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PHOENIX TS

Federal Budgeting for Non-Budgeting Personnel Training

This training is ideal for government employees dealing with the process or effects of federal budgeting. It will also provide government employees who wish to become more involved in the federal budget process with the knowledge and skills to do so.

Course Overview

This 3-day, instructor-led course covers the following topics:

- Common budget terms and use them appropriately
- Key characteristics of object class budgets and program budgets
- Constructing an operating budget
- Valuable techniques for estimating costs
- Estimating staff salaries, travel and contract costs with confidence

Pricing

\$1,050

Course Objectives

After completing this course, students will understand the following Federal budget concepts:

- The President's budget submission
- Framework
- Timetable
- Budget resolution
- Budget reconciliation



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- The 'Byrd Rule'
- Appropriations
- Budget execution

Course Outline

Fundamentals

- Purpose of a Federal Budget
- Need for Budget at the Operating Level
- History of Federal Budget Development
- Budget Decision Making
- Phases of Budgeting (Budget Cycle)
- Preparation and Execution of Federal Budget
- Flow of Appropriated Funds
- Sources of Program Funds
- Management Flexibility in Use of Funds
- Accounting Concepts for Budgeting
- Events in the Budget Cycle

Building the Operating Budget

- Goals and Objectives
- Object Classifications
- Determining Personnel Costs
- Types of Costs
- Financial Planning
- Justification

Course Wrap-Up

- Anti-Deficiency Act 1955
- Mid Year Reviews
- Review of Budget Concepts

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Training FAQs

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Who should take this training?

This course is intended for federal personnel who would benefit from an overview of the federal budget process and the procedures for formulating, justifying and executing their organizations' budgets.

Starting at **\$1,050**

ATTENTION

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We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Federal Budgeting for Non-Budgeting Personnel**



Training

- 3 days instructor-led training
- Federal Budgeting for Non-Budgeting Personnel Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*