

Chartered Institute of Administration

(A Professional and Examining Body Chartered by Act No. 103 of 1992 - Now Cap C7 LFN 2004)

Member, Association of Professional Bodies of Nigeria (APBN)

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National Secretariat

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P.M.B. 3063, Surulere
Lagos State, Nigeria

Ref: RG/27/B/1175

March 4, 2019

TO: All Training/Human Resource Directors/ Managers

All CIA Members

Dear Sir/Madam,

REQUEST FOR NOMINATION/INVITATION TO PARTICIPATE AT A 2-DAY TRAINING WORKSHOP TITLED: BUDGETING AND BUDGETARY CONTROL IN FINANCIAL PLANNING AND ADMINISTRATION JUNE 27 – 28, 2019

PROGRAMME RATIONALE

Finance is one of the most important Assets of an organization hence Budgeting as part of Financial Planning and Administration is required by every organization to ensure continuity and success.

Budgeting and Budgetary Control are core planning functions designed to direct effort, streamline activities and provide basis for evaluation of performance.

It is pertinent to note that failure to use Budgeting and Budgetary Control as a Financial Planning and Administration tool amount to financial recklessness which is disastrous and can definitely affect the accomplishment of organizational goals and objectives.

We must bear In mind that Budget is an important tool for organizational effectiveness and service delivery, consequently, it calls for adequate techniques and high level of competence in preparation and implementation.

This workshop is therefore designed to equip participants with the skills, techniques, competences and the right attitudes required for Budgeting and Budgetary Control functions in the organization.

WORKSHOP OBJECTIVES

At the end of the workshop, participants will be able to:

- I. discuss the basic concepts, nature and scope of Financial Administration
- II. explain planning tools and other relevant issues on Financial Administration
- III. identify problems encountered in Budgeting, Implementation, Control, and profer solutions
- IV. analyse Financial Adminstration Challenges in Accountability and Transparency
- V. use Budget as an instrument for achieving organizational goals and objectives and
- VI. evaluate Budgeting and Control as Fraud Prevention tools.

WORKSHOP CONTENTS

Overview of Financial Planning, Administration Tools, Budgeting, and Budgetary Control for Effective Decision Making

- 1) Cost Reduction, Control Accountability and Transparency for Effective Budget Implementation
- 2) Framework for Monitoring and Evaluating of Budget Planning and Implementation in the Organization.

ORGANISATIONAL IMPACT

The essence of the workshop is to:

- 1) Sharpen the Skills of Competent, Knowledgeable and efficient Administrators
- 2) Improve their leadership potentials in Administration and
- 3) Enhance organizational Performance.

TARGET AUDIENCE

The workshop is mandatory for CIA members and attracts credit hours. It is equally relevant to CEOs, Administrators, Accountants, Auditors, Regulatory Compliance Officers, Risk Managers, General Managers, Heads of Departments, Purchasing Managers, Marketing Executives/Managers, Finance Managers/Directors, Top/Senior Executives, and Civil Servants in all public establishments of the economy.

LEARNING METHODOLOGIES

Lectures, discussions, Syndicate work, Case studies and exercises. Audio-visual aids will be used to reinforce these training/learning methods.

Workshop Venue:	Centre for Management Development, Shangisha, Lagos
Date:	June 27 – 28, 2019
Workshop Fee:	N50,000 Member: N60,000 Non Member
Time:	9.00 am Prompt Daily

WORKSHOP FEE AND PAYMENT PROCEDURE

CIA Members ----	N 50,000
Non-members ---	N 60,000

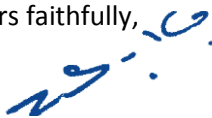
This fee covers Training Materials, Tea/Coffee, Lunch, Workshop Folders, and Certificate of Attendance. Participants are expected to pay cash direct into any of the following Institute's Bank Accounts:

First Bank of Nigeria PLC:	(A/c No: 2012238864)
Zenith Bank PLC:	(A/c No: 1010155991)
Account Name:	Chartered Institute of Administration.

Please forward details of your payment for further action to the National Secretariat via e-mail to: info@cia.org.ng or call **08076983067** and **08164882510**. Kindly come with a copy of your deposit slip to the venue of the programme on 27th June, 2019 in exchange for official receipt. For further information call the **Principal Administration Officer, Training, Adm. Obaseyi Williams FCIA; tel. 08035026955, 08091505837**

Your cooperation will be highly appreciated.

Yours faithfully,



Adm. U. Azubuko, FCIA
Chairman, Consultancy, Training & Professional Practice Committee
for: REGISTRAR/CHIEF EXECUTIVE