



PRESENTS  
**BUDGETING & ITS  
IMPORTANCE**



## Background

There is a saying – ‘If you fail to plan, you plan to fail’. Budgeting is more about planning – planning of our spending to achieve certain goal in a particular given time period. Budgeting is a process of creating a plan of our spending on a proper manner. This is, in fact, a tool of our planning. Our success depends on a proper planning. Therefore, we need to prepare our budget very carefully taking into account complete information, future priorities/ goals, resources etc.

Budget gives us guidelines on our spending and business activities with a focus on our priorities. This serves as a tool to help us prioritize our spending and manage our fund. As the action plan is made on the basis of budget, it gives us a picture to check if the business activities are as planned at any point in time. Thus, budget also serves as a control tool helping us to prioritize our activities.

A proper budget and a proper monitoring system (for its execution) in place helps us achieve our goal. Therefore, it is very crucial for every business to have a consciously prepared budget in work areas. Keeping this in view and considering the request from a few BFIs, NBI is now rolling out a one day program on Budgeting.

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# Course Outline

Level	Mid Level
Duration (in Days)	One day
Target Audience	Branch Managers, Supervisor & Financial Planning Departments
Content	<p>1. Budget-Preamble Why Budget? Budget as a Tool of planning Budget as a Tool of monitoring Budget as a tool of Control Budgeting process- Best Practice Budget Premises and Documentation/circulations</p> <p>2. Credit Budgeting session Preparation (How to prepare by Branches and Business units?) Corporates SMES Retailers Deprived Finalization (How to Finalize by respective Business unit?) Consolidation (How to consolidate at finance/HO?)</p> <p>3. Operation budgeting session a. HR Preparation (How to prepare by Branches and units?) Finalization (How to Finalize by respective unit?) Consolidation (How to consolidate at finance/HO?) b. CAPEX Preparation (How to prepare by Branches and units?) Finalization (How to Finalize by respective Business unit?) Consolidation (How to consolidate at finance/HO?) c. Admin Preparation (How to prepare by Branches and units?) Finalization (How to Finalize by respective Business unit?) Consolidation (How to consolidate at finance/HO?)</p> <p>4. Deposits Preparation (How to prepare by Branches and units?) Finalization (How to Finalize by respective Business unit?) Consolidation (How to consolidate at finance/HO?)</p> <p>5. Transaction Banking Preparation (How to prepare by Branches and units?) Finalization (How to Finalize by respective Business unit?) Consolidation (How to consolidate at finance/HO?)</p> <p>6. Finalization of budgets Consolidation (At finance/HO) Checks &amp; Balances (Against Vital requirements/ratios/strategy) Finalization (Approvals and circulars)</p>
Program delivery	Lecture Discussion/interaction
Date, Venue & Time	19th (9:30am to 5:00pm) November 2016, NBI Hall, Kathmandu.
Facilitator/s	<p>Mr. Prabin Basnet, FCA, ISA, EMBA Mr. Basnet is a Senior chartered accountant and Banking professional, with a collective experience of more than a decade in Audit, consultancy, Operation Management, Financial Management, Retail sales etc., currently working as Head Retail Banking at NIC Asia Bank Ltd.</p> <p><b>Mr. Basnet's value propositions include contribution in adoption of better cost management practices, system/process reengineering to enhance efficiency, strategic thinking/ business remodeling to generate competitive edge and grab available opportunity, Balance sheet Management to generate bottom line, contribution in strengthening risk management framework specially in operation, liquidity and market risk, development of Policy and procedural framework, Efficient fund/Investment management etc.</b></p>