

Contents

Foreword	7
1 Financial Management and Planning	9
2 Using Spreadsheets	41
3 Accounting Concepts	67
4 Financial Statements.....	95
5 Budgeting	133
6 Risk Analysis for Forecasting.....	151
7 Sales and Revenue Budgets.....	187
8 Operational and Master Budgets.....	217
9 Forecasting and Performance Reports	265
10 Financial Analysis	299