Introduction to NHS Budgeting

Introduction to NHS Budgeting has been developed to help build a greater understanding of how NHS budgets are prepared, administered and managed. The emphasis is on the practical with learning covering topics such as how budgets are applied, who does what and how to read a budget report.

Who will benefit?
Budget Holders, Managers and all healthcare professionals working within the NHS.

The syllabus

Budgets – what are they?
- The financial context
- The break-even duty
- What is a budget?
- How budgets are applied
- Key elements of a budget
- Why budgets are necessary

Preparing a budget
- The business planning process
- Three main methods used to prepare budgets:
  - Historical or incremental based
  - Zero based
  - Activity based
- How these methods are applied in the NHS

Budget Management
- Who does what?
- Roles and responsibilities:
  - Board and Chief Executive
  - Finance department
  - Budget holder
- What information do they need?
  - Standing orders (SOs)
  - Standing financial instructions (SFIs)
  - Schemes of delegation
  - Financial procedures
  - Budget manual

Budget Reports
- Example of a typical budget report and description of key features
  - Pay
  - Non pay
  - Recharges
  - Income
- Comparing actual expenditure with budget
  - Positive and negative variances

Budgetary Control
- The principles and processes of budget control and management
- Variances and what causes them
- Corrective action
- Your contribution as a budget holder or budget monitor
- Financial reporting

To find out more
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