

# EFFECTIVE CASH FLOW MANAGEMENT, BUDGETING & ANALYSIS

By Lim Kaim Soon



Decide with Confidence

In today's business world, understanding the finance and accounting knowledge is no longer an option for management and executives. Indeed, organizations will be able to perform better and achieve superior results if all staff in the organizations are able to apply relevant finance and accounting tools in their jobs and functions. Whether it is a new business or an existing one, cash flow management will always be a significant component contributing to the success of an enterprise's operation. Therefore, this course is designed to discuss the main features of cash flow statement, the techniques and methods to develop cash flow budgeting, and interpret the performance of an organization using the cash flow statements. This one-day seminar also highlights the important considerations when performing cash flow budgeting and interpretation of cash flow statement.

## Course Contents

- 1. MYTH OF "PROFIT"**
  - Definition of profits.
  - Subjective judgments influencing the profit figures - provisions and accruals
  - Accounting rules explained: accrual and matching concepts
- 2. CASH FLOW VERSUS PROFIT**
  - Reconciling between the profits and cash flow figures
  - Auditor's report and interpretations
- 3. LINKING THE FINANCIAL STATEMENTS**
  - The link between the three financial statements - balance sheet, profit and loss account, and cash flow statement.
  - Structure of Cash Flow Statement – operating activities, investing activities, and financing activities.
- 4. PREPARING CASH FLOW STATEMENT**
  - Cash flow from operating activities – direct method versus indirect method
  - Cash flow from investing activities
  - Cash flow from financing activities
- 5. ANALYZING BUSINESS PERFORMANCE USING CASH FLOW STATEMENTS**
  - Using the published financial statements of listed companies, this session demonstrates and interprets the financial and operating performance of these enterprises in terms of:
    - a. Liquidity
    - b. Solvency
    - c. Profitability
    - d. Financing
    - e. Investing
- 6. CASH FLOW BUDGETING**
  - Planning and developing an annual budget
  - Forecasting and Projection of future activities – operating, investing, and financing
  - Preparing operating activity budgets
  - Preparing cash flow budget
- 7. CASH FLOW STRATEGIES FOR YOUR BUSINESS**
  - Key consideration in cash flow management

## Who Should Attend

Managers and executives who do not work in accounting and finance, but who need to know how basic accounting and finance work, and apply accounting and finance related techniques when making business decisions.

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## Trainer's Profile – Mr Lim Kaim Soon, EMBA(HELSINKI), FCCA (UK), BBA (HONS), NUS

Kaim Soon is the corporate trainer specializing in accounting and financial management. Working with various local and overseas consulting and training institutes, he conducts regular workshops, seminars, and trainings to management and staff of statutory boards and business corporations including Hitachi Cable, Housing and Development Board (HDB), Ministry of Community Development Youth & Sports (MCYS), Murata Electronics, YCH International Ltd, Times Publishing Ltd, AON Consulting, Singapore Law Society, etc. His areas of specialization include financial and management accounting, corporate investment and financing, as well as corporate due diligence.

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**Date:** 1 February 2012, 9am – 5pm

**Venue:** TBA

**Fee:** [ ] S\$530 for D&B Subscriber [ ] S\$640 for Non-subscriber  
(Includes materials, refreshments and lunch)

**EARLY BIRD – Fax in your registration before 1 Jan to receive a 10% off regular fee**  
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## Participant(s) Information

**Name 1:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_  
**Name 2:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_  
**Name 3:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

## Company's Information

**Name of Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **(Postal Code)** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Liaison Officer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
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## Cancellation Policies

1. A seat will be reserved upon receipt of completed registration form, and confirmation of seat upon payment received.
2. A substitute participant is welcome at no charge should you not be able to attend. Please provide the necessary details. Only cancellation made 7 working days before commencement is entitled to full refund of seminar charges (only applicable to cheque or credit card payment). No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
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