

# Finance

for non-financial managers



Gain an understanding of basic finance concepts and build confidence in how you can support your organisation through budgeting.

Perfect for team leaders, supervisors and managers, this FREE one-day course introduces the foundations of business finance to help you understand how your decisions and purchases effect the bottom line while preparing you for future roles through introductory knowledge of financial management.

Make a difference in your organisation. Learn about:

- Cashflow Forecasting
- Understand Profit and Loss
- Budget management skills

**Wednesday 22nd January**

**9.30am-4.30pm | Falmouth  
Refreshments and lunch  
included**

Email [hello@ciosgrowthhub.com](mailto:hello@ciosgrowthhub.com)  
to book your place

## During this one-day course you will learn...

### Morning:

- Define the term Finance, by introducing the 6Ws of Finance – Who What Where Why When How and Who
- Balance sheet, profit and loss, and cashflow forecasts
- Key financial phrases and terms – including questions and answers
- Introducing Sally: A case study that covers profit, Loss, cost of sales, overheads, gross profit, net profit, Bottom Line, cashflow, and cashflow forecasting.
- The Bottom Line
- Reflecting on the business finance terms highlighted
- Cost of Sales
- Group discussion (leading to understanding) of the differences between fixed and Variable costs, spending some time on the difference phraseology used.
- Gross Profit
- Net Profit
- Review the learnings of the session and introduce the format for the afternoon

### Afternoon:

What is a Profit & Loss

- Understanding of what Gross Profit is, what net Profit is, and the difference between the two
- Additionally, the format of a P&L is standardised, top to bottom
- Exercise – create a profit and loss account
- Understanding the value of a cashflow forecast.
- TOTAL INCOME – (A); TOTAL EXPENDITURE – (B); SURPLUS/DEFICIT – (A-B); OPENING BALANCE – (D); CLOSING BALANCE (E)
- Review the figures at 6 months, review the structure, feedback and understanding
- The purpose of the opening balance and closing balance sections of the forecast
- Highlight the phrases surplus, deficit, and their meaning to “Sally”
- Understand the difference between profit and cash