

SASOL BUDGETING AND WRITING SKILLS WORKSHOP

Budgeting: Purpose and Process

Objective:

To enhance a deeper understanding of budgets as management tools and the budgeting process that brings them about.

1. Budgeting defined
2. Budgeting
 - o The budgeting process
 - o Purposes served
 - o Types of budgets
 - o Activity costing
 - o Recurrent budget
 - o Capital budget
 - o The consolidated budget

Writing Skills Flow and Content

Why write at all?

Objective:

To impart proposals and report writing skills

“As to the adjective, when in doubt strike it out” – Mark Twain

Main Topics:

3. Terms of Reference (ToR);
 - o What are ToRs?
 - o Developing ToRs
 - o Understanding (reflecting on) ToRs
4. The Proposal;
 - o What it is
 - o Purpose served
 - o Proposal writing
5. Report writing;
 - o Types of reports and their purposes
 - o ToRs revisited
 - o Proposal revisited
 - o The Technical Report
 - o The Financial Report
 - o Report writing technique