

Budgeting essentials eWorkshop (ES6e)

About this course

This online course covers the key skills you need to write effective project and donor budgets. During the course you will work on your own, real-life project budgets and come away with a set of budgets that you can use immediately in your own work.

You will discover:

- ▶ how to prepare accurate, complete and justified budgets using the activity-based budgeting technique
- ▶ top tips on preparing budgets for donors
- ▶ how to prepare and use budgets for managing cashflow and monitoring progress
- ▶ techniques for budgeting for central support ('core') costs
- ▶ a great tool for managing multiple-donor funded programmes.

The course is run over five weeks through Mango's online learning platform and is fully supported by one of Mango's expert trainers. There are no 'real time' sessions – all of our 'conversations' take place through discussion forums so you can complete the weekly readings, individual tasks and group activities at your own pace.

Who is this course for?

- ▶ This course is suitable for anyone in the not-for-profit sector with responsibility for building or implementing project, programme or organisation-wide budgets.
- ▶ This is an introductory-level course. Previous experience in budgeting is useful but it is not a requirement to attend the course.

Your commitment

The eWorkshop format is great for fitting the training into busy schedules but you will need to set aside time each week and be committed to keep up with the work. We estimate that the course work will take you between 4 to 7 hours a week, depending on your pace of learning.

Technical requirements

You will need to access the online course materials for up to one hour 4 to 5 times a week so you need to have regular access to a computer and the internet. You will also need access to a printer as some activities are completed offline.

Learning Outcomes

By the end of the eWorkshop, you will:

Do:	<ul style="list-style-type: none"> ▶ complete an accurate, complete and justified budget for a project of your own, using the activity-based budget technique ▶ structure budgets in different donor formats to accompany funding proposals ▶ create a project cashflow forecast and a phased budget for use in the programme implementation phase ▶ build a funding grid to manage multiple- donor funded programmes
Know:	<ul style="list-style-type: none"> ▶ identify at least 10 different types of budget and three different approaches to setting budgets ▶ describe how the Chart of Accounts is used in budgeting and budget management
Feel:	<ul style="list-style-type: none"> ▶ recognise why it is important to prepare accurate, complete and justified budgets for effective programme management ▶ appreciate the input of programme staff in building and managing effective project budgets.

Course fees and how to book

Individuals & non-profit less than GBP 1 million		Non-profit more than GBP 1 million		For-profit & government agencies	
Early	Standard	Early	Standard	Early	Standard
£175	£220	£220	£275	£275	£345

To book places, go to the booking tool on our [website](#) or contact our friendly Training Operations team on elarning@mango.org.uk

Programme guide

Week 1:

Getting to know you and the course

- ▶ Introductions
- ▶ Using the online learning tools
- ▶ The financial planning process
- ▶ Different types of budget and when to use them
- ▶ About direct and indirect costs

Week 2

Project budgeting skills

- ▶ The activity-based budgeting technique
- ▶ The chart of accounts in budgeting
- ▶ Summary budgets
- ▶ *Practical:* developing your own project budget

Week 3

Budgeting for programme management

- ▶ Cashflow forecasting
- ▶ Creating phased budgets
- ▶ *Practical:* developing your own cashflow and phased budgets

Week 4:

Budgeting for donors

- ▶ Creating donor budgets
- ▶ Core cost recovery
- ▶ *Practical:* developing your own donor budgets

Week 5:

Consolidating the learning

- ▶ Using the funding grid for multiple-donor funded programmes
 - ▶ Summary of tools and techniques
 - ▶ Action planning
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