Office Budgeting, Petty Cash and Expense Control

Office Administration

Course Overview

Office Budgeting, Petty Cash and Expense Control: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live...

What You Will Achieve

- Explain the core principles and current good practice in Office Budgeting, Petty Cash and Expense Control
- Apply practical tools and techniques for Office Budgeting, Petty Cash and Expense Control in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Office Budgeting, Petty Cash and Expense Control in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Finance managers, accountants, analysts, budget holders and professionals responsible for financial planning, control or reporting.

Course Outline

1. Setting the scene: Office Budgeting, Petty Cash and Expense Control in today's organisation
2. Key concepts and the language of Office Budgeting, Petty Cash and Expense Control
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Office Budgeting, Petty Cash and Expense Control with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
2 to 6 Nov 2026	Gaborone	**$1,550**
16 to 20 Nov 2026	Kigali	**$1,650**
30 Nov to 4 Dec 2026	Cape Town	**$1,395**

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.