



FM137: Bank Reconciliation and Petty Cash Management: Reconciling the Bank and Managing Cash to Ensure Liquidity and Profitability





Training Description:

Turnover (Sales) is vanity, Profit is sanity but Cash is reality! Cash is King! Poor cash management, bad debts, fraud and poor investment can increase costs, reduce profits and increase risk. It is vital for a company to effectively and efficiently manage their cash and bank balances, keeping cash and bank balances to a working minimum, invest safely and profitably and operate international payments efficiently.

This intensive training course will provide participants with the essential skills to effectively reconcile bank balances and manage all cash and banking issues to reduce costs, increase profit and reduce risk.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Prepare and Use Bank Reconciliation Statements
- ✓ Prepare Cash Statements and Forecast Cash Flow Forecasts / Budgets
- ✓ Manage the Bank & Cash Balances Effectively
- ✓ Recommend Appropriate Action in Line with Leading Practice
- ✓ Implement Controls to Reduce Risk and Fraud

Training Designed for:

This course is intended for those who are preparing and controlling bank reconciliation, staff preparing and controlling cash statements or budgets, staff managing payments, staff engaged in the budget process and those who prepare or act upon budgets.

Training Program:

FIVE DAYS:

- ❖ PRE-TEST
- ❖ Introduction
- ❖ Cash and Liquidity Are King – Why?
- ❖ Preparing a Bank Reconciliation Statements
- ❖ Correcting Differences and Avoiding Future Differences
- ❖ Controlling Petty Cash, Bank Records & Balances
- ❖ Cash Flow Statements & Cash Forecasts – Preparing & Evaluating the PAST & FUTURE Cash Flow
- ❖ The Cash Flow Cycle & Operational Efficiency
- ❖ Working Capital Management
- ❖ Managing Accounts Receivable & Payable
- ❖ Sources of Short-Term Finance
- ❖ Investment Opportunities
- ❖ Course Conclusion
- ❖ POST-TEST and EVALUATION

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”





Please note that the above topics can be amended as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

For training registrations or in-house enquiries, please contact:

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Training & Career Development Department

