

Topics covered

1. Provision of information to internal management

- Costs control in day-to-day operations

2. Budgeting

- What is a budget?
- Know the benefits of a budget
- Understand the budgeting system
- Different types of budgets

3. Cost behavior, Cost-Volume Profit (CVP) and breakeven analysis

- Costs in relation to sales volume
- Cost-Volume Analysis
- Calculating Total Analysis
- Contribution Margin Approach to decision making
- Using Cost-Volume-Profit Equation to estimate selling price/profit/break-even sales
- Contribution Income

4. Short-term Decision-Making

- Two Decision-Making Methods
- Decision-Making Models
- Continue or Discontinue (Product/Department)
- Accept or Reject (Special Order)

5. Differential analysis

- Difference between relevant costs and sunk costs
- Staying open or close during off season
- Which business to buy
- Paying a fixed or variable lease

6. Standard Costing

- Material Cost Variance
- Labour Cost Variance
- Variable Overhead Variance
- Fixed Overhead Variance
- Sales Variance

7. Case-Study

Who Should Attend

Engineers, personnel managers, purchasing officers and sales managers who want to know their qualified accountants work. It is also of value to those working in commerce, government or industry who find that their work involves them in dealing with accounting information.

Trainer's Profile

OLIVIA CHAN, Fellow of the Chartered Institute of Bankers and a MBA graduate in Finance from University of Leeds, is a seasoned documentary credit specialist of over 30 years. She joined Natwest Group in 1977 and was with this Group for about 20 years and her last position was Manager of its Trade Finance Unit. She is a Certified Documentary Credit Specialist, a qualification jointly issued by the Chartered Institute of Bankers (UK) and the International Financial Services Association (USA) and endorsed by the International Chamber of Commerce based in Paris, France. Olivia also served as a Treasury Manager with a Singapore based top research and development organisation from 1997 to 2002.

Management Accounting for Non-Financial Staff



Tackle with Confidence

Date: 24 & 25 November 2009, 9am – 5pm
Venue: Training Choice, Fortune Centre
Fee: [] S\$630 for D&B Subscriber [] S\$710 for Non-subscriber
(Includes materials, refreshments and lunch)

EARLY BIRD – Fax in your registration before 25 October to receive a 10% off regular fee
Or, GROUP SAVINGS – Send 2 or more participants to enjoy a 10% off regular fee

Fax the completed registration form to 6778 3853

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. No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. D&B reserves the right to postpone or cancel the seminar for reasons whatsoever. In such a case, D&B will provide a full refund to registrants who have made payment towards the event and such registrants shall have no claims against the company
4. D&B reserves the right to change venue due to unforeseen circumstances