



## Bank Reconciliation and Petty Cash Management

Reconciling the Bank and Managing Cash to Ensure Liquidity and Profitability

### ► Upcoming Sessions

15-19 Jul 2024	Paris - France	\$5,950
18-22 Nov 2024	Dubai - UAE	\$5,950

### ► Training Details

#### Training Course Overview

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 Anderson training course will provide delegates 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 Course Objectives

**By attending this Anderson training course delegates will be able to make a substantial, positive impact on Bank Reconciliation and Cash Management best practices within their organization, more specifically:**

- 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

#### Designed For

**This Anderson training course is suitable for a wide range of professionals who are involved in any aspect of Bank Reconciliation & Cash Management and who want to understand, implement and improve the latest Cash Management concepts, processes and ideas. For example:**

- Those preparing and controlling bank reconciliation
- Staff preparing and controlling cash statements or budgets
- Staff managing payments
- Staff engaged in the budget process
- Those who prepare or act upon budgets

### ► Training Details

## Day One: Bank Reconciliation

- ▶ What is a Bank Reconciliation Statement?
- ▶ The Importance of Bank Reconciliation
- ▶ Undertaking a Bank Reconciliation
- ▶ Report & Correcting Differences
- ▶ Avoiding Future Differences
- ▶ Controlling Bank Records & Balances

## Day Two: Cash Flow - Past & Future

- ▶ The Importance of Cash & Liquidity - Cash is King
- ▶ Cash Flow Statements - Evaluating the PAST Cash Flow
- ▶ Cash Forecast & Budgets - Forecasting and evaluating the FUTURE Cash Flow
- ▶ Variance Analysis
- ▶ The Cash Flow Cycle & Operational Efficiency
- ▶ Working Capital - The ideal ratio

## Day Three: Cash Management

- ▶ An Overview of Cash Management
- ▶ The Optimal Cash Balance
- ▶ Sources of Short Term Finance
- ▶ Short Term Investment Opportunities
- ▶ Minimising Interest Cost & Maximizing Interest Earned
- ▶ Minimising Bank & Cash Balances

## Day Four: Petty Cash Management

- ▶ What is Petty Cash?
- ▶ Forecasting Cash Needs
- ▶ Minimising Cash Holding
- ▶ Recording Cash Transactions
- ▶ Balancing the Cash Balance
- ▶ Dealing with Foreign Currencies & Exchange Rate Risk

## Day Five: Advanced Bank & Cash Management

- ▶ Managing Accounts Receivable & Payable
- ▶ Methods of Raising Short-term & Long-term finance
- ▶ Minimising the Cost of Finance
- ▶ Bank Finance
- ▶ Factoring & Invoice Discounting
- ▶ Derivatives

## ▶ The Certificate

Anderson Certificate of Completion will be provided to delegates who attend and complete the course

## ▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: [info@anderson.ae](mailto:info@anderson.ae)

Request for a Tailor-made training and educational experience for your organization now:

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