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ADMINISTRATION AND SECRETARIAL | AS-031

Budget and Expense Tracking for Administrators

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Course content

Why Attend

Many administrators are responsible for raising purchase requests, checking invoices, processing expense claims, managing petty cash and keeping track of departmental budgets, often without formal finance training. Small errors in these tasks can lead to overspending, payment delays, audit issues or lost money.

This Budget and Expense Tracking for Administrators training course gives administrative professionals the practical financial knowledge they need to support budgets with accuracy and confidence. Participants learn basic budgeting concepts, how to code and record expenses, how to track spending against budget, how to manage petty cash and expense claims, and how to work effectively with finance teams.

Course Methodology

• The course uses straightforward explanations, worked examples, spreadsheet exercises and case studies drawn from everyday office situations. Participants build a budget tracker, process sample claims and invoices, and practise preparing short budget updates for managers.

Course Objectives

• Understand basic budgeting and financial terms used in organisations

• Code and record expenses correctly using cost centres and account codes

• Track spending against budget and identify variances early

• Process purchase requests, invoices and expense claims accurately

• Manage petty cash with appropriate controls

• Prepare simple budget reports for managers

Target Audience

• Administrative assistants and officers

• Executive assistants managing executive budgets

• Office managers and coordinators

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Course content

- Departmental and project administrators

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Course outline

Detailed course outline

Day-by-day outline for Budget and Expense Tracking for Administrators.

Day 1 - Financial Basics for Administrators

- 09:00-09:34 | Why Budgets Matter: Planning, control and accountability
- 09:34-10:08 | Key Financial Terms: Budget, actual, variance, accrual and commitment
- 10:08-10:42 | How Organisational Budgets Are Set: The annual budget cycle
- 10:42-11:00 | Cost Centres and Account Codes: Recording spending correctly
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Cost Centres and Account Codes: Recording spending correctly (continued)
- 11:46-12:20 | Roles of Administrators, Managers and Finance Teams
- 12:20-12:53 | Financial Policies and Approval Limits
- 12:53-14:00 | Exercise: Coding a set of sample expenses

Day 2 - Purchasing and Invoices

- 09:00-09:34 | Purchase Requests and Orders: Information and approvals required
- 09:34-10:08 | Quotations and Supplier Selection Basics
- 10:08-10:42 | Checking Invoices: Matching to orders and deliveries
- 10:42-11:00 | Common Invoice Errors and How to Resolve Them
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Common Invoice Errors and How to Resolve Them (continued)
- 11:46-12:20 | Payment Timelines and Supplier Relationships
- 12:20-12:53 | Recording Commitments Before Invoices Arrive
- 12:53-14:00 | Practical Exercise: Processing a set of purchase orders and invoices

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Day-by-day outline for Budget and Expense Tracking for Administrators.

Day 3 - Expense Claims and Petty Cash

- 09:00-09:34 | Expense Policies: Allowable costs, limits and evidence
- 09:34-10:08 | Checking and Submitting Expense Claims
- 10:08-10:42 | Travel Expenses: Advances, per diems and reconciliations
- 10:42-11:00 | Petty Cash Systems: Float, vouchers and replenishment
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Petty Cash Systems: Float, vouchers and replenishment (continued)
- 11:46-12:20 | Cash Counts and Reconciliations
- 12:20-12:53 | Preventing Errors and Fraud in Claims and Cash
- 12:53-14:00 | Workshop: Reconciling a petty cash float

Day 4 - Tracking the Budget

- 09:00-10:00 | Building a Budget Tracker in Excel
- 10:00-10:30 | Recording Actuals and Commitments
- 10:30-11:00 | Calculating Variances and Remaining Budget
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Forecasting Year-End Spending from Current Trends
- 12:00-12:30 | Spotting Problems Early: Overspending and underspending signals
- 12:30-13:00 | Reconciling with Finance Reports
- 13:00-14:00 | Practical Exercise: Building a departmental budget tracker

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Day 5 - Reporting and Working with Finance

- 09:00-09:34 | Preparing Clear Budget Updates for Managers
- 09:34-10:08 | Presenting Figures Simply: Tables and charts
- 10:08-10:42 | Month-End and Year-End Deadlines
- 10:42-11:00 | Supporting Audits: Keeping documents organised
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Supporting Audits: Keeping documents organised (continued)
- 11:46-12:20 | Asking the Right Questions of Finance Colleagues
- 12:20-12:53 | Personal Action Plan: Improving financial administration
- 12:53-14:00 | Final Exercise: Preparing a monthly budget report

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Seminar dates

Available seminar dates

Live dates and pricing for Budget and Expense Tracking for Administrators generated from the course details page.

Date	Location	Format	Fee
14 - 18 December 2026	London	Classroom	**€2,915**
21 - 25 December 2026	Barcelona	Classroom	**€2,275**
7 - 11 December 2026	Frankfurt	Classroom	**€2,175**
25 - 29 January 2027	London	Classroom	**€2,915**
4 - 8 January 2027	Barcelona	Classroom	**€2,275**
11 - 15 January 2027	Frankfurt	Classroom	**€2,175**
18 - 22 January 2027	Dubai	Classroom	**€2,845**
1 - 5 February 2027	London	Classroom	**€2,915**
8 - 12 February 2027	Barcelona	Classroom	**€2,275**
15 - 19 February 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

Available seminar dates

Live dates and pricing for Budget and Expense Tracking for Administrators generated from the course details page.

Date	Location	Format	Fee
22 - 26 February 2027	Geneva	Classroom	**€3,315**
8 - 12 March 2027	London	Classroom	**€2,915**
15 - 19 March 2027	Barcelona	Classroom	**€2,275**
22 - 26 March 2027	Frankfurt	Classroom	**€2,175**
1 - 5 March 2027	Istanbul	Classroom	**€2,825**
19 - 23 April 2027	London	Classroom	**€2,915**
26 - 30 April 2027	Barcelona	Classroom	**€2,275**
5 - 9 April 2027	Frankfurt	Classroom	**€2,175**
12 - 16 April 2027	Kuala lumpur	Classroom	**€2,425**
24 - 28 May 2027	London	Classroom	**€2,915**

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Seminar dates

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Date	Location	Format	Fee
3 - 7 May 2027	Barcelona	Classroom	**€2,275**
10 - 14 May 2027	Frankfurt	Classroom	**€2,175**
17 - 21 May 2027	Madrid	Classroom	**€3,400**
14 - 18 June 2027	London	Classroom	**€2,915**
21 - 25 June 2027	Barcelona	Classroom	**€2,275**
7 - 11 June 2027	Frankfurt	Classroom	**€2,175**
12 - 16 July 2027	London	Classroom	**€2,915**
19 - 23 July 2027	Barcelona	Classroom	**€2,275**
26 - 30 July 2027	Frankfurt	Classroom	**€2,175**
5 - 9 July 2027	Paris	Classroom	**€2,810**

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Seminar dates

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Date	Location	Format	Fee
16 - 20 August 2027	London	Classroom	**€2,915**
23 - 27 August 2027	Barcelona	Classroom	**€2,275**
2 - 6 August 2027	Frankfurt	Classroom	**€2,175**
9 - 13 August 2027	Rome	Classroom	**€2,830**
13 - 17 September 2027	London	Classroom	**€2,915**
20 - 24 September 2027	Barcelona	Classroom	**€2,275**
6 - 10 September 2027	Frankfurt	Classroom	**€2,175**
4 - 8 October 2027	London	Classroom	**€2,915**
11 - 15 October 2027	Barcelona	Classroom	**€2,275**
18 - 22 October 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

Available seminar dates

Live dates and pricing for Budget and Expense Tracking for Administrators generated from the course details page.

Date	Location	Format	Fee
25 - 29 October 2027	Amsterdam	Classroom	**€3,215**
8 - 12 November 2027	London	Classroom	**€2,915**
15 - 19 November 2027	Barcelona	Classroom	**€2,275**
22 - 26 November 2027	Frankfurt	Classroom	**€2,175**
1 - 5 November 2027	Cape Town	Classroom	**€1,825**
20 - 24 December 2027	London	Classroom	**€2,915**
27 - 31 December 2027	Barcelona	Classroom	**€2,275**
6 - 10 December 2027	Frankfurt	Classroom	**€2,175**
13 - 17 December 2027	Dubai	Classroom	**€2,845**
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**

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Live dates and pricing for Budget and Expense Tracking for Administrators generated from the course details page.

Date	Location	Format	Fee
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
10 - 14 May 2027	Online / Live	Online / Live	**€1,625**
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**
2 - 6 August 2027	Online / Live	Online / Live	**€1,625**
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
15 - 19 November 2027	Online / Live	Online / Live	**€1,625**
22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**