

Effective Cash Flow Management, Budgeting & Analysis

By Koh Siew Min



Introduction

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.

Outline

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

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Who Should Attend?

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

Trainer Profile – Ms. Koh Siew Min

Koh Siew Min leads a team in providing financial consultancy and training to banks, MNCs and management institutes in the Asia-Pacific region. In addition to possessing a degree in Accountancy from the National University of Singapore, Siew Min is also a qualified Chartered Financial Analyst (CFA, USA). She taught Corporate Finance as well as Bank Financial Management for the Master in Financial Management by University of London (“UOL”). She has also been teaching banking and finance courses for the UOL at the Singapore Institute of Management since 1995 (teaching Financial Management/Corporate Finance, Principles of Banking, International Financial Management). These courses cover treasury risk management, corporate risk management and use of derivatives. She was in the adjunct faculty with the Nanyang Technological University in Singapore (teaching Commercial Bank Management, Corporate Finance, Investment Analysis and Portfolio Management etc). She also teaches Commercial Bank Management and Credit Lending Decision for the University of Canberra. In the above capacities, she teaches subjects covering retail and corporate bank management, loan packaging and monitoring, credit evaluation, investment analysis and corporate finance, analysis of financial statements and international financial management, amongst others.

Her broad exposure in the banking sector involved working with bank branch network and top executives of client organisations across a variety of industries. Her areas of specialisation covers retail banking, investment analysis and portfolio management, financial management and credit management.

Siew Min has delivered trainings to large organisations : Keppel Land Ltd, KPMG, Hewlett – Packard, Intel, BPP Asia, Ministry of Finance, Accountant General Dept, MINDEF, SingTel, Motorola, Institute of Banking and Finance, Premas International, Chartered Semiconductors, Courts, Nomura Singapore Limited, Thai Village Holding Ltd, Flextech Holding Ltd, Institute of Certified Public Accountants of Singapore (ICPAS), Citibank, Institute Bank- Bank Malaysia, Bank of China, OCBC Bank, Southern Bank, Bank Mandiri and Standard Chartered Bank (Jakarta). Siew Min is bilingual in English and Chinese and she conducts programs in Mandarin for China participants in a variety of banking subjects. She brings to her training programs a unique blend of academia and practical industry experience in banking and finance gleaned from years of research, teaching and business management.