



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
BUDGETING, FORECASTING AND POLICY PLANNING

(25th February – 02nd March 2019 - IAA Arusha Campus)

1.0 COURSE BACKGROUND

Budgeting, forecasting and policy planning is the most critical aspect of the organization survival in implementing activities and measuring performance with desired goals. Many budget officers and people in charge of the budget require proper skills on budgeting, forecasting capabilities linked to the organization policy strategies with better outcome. The course provide skills necessary to equip participants on budgeting forecasting and policy planning.

2.0 COURSE OBJECTIVES

At the end of the course, participants will be able to learn:

- Identify role of policy planning and budgeting within the organization management system
- Identify proper and reasonable cost estimates for budgeting purposes
- Examine cost behavior approaches
- Expenditure forecasting with excel
- Revenue Forecast with excel
- Develop master budget in excel for better decision making
- Examine good budgeting principles and practice
- Budget negotiations
- Participatory approach to budgeting
- Public policy analysis
- Formulate policies required for budget implementation within organization
- Link budget with policy
- Budgetary control, performance measurement and analysis
- Examine MTEF practices in the government sector

3.0 TARGET PARTICIPANTS

The course is intended for Budget Officers, Managers, Project/Programme Officers and Coordinators, individuals and anyone in charge with budgeting and policy planning from government ministries and any other organization.

4.0 METHODOLOGY

The course will be achieved through using lectures, discussions, interactive team and case studies analysis. Participants are encouraged to come up with their own laptop for practices and assignments.

5.0 FEES & MODE OF PAYMENT:

The fee for the course is **TZS 1,500,000/=** (say **One Million Five Hundred Thousand Only**) to cover for training material, tea and lunch. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch. Early registration is highly encouraged and appreciated.**

6.0 DATE, DURATION AND VENUE:

This course will be conducted from **25th February – 02nd March 2019 (six days)** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

7.0 CONTACT PERSONS

For more details please don't hesitate to contact any of the following:

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