



PROJACS ACADEMY
by @egis

Reading and Analyzing Financial Statements and Budgets for Non-Financial

قراءة وتحليل القوائم المالية والميزانيات لغير الماليين

06 – 10 November 2023

Amsterdam / Netherlands

Introduction

This course is designed for non-financial professionals who want to learn how to read and analyze financial statements and budgets. You will gain an understanding of the basic concepts and principles of accounting, finance, and budgeting, as well as the tools and techniques to interpret and evaluate financial information. You will also learn how to use financial information to support decision-making and planning in your organization.

Objectives

Participants attending the programme will:

- Understand, What is finance
- Analyze nature, objectives, and function of Accounting Information System
- Study the main components of the financial Statements, and learn how to Read and Analyze the Financial Statements.
- Investigate how to apply accounting processing activities.
- Master the skills to value a firm using accounting information along with all other information
- Understand Accounting terminology and policies
- Understand the relationships between planning, accounting and the budgeting process
- Review the income statement, balance sheet, and statement of cash flows
- Be able to add credibility to their budgets Financial statement analysis
- Be able to understand the importance of cash flow forecasting
- Know the difference between cash flow and profitability
- Project analysis

Who Should Attend?

Managers, head of department, non-financials and non-accountants, professional businessmen, investors, staff and specialists as well as those nominated to join any of these previously mentioned positions.

Course Outline

Day One

The Basics

- Accounting Terminology and Policies
- Accounting as an information system
- The accounting equation- what does it mean
- Generally accepted Accounting Principles
- Differentiating between cash and accrual basis accounting
- Basic cash flow statements
- Walking through an Annual Report
- The annual report package
- The role of external auditor
- The accountant's report and auditor's opinion

Syndicate exercise: Working in small groups.

Day Two

The Role of Financial Management

- Consider the history of financial thought.
- Understand the financial goal of the firm.
- Appreciate the limitation of profit maximization as a goal.
- Realize the financial decision involve a risk-return trade-off.
- Distinguish the pros and cons of various business forms.
- Understand the key financial decision areas confronting firms.
- Budgeting in today's competitive business
- The Budgeting Process
- The role of budgeting
- Annual budgeting process
- Identifying and resolving budgeting variances
- Different budgeting systems in use today
- Essential of Finance & Accounting

Day Three

How to interpret and Financial Statement Analysis

- Understand basic financial statements and be able to explain their usefulness for the external analysis of a firm.
- Appreciate the usefulness as well as the limitations of financial ratios.
- Preparing income statement & balance sheet
- The cash conversion cycle
- Activity, Profitability and gearing Ratio Analysis
- Du Pont Formula
- Financial & Operating analysis

Day Four

Planning for Profit

- Plan for cost reduction and profit improvement
- Fixed and variable costs income statement
- Break-even analysis
- Contribution margin
- The importance of fixed-cost allocation

Working in small groups on task based Accounting

Day Five

Cash Flow Analysis & Forecasting

- Capital budgeting
- Weighted Average Cost of Capital
- Present Value
- Internal Rate of Return – method
- Profitability Index
- Discounted cash flow
- Working-Capital Management & Short Term Financial
- Know the principles used to decide the most capital budgeting criteria.
- Understand the main discounted cash flow criteria for project evaluation.
- Appreciate when taxation has role to play in capital budgeting decisions.
- Understand the fundamentals of how to measure a project's benefits.
- Appreciate the nature of the keys to finding profitable projects.

Problem Solving, exercises and case studies

Workshops, Group exercises and Discussions, Program evaluation, Program Summary

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **5,200 USD**
**VAT is Excluded If Applicable*

المقدمة

تم تصميم هذه الدورة للمهنيين غير الماليين الذين يرغبون في تعلم كيفية قراءة وتحليل البيانات المالية والميزانيات. سوف يكتسبون معرفة للمفاهيم والمبادئ الأساسية للمحاسبة والتمويل والميزانية ، بالإضافة إلى الأدوات والتقنيات لتفسير المعلومات المالية وتقييمها. سوف يتعلمون أيضًا كيفية استخدام المعلومات المالية لدعم اتخاذ القرار والتخطيط في مؤسساتهم.

الأهداف

بعد انتهاء البرنامج سيتمكن المشاركون من التعرف على:

- فهم ما هو التمويل
- تحليل طبيعة وأهداف ووظيفة نظام المعلومات المحاسبية
- دراسة المكونات الرئيسية من القوائم المالية، وتعلم كيفية قراءة وتحليل البيانات المالية.
- التحقيق في كيفية تطبيق الشركة أنشطة المعالجة المحاسبية.
- إتقان المهارات اللازمة لتقييم الشركة باستخدام المعلومات المحاسبية جنبًا إلى جنب مع جميع المعلومات الأخرى
- فهم مصطلحات والسياسات الخاصة بالمحاسبة
- فهم العلاقة بين التخطيط والمحاسبة وعملية وضع الميزانية
- مراجعة قائمة الدخل، الميزانية العمومية وبيان التدفقات النقدية
- أن يكون قادرًا على فهم أهمية التنبؤ بالتدفقات النقدية
- معرفة الفرق بين التدفقات النقدية والربحية.

الحضور

المدرء ورؤساء الأقسام وغير الماليين وغير المحاسبين ورجال الأعمال المحترفين والمستثمرين والموظفين والمتخصصين وكذلك المرشحين للانضمام إلى أي من هذه الوظائف المذكورة سابقًا.