MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Accounting, Finance and Budgeting

Public Budgeting and Policy Analysis

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2532	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

This course provides you with an introduction to Public Budgeting. You will not only learn how the public administrator or nonprofit executive can use budgeting as a financial and management accounting tool but as a leadership enabler in developing and deploying policy in the public or non-profit organization’s work.

The course will also provide you familiarity with the process of public budgeting and with the terms that shape its language. You will learn about issues that affect the budgeting process, such as politics, political ideas and traditions, and policy analysis. You will also have the opportunity to explore public budgeting from the viewpoint of a local municipality as the ultimate intent of your instructors is to help you to formulate your own public budgeting beliefs, attitudes and process.

Course Outcomes

- Demonstrate knowledge of the core terms and concepts in public budgeting
- Apply course material concerning the major themes in public budgeting
- Demonstrate the ability to comprehend, analyze, and contextualize budget materials, including public and non-profit budgets, financial plans, and supporting material
- Apply course material to current fiscal affairs facing governments and non-profits
- Demonstrate an understanding of budget execution
- Prepare and communicate the contents of a public budget
- Explain how and why public budgeting is much more than the collecting and managing of numbers that represent how tax dollars will be collected, moneys borrowed, and spent.
- Explain how and why the budgeting process can be used a communication tool in connecting the elected with the populace.
- Explain how and why the public budgeting process can be a lever aligning problems, politics and solutions.
- Explain how and why the public budgeting process can launch the public sector down the path of performance management.

Course Outline / Curriculum

Interpret Budgets within a Specific Sector

- Budgeting in the public sector
- Role and purpose of budgets in a specific sector according to legislation
- Principals of budgeting in terms of application
- Components of a budget within a specific sector as per legislation

Evaluate Budget Formats and Approaches to Budgeting

- Budgeting formats – Introduction
- Range of budget formats
- Budget costing approaches

Manage Data for Preparing a Budget

- Principles and goals of the fiscal framework
- Budgetary requirement
- Financial analysis of the fiscal framework
- Compile information for a budget utilising policy, strategic and performance plans
- Importance of monitoring and evaluation
- Medium term expenditure guidelines

Estimate Budget Using Prescribed Formats

- Annual budget according to appropriate approaches and prescribed formats
- Cash flow estimation

Prepare Motivation for Budgetary Requests

- Motivation for budgetary request
- Standard Chart of Accounts (SCoA)
- Eight segments of SCoA
- Item segment classification of revenue (receipts)
- Item segment classification of expenditure (payments)

Prepare Budget Based on Approved Amounts

- Budget request to role players
- Basic steps required to finalise budget allocation
- Prepared and finalise budgets in accordance with organisation practices and principles

The Role and Size of the Public Sector

- Economic Rationale for Public Sector Interventions:
- Market Efficiency and Market Failure, Distributional Concerns

The Nature and Magnitude of Public Sector Interventions:

- Defining the Responsibilities and Measuring the Size of the Public Sector
- Understanding a Nation’s Fiscal Architecture:
- Building Appropriate Revenue and Expenditure Systems, Government Failure

Public Expenditure Policy

- Megaprojects
- Government Social Protection Policies
- Public Sector Production and Provision and Private Sector Participation/Public-Private
- Partnerships in Production and Provision (PSP/PPP)

Public Resource Mobilization

- Economics of Taxation
- Taxation of Income and Wealth
- Taxation of Consumption
- Taxation and the Environment, Taxation and Natural Resources
- Tax Incentives
- Tax Compliance and Enforcement, Tax Reform
- User Charges

Intergovernmental Fiscal Relations and Local Government Finance

- Fiscal Federalism and Fiscal Decentralization
- Resource Transfers and Own Source Revenue
- Local Government Debt Financing

Target Audience

- Practitioners, consisting of central, state/provincial, and local/municipal government officials dealing with public finance and fiscal policy, private sector providers of public infrastructure and services, and community-based development groups.
- Academic community, consisting of students who would like to enter the field of public finance, as well as scholars and faculty doing research and teaching in this field.
- Citizens, consisting of members of the general public

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templatesand methods they canapply immediately atwork.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability andservice delivery.

Sponsor-Friendly

This document isdesigned to helpsupervisors, HR units andsponsors approve delegate participation quickly.

ProfessionalRecognition

Delegates receivetraining documentationand a certificate ofcompletion aftersuccessful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa

Vic Falls, Zimbabwe

Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda

Kampala, Uganda

Nairob

Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana

Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning

Remote Teams

Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite

Custom Dates

Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online

View Full Course Page

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Public Budgeting and Policy Analysis
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____