Occupational Standard: Accounts and Budget Service Level IV	
Unit Title	**Prepare Operational Budgets**
Unit Code	**BUF ACB4 11 0812**
Unit Descriptor	This unit describes the performance outcomes, skills and knowledge required to prepare and document operational budgets for a variety of organisations.
Elements	Performance Criteria
1. Prepare the budget	1.1 Budget objectives are confirmed and consistent with organisational aims, projects and forecasts 1.2 Cash, expenditure and revenue items are clearly defined and relevant to the identified objectives of the budget 1.3 Discussions and negotiations with stakeholders that the budget applies to are conducted in a manner that promotes goodwill and ongoing cooperation
2. Set the budget timeframe	2.1 Milestones and performance indicators are identified and included in the budget 2.2 Annual budgets are broken down into seasonal periods in accordance with operating trends
3. Document the budget	3.1 Data is presented in a format that is easily understood and appropriate to budget reporting 3.2 Reports are completed within timelines and distributed for specified periods and projects
Variable	Range
Budget objectives may include:	• annual planning • cost reduction • rolling forecasts: ➢ next period ➢ monthly ➢ next year.
Expenditure and revenue items may include:	• capital expenditure • client and supplier payments • sales • commissions • fees and charges • Goods and Services Tax • revenue producing expenditures • sales.

Stakeholders may include:	• chief executive officers • clients • directors • financial institutions • suppliers.
Milestones and performance indicators may include:	• compliance with scheduled payment dates • profits and losses • reports: ➢ quarterly ➢ half yearly ➢ annually.
Data may include:	• cash flow projections • fixed costs information • sales records and projections • variable business costs.
Formats and presentation methods may include:	• explanations of calculations used • explanatory notes • graphics • highlighted estimates and projections • tables.
Reports may include:	• cash budgets • purchase budgets • sales budgets • Statement of financial performance • Statement of financial position.
Evidence Guide	
Critical aspects of Competence	Evidence of the ability to: • apply knowledge of organisational policies and procedures • establish and confirm milestones and performance indicators • prepare budgets for a variety of purposes and organisations • accurately record and document budget reports.
Underpinning Knowledge and Attitudes	Demonstrates knowledge of: principles of budgetary control forecasting techniques principles of double entry bookkeeping principles of statistical analysis and measures of variance organisational procedures and policies for financial administration
Underpinning Skills	Demonstrates: communication skills to:

	➢ determine and confirm work requirements, using questioning and active listening as required ➢ liaise with others, share information, listen and understand ➢ use language and concepts appropriate to cultural differences literacy skills to: ➢ read and interpret documentation from a variety of sources ➢ read and interpret financial statements and reports writing skills for preparing reports and recommendations, recording and classifying financial information numeracy skills for financial calculations and analysis information technology skills for setting up and analysing spreadsheets estimating, forecasting and analysis skills organisational skills, including the ability to plan and sequence work and meet organisational timelines
Resources Implication	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Assessment Methods	Competency may be assessed through: Interview / Written Test / Oral Questioning Observation / Demonstration
Context of Assessment	Competency may be assessed in the work place or in a simulated work place setting.