

| Course on Budget, Finance and Risk Management for Non-Profits in TB Control<br>16-20 May 2016<br>Programme Schedule |           |  |  |             |   |                                     |             |   |                               |             |  |                                       |                            |   |
|---|-----------|--|--|-------------|---|-------------------------------------|-------------|---|-------------------------------|-------------|--|---------------------------------------|----------------------------|---|
| Day   | Date      | 9 - 9:30   | Session one<br>9:30 - 10:30  | 10:30-10:45 | Session two<br>10:45 - 11:45  | Session three<br>11:45 - 13:00      | 13:00-14:00 | Session four<br>14:00 - 15:00   | Session five<br>15:00 - 16:00 | 16:00-16:15 | Session six<br>16:15 - 17:00   | Closing Reflection<br>17:00 - 17:30   | Evening /<br>Overnight     | Day Theme                                 |
| Mon   | 16 May 16 | Introduction, Ground Rules   | Participant Introduction, Course Introduction, Expectations and Objectives, Key Issues and Concern on Budget Planning and Finance Management | Tea Break   | Budgeting basics (Theory)   |                                     | Lunch Break | Developing Budgets with Excel (Theory)- Preparation of line item budget (Group exercises) |                               | Tea Break   | Presentation and discussions   | Filling in the Daily reflection sheet | Evening Reading Assignment | Budget Basics and Preparation in Excel    |
| Tue   | 17 May 16 | Direct and Indirect Costs (Theory with some practical quick exercises).....contd....       |  | Tea Break   | Direct and Indirect costs (contd) Building on line item budgets- identification of direct and indirect costs (group exercise) budget justification (theory) |                                     | Lunch Break | Incorporating Budget justifications on to the line item budgets (Group exercises)         |                               | Tea Break   | Presentations and discussions - Types of budgets                               | Filling in the Daily reflection sheet | Evening Reading Assignment | Costs and Budget Justification            |
| Wed   | 18 May 16 | Cash Flow Budgets (Theory)   |  | Tea Break   | Developing cash flow budgets (Group exercises)  | Presentations and discussions       | Lunch Break | Performance based/Logical Budgeting (Theory)  |                               | Tea Break   | Converting the line item budget to a performance based budget (group exercise) | Filling in the Daily reflection sheet | Evening Reading Assignment | Cash Flow and Performance Based Budgeting |
| Thu   | 19 May 16 | Application of previous day's learning, and address, clarify any issues or concerns raised | Presentation and discussion on Performance based budgets   | Tea Break   | Effective Use of Budgets (Theory) - Variance Analysis (Theory)  | Variance Analysis (Group exercises) | Lunch Break | Financial Reporting (Theory)  |                               | Tea Break   | Financial Reports (Group Exercise contd)                                       | Filling in the Daily reflection sheet |                            | Variance Analysis & Financial Reporting   |
| Fri   | 20 May 16 | Application of previous day's learning, and address, clarify any issues or concerns raised | Understanding Risks (Theory)   | Tea Break   | Risk Assessment Framework (Theory)  | Group Exercise on Risk Management   | Lunch Break | Presentation and Discussion   |                               | Tea Break   | Certificate Presentation / Evaluation and Closing                              |                                       |                            | Risk Management                           |

### Expected Learning Outcomes:

- Understand how Excel functions and the process of developing budgets with Excel
- Compare and improve current budget practices to align with successful international practices
- Create a work load analysis
- Develop cash flow budgets with Excel, identify direct and indirect costs, practice budget forecasting and budget management
- Realistically budget costs, understand cost drivers and identify issues related to cost allocation
- Perform cash flow analysis and forecasting
- Develop reporting techniques to design effective financial reports
- Learn to plan and schedule projects effectively