- Power point presentation
- Q & A

**WEBINAR FEE**

Category	Early Bird Fee per person (RM)  (applicable for participant who register and pay before 7/2/2025)	Normal Fee per person (RM)	Group Fee per person (RM)*  (For 3 or more registrations from the same organization)
MAICSA Member/ Affiliate/Graduate/Student	490	540	510
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Retired MAICSA member	270	270	270
MAICSA Member's staff***	600	600	600

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**ENQUIRIES:**

Email: [training@maicsa.org.my](mailto:training@maicsa.org.my)

Tel: **03-2282 9276 (ext 803)**

**Attention: Ms Vicky**

- Fee is payable to **MAICSA**

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- Access to join the Seminar shall be granted only upon full payment as per the above requirement.
- **NO Letter of undertaking is accepted.**

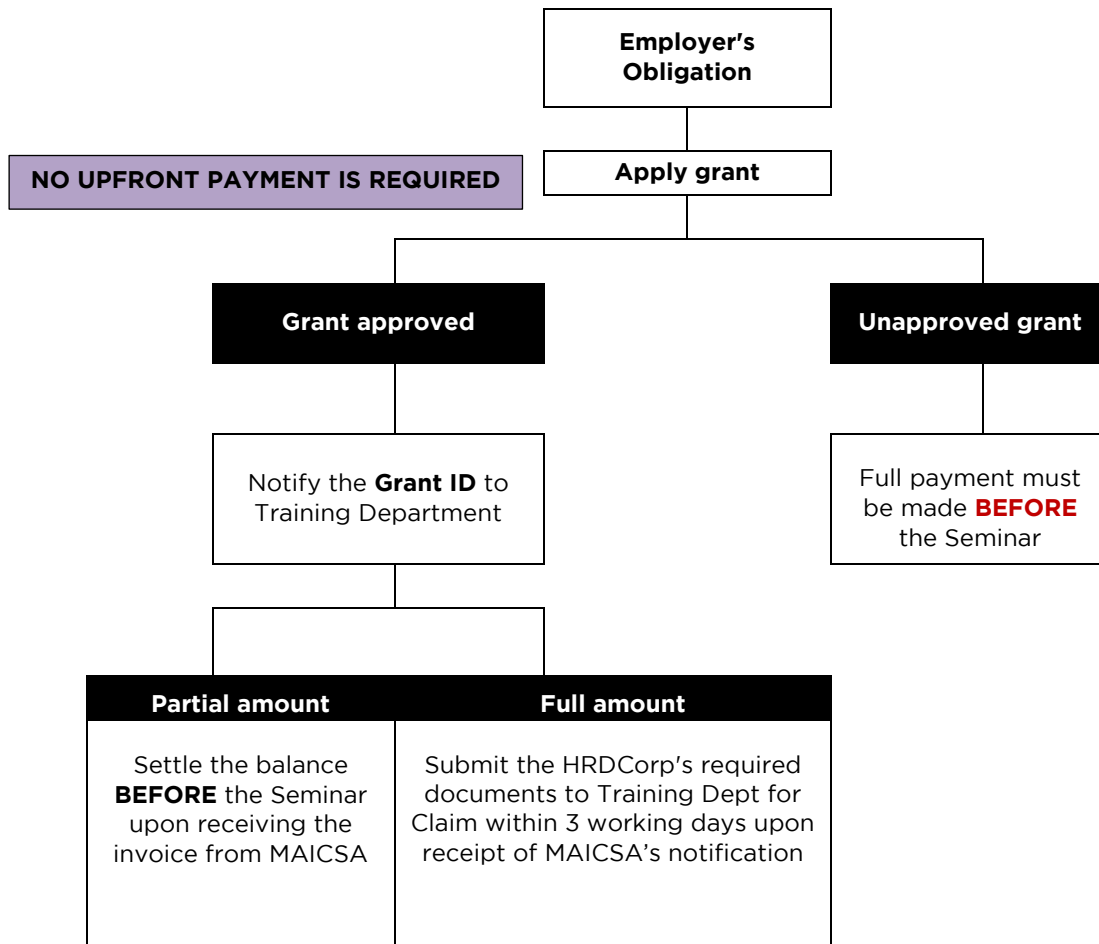
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REMOTE ONLINE TRAINING (PUBLIC)**



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  - Submit the feedback form within 3 days after the completion of the Seminar
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