

BASIC & ADVANCED BUDGETING & FORECASTING IN OIL & GAS

12 – 14 October 2011

Kuala Lumpur – 3rd Run in Asia!



EXPERT TRAINER:

JEFF ROBSON
PRINCIPAL BUSINESS ANALYST
B.Comm (Accounting & Information Systems)
Masters (Applied Finance & Investment)
– current, CISA, AIMM, A Fin, Excel Expert

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Basic & Advanced Budgeting & Forecasting in Oil & Gas 12 – 14 October 2011, Kuala Lumpur, Malaysia

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Why Attend This Course?

To stay on top, Oil & Gas companies must constantly re-examine the budgeting and forecasting models they use in their decision making processes to ensure they are up-to-date and incorporate the latest in budgeting and forecasting best practices.

Is there an opportunity to expand take advantage of the stronger price of Oil? Where can technology costs be optimised? How does a drop of 10% in oil price affect profit? To support all these decisions, sound budgeting and forecasting is essential.

This course separate bookable 3 day training course provides participants with an understanding of both the principles of budgeting and forecasting and the practical application of these to real-world situations through the use of Excel.

The course builds upon the principles and practices learned and to apply these to build sophisticated budgets and forecasts that are robust, flexible and user-friendly in the context of the Oil & Gas industry.

This course covers budgeting and forecasting for both upstream and down-stream businesses.

By attending this training course, you will examine and learn the following:

- ❖ Ways to improve efficiencies in the budgeting and forecasting processes by gaining valuable skills in advanced Excel functions
- ❖ How to allow for uncertainty and model different business scenarios
- ❖ How to apply a sound methodology that will allow complex Budget and Forecast models that are flexible, robust and user-friendly
- ❖ Advanced ways of analyzing data to determine trends and using these to forecast future performance
- ❖ How to utilize external data to enhance the accuracy of forecasts
- ❖ Alternate budget methodologies and how to determine which methodology applies best in different situations
- ❖ Ways to use the advanced features of Excel to optimize models and achieve maximum efficiency within constraints

Key learning outcomes from attending this training course:

- ❖ Discover a range of techniques to improve the usability and reliability of your budget and forecast models.
- ❖ Learn how to integrate budgeting and forecasting and align these processes with your business strategy.
- ❖ Create forecasts that properly incorporate imprecise data and allow for uncertainties.
- ❖ Gain the confidence that comes from knowing that your budgets and forecasts are robust, accurate, and reliable.

Who should attend

- ❖ CFO's
- ❖ Business unit & Departmental Managers who want to better understand budgeting & forecasting
- ❖ Business & Financial Analysts
- ❖ Finance Managers & Financial Controllers
- ❖ Budgeting/Forecasting Managers
- ❖ Financial Advisors & Managers

Key Course Take Aways:

- CD full of practical templates, exercises & solutions, reference guides, add-ins plus other tools that can be used to efficiently build effective and robust budgets and forecasts.
- Experience in designing solutions to real-world challenges and incorporating current economic uncertainties

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Day 1: Basic Budgeting and Forecasting

Objectives & Key Learnings

- Provide an Introduction to Budgeting for anyone who is new to the budgeting process. Assumes little prior experience or familiarity with accounting.
- Provide a grounding in the essential principles of the budgeting and forecasting processes within organisations
- Enable attendees to understand the budgets and forecasts that are prepared for them

Course Outline

Introduction

- What is budgeting?
- Why do organisations make a budget?
- Steps in creating a budget
- Parts of a budget

Activities:

- ❖ Group discussions & activities

The Budgeting Process

- Budgeting in large companies
- Budgeting in small/medium companies
- Role of the budget in corporate governance
- Sources of information

Activities:

- Group discussions & activities

Building the Budget

- Where to start?
- Key accounting concepts
- Forecasting revenue
- Types of costs

Activities:

- Building a revenue forecast
- Building an expense forecast
- Assessing a budget
- Comparing scenarios

Day 2 & 3: Advanced Budgeting and Forecasting - Separately Bookable

Day 2

Budgeting & Forecasting Re-cap

Overview of the budgeting process and model considerations:

- Types of budget models
- Short-term & long-term models
- Upstream vs downstream models
- Model design & planning
- Best practice design guidelines
- Budgeting vs forecasting

Activity 1: Identify Improvements

Attendees will work as a group to apply the knowledge learned to identify improvements to an existing model.

Planning the Model

Compare and contrast the different budgeting methods. Determine which model is best suited to various applications.

- Bottom up budget models
- Model development framework
- Zero-Based Budgeting & cost drivers
- Rolling (dynamic) Budgets
- Building flexibility into time series analysis

- Capital expenditure budgeting
- Cash Budgeting
- Determination of Model and Forecast scope and time horizons

Activity 2: Excel Refresher

A recap of the most useful Excel functions used in building budgets and forecasts

Case Study: Identifying Cost & Revenue Drivers

Attendees will examine a company's accounts to identify the cost and revenue drivers that will be used in building the budget.

Activity 3: Building the Model

As attendees progress through the course, they will build a complete budget model. In this activity, attendees build time series and cost driver functionality.

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Analyzing Historical Data

Learn advanced ways of analyzing historical data and using this to identify trends and forecast future performance.

- Extracting historical data from financial systems & using this to forecast results
- Recognizing patterns in financial data
- Using Exploratory Data Analysis tools in Excel
- Using Excel's tools to estimate future performance: regression analysis, trend analysis, future period prediction
- Techniques to allow for seasonality

Activity 4: Building the Model

Attendees extend their budget models to analyze historical data and develop predictions of future performance.

Day 3

Ensuring Integrity

Learn how to ensure the model's integrity is maintained such that any imbalances are detected quickly.

- Designing the model to incorporate integrity checks and balances
- Effective and efficient methods to ensure model integrity is maintained

Activity 5: Building the Model

Attendees extend their budget models to incorporate checks and balances, then present a summarized budget.

Sensitivity & Scenario Analysis

Learn how to sensitize inputs to allow for uncertainty, and learn how to incorporate multiple scenarios into budget models to provide flexibility.

- Performing Sensitivity Analysis
- Overview of Sensitivity Analysis

- Techniques to incorporate multiple "What-if" scenarios in models
- Break-even analysis

Activity 6: Building the Model

Attendees extend their budget models to allow for multiple scenarios and sensitivity analysis on key inputs.

Optimizing Budget Models

Learn how to use the advanced features of Excel to optimize results and achieve maximum efficiency within constraints.

- Different functions and techniques available to optimize models

Activity 7: Model Optimization

Attendees work through a practical example of using Excel's tools and functions to optimize models within various constraints.

Using Economic Data

Learn how to enhance budgets and forecasts by incorporating external data.

- Sources of external data
- Using external economic/industry data in models

Activity 8: Using Economic Data

Attendees incorporate economic data in their budget model.

Model Automation

Discover a range of techniques to improve the usability of budget models:

- Building automation into models to provide a user-friendly interface and simplify model operation

Activity 9: Incorporating Automation

Attendees will build user-friendly controls into their budget models to improve usability

Basic & Advanced Budgeting & Forecasting in Oil & Gas



About your Expert Trainer: Jeff Robson

B.Comm (Accounting & Information Systems), Masters (Applied Finance & Investment) – current, CISA, AIMM, A Fin, Microsoft Certified Excel Expert

Jeff Robson has extensive experience in financial modelling, forecasting, valuation, model auditing, and management reporting for clients throughout the world. He is skilled in the development and maintenance of analytical tools and financial models for middle-market companies to large corporates, at all levels of complexity, in both domestic and international settings.

He has worked extensively with Chevron plus a variety of mid-size producers. He provides training in financial modelling for companies throughout the Asia-Pacific region. Before Access Analytic, Jeff spent 6 years working in the Corporate and IT Consulting divisions of a large, multi-national Chartered Accounting firm.

Jeff is the author of a number of white papers on financial modelling on subjects such as Financial Modelling Best Practices and Financial Model Auditing. Earlier in his career, he spent five years in banking and finance.

Highlights from his oil and gas experience include:

- ❖ Development of economic models to assist Decision Analysts modelling for a wide range of scenarios for major Chevron assets.
- ❖ Auditing and further development of 20-year models developed by Chevron's Strategic Planning Division for their North West Shelf assets.
- ❖ Development of business plan and budgeting models for Chevron's North West Shelf assets.
- ❖ Development of cash flow and taxation models for Chevron's Australasian Business Unit.
- ❖ Consulting on Sarbanes Oxley spreadsheet remediation and risk assessment.

Recent Training Course Feedback:

"Very useful to develop modelling skills. Thanks!"

"Very well-taught and extremely relevant to practical job application."

"Very good course with very knowledgeable presenter. Excellent CD with good live examples."

"Very worthwhile, informative course. Very relevant in terms of my day-to-day work."



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REGISTRATION FORM

Kuala Lumpur, Malaysia 12 – 14 October 2011	Early Bird Price	√	Normal Price	√	
2 Day – Advanced Budgeting & Forecasting in Oil & Gas	S\$ 2299		S\$ 2499		TEAM DISCOUNTS PetroEdge recognises the value of leaning in teams. Group bookings at the same time from the same company receive the following: 3 or more at 5% off 5 or more at 7% off 8 or more at 10%
All 3 Days – Basic & Advanced Budgeting & Forecasting in Oil & Gas	S\$ 2699		S\$ 2899		
PetroEdge In-house Training <input type="checkbox"/> Yes, I would like to organise this training on-site and save over 20% of total course fees! For further information about On-site Solutions, please call +65 67419927 or email info@asiaedge.net					All other promotions including early bird is exclusive of the group discount.

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- if you have not received an acknowledgement before the training course, please call us to confirm your booking.
- photocopy this form to register multiple delegates.

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