



MANAGING THE ALLOWANCES

Aim:

To provide Members and their staff with an appreciation of the actions needed to budget and manage their allocated funds in accordance with current guidelines.

Performance based Objectives:

At the end of the day, attendees will be able to:-

- Appreciate why it is critical to be correct with expenditure and claims as a Member of Parliament and/or as part of an MP's staff
- Compare the differences between receiving funds from Parliament and receiving funding from commercial organisations
- State the reasons for budgeting and budgetary management
- Draw up a draft budget for their office
- Using that draft budget, state what they *can* and what they *cannot* claim from the Department of Finance and Administration
- Devise a simple methods of budgetary control
- Consider ways to get back on budget when major variances occur

Style

This course will be highly participative with the use of quick quizzes; flow charts; exercises and case studies as well as some formal inputs.

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Please visit our website for current course dates: www.wwp.co.uk