

FINANCE, BUDGET & ACCOUNTING

(Course Information)

Introduction

This is a 2-week course for finance and non-finance personnel of Training Institutions, Government, NGOs, INGOs, Public Enterprises, Private Enterprises and Individuals. The course is designed to impart competencies on accounting, financial statements, fund management, fixed asset management, taxes and related issues and conceptual framework of a budget.

Course goals

At the end of the course, participants will be able to:

- Make necessary financial decisions interpreting the financial statements.
- Monitor regular financial activities within the organization.
- Prepare budget
- Make necessary financial decisions analyzing financial ratios.
- Use government accounting system
- Consider time value money while borrowing money as a loan and lending money as an investment
- Select profitable project making necessary capital budgeting decisions
- Make regular internal and external audits
- Apply economic resource planning at work

Who will benefit

The course is appropriate for accounting personnel, non-finance managers, entrepreneurs and individuals.

Areas covered

The following areas are specifically addressed in the course.

- The accounting cycle
- Basic financial statements
- Analysis of financial statements
- Fixed asset management
- Banking transactions
- Taxes – Income Tax and VAT

Costs

Course fee: per participant

NRs. 12,000.00 for Nepali nationals.

U.S.\$ 250.00 equivalent in NRs. for foreign nationals working in Nepal.

U.S.\$ 400.00 for nationals of SAARC countries.

U.S.\$ 500.00 for nationals beyond SAARC countries.

Accommodation in TITI guest house:

Per night/participant

NRs. 200.00 for Nepali nationals.

NRs. 200.00 for INGOs & foreign nationals working in Nepal.

U.S. \$ 10.00 for international customers.

Food in TITI canteen/participant/day

NRs 300.00 – 350.00 (according to menu) for breakfast, lunch & dinner (Nepali Food).

U.S. \$ 10.00 - 12.00 (according to menu) for continental food & breakfast.

General information

The course language will be mainly in English and whenever necessary, Nepali explanation will be given. Instructional materials are primarily in English. During this course participant's performance is evaluated continuously.

TITI awards certificate upon successful completion of the course as per TITI's evaluation criteria. All TITI courses are approved by the Council for Technical Education & Vocational Training (CTEVT).

About TITI

Training Institute for Technical Instruction was established as a Nepali national institute in 1991, with the support of Swiss Government through Swisscontact, the Swiss Foundation for Technical Cooperation.

The Council for Technical Education and Vocational Training has mandated TITI for its programs & services.

The goal of TITI is to meet the nationwide training needs of technical and managerial people of the sector. TITI's mission is to "*Human capacity development is our mission. TITI contributes distinctly to the quality of programs and services of Technical and Vocational Education and Training by means of training, education and research*".

TITI has trained over 19,000 instructional, managerial and curriculum developers from various countries such as Afghanistan, Albania, Bangladesh, Bhutan, Burkina Faso, India, Indonesia, Kosovo, Mali, Moldova, Nepal, Pakistan, Sri-Lanka, Switzerland, Uganda, Vietnam and Zimbabwe. TITI has conducted training programs, provided TEVT consultancies and other services to Technical Cooperation-Federal Republic of Germany (GTZ), Department for International Development (DFID), Netherlands Development Organization (SNV), ILO/UNDP, SDC, UNICEF, ADRA, SOS, NCED, UNFPA, ADB and other national and international organizations in Nepal and abroad.

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