

# Budget Formulation

**Course Number:** 5118

**Length:** 3 Days

**Primary Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:** Instructor-led online (synchronous)

## Course Description

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Learn about budget formulation as an essential step in the process of securing financial resources for your agency to fulfill the mission and deliver programs. You will also gain the skills and techniques to produce a solid budget submission, which will lead to better decision-making about future program activities and strategies.

## Intended Audience

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This course is designed for budget analysts and financial resource professionals who help prepare budget submissions and compile cost data as well as other information contributing to decisions about future program activities, funding, and budget strategies.

## Course Learning Objectives

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- Describe the history behind budget formulation legislation and summarize key elements of the legislation
- Define the phases of the federal budget process, identify the key players in the federal budget process, and describe their roles
- Identify the guidance available from the legislative and executive branches regarding budget formulation, and apply this guidance to budget formulation principles
- Describe and differentiate between four types of budgets—object class, capital asset, program, and performance budgets
- Prepare your own unit budget using appropriate government and agency-issued guidance, to include calculating employment requirements and costs using multiple methods
- Perform a cost estimate using the appropriate estimating methodologies and tools, and adjust your budget to accommodate changes in estimates and/or budget cuts
- Explain the qualities of an effective budget justification
- Analyze a sample agency budget

## Course Additional Features

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- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

## Course Schedule

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# Budget Formulation

## DAY ONE

MORNING	Lesson 1: Review of the Federal Budget Process
LUNCH	
AFTERNOON	Lesson 2: Overview of the Budget Formulation Process

## DAY TWO

MORNING	Lesson 3: Types of Budgets
LUNCH	
AFTERNOON	Lesson 4: Formulating Agency Budgets

## DAY THREE

MORNING	Lesson 4: Formulating Agency Budgets, continued
LUNCH	
AFTERNOON	Lesson 5: Review of Sample Agency Budget
	Exam

## Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion, and capstone

## Credits

### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Intermediate
- CPEs: 24

### Professional Development Units (PDUs)

# Budget Formulation

- Credits: 21

## Continuous Learning Points (CLPs)

- Credits: 24

## Third-Party Certification Relationship

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This course applies toward the DoD FM Certification Program.

## Management Concepts Certificate Program Relationship

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This is an elective course in the following program(s):

- [FFMCP Accounting Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [FFMCP Financial Management Master Track](#)

## Prerequisites

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### Suggested

- [The Federal Budget Process](#)
- [Appropriations Law Seminar](#)
- [Budget Analyst's Essential Guide to Formulation, Justification, and Execution](#)

## Pework

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There is no prework required for this course.

## Requirements for Successful Completion

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Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 70% or higher.

## Follow-On Resources

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- [Budget Estimating Using Microsoft Excel](#)
- [Budget Execution](#)
- [Budget Justification: Effective Preparation and Submission](#)
- Any basic or intermediate level Internal Control course

# Budget Formulation

## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/5118>



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