



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

Financial Reports and Budgets – 1 day

SYNOPSIS

This workshop, for Elected Members, explores the way in which local government representatives are required to plan, develop an annual budget and monitor, review and interpret financial reports.

SHORT COURSE TOPICS

Review financial reports and budgets

Obtain revenue/expenditure/requests/predictions from appropriate person
 Consider and assess further organisational operations, with reference to all available plans
 Consider previous financial statements to provide baseline information
 Review budgets and cash flows using all available information.

Monitor revenue and expenditure against budget

Discuss and agree on monitoring and reporting systems and establish procedures

CONTINUED

Compare income and expenditure to budget – review discrepancies
 Identify and examine achievement and variances
 Recommendation for action
 Request regular reports
 Provide financial statements

Finalise budget

Ensure expenditure commitments are in line with final income figures
 Finalise, document, and approve final budget
 Present budget
 Reporting requirements



COURSE DETAILS

Delivery	Peak's 1-day Virtual Short Course for Elected Members provides participants with an interactive session that includes group discussions, case studies, and question and answer sessions. Inhouse onsite delivery for Councillors is also available.
Delivery Mode	This program is delivered as workshop only. No assessment is required. Participants will receive a Certificate of Attendance post training. This will be sent electronically to participants.
Fees and Inclusions	Please contact Peak Services for course fees or a proposal for on-site/in-house training.

This program is suited to Queensland's current Elected Members or senior executives within the Local Government sector.

REGISTER NOW
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Human Resources and Employee Services Contract: BUS-278
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