

# Budget Formulation

January 29 – February 26, 2010

Distance Learning Course



This distance learning course has been developed by the U.S. Department of the Treasury - Office of Technical Assistance.



## COURSE PROFILE

### Description

The budget is one of the most powerful tools used by governments. Many people have ideas about what government should do. But any meaningful government policy must be supported through the budget's financial resources. The budget process authorizes and enables governments to carry out specific activities during each year. This course, *UST 100*, is designed to show you how a budget is formulated. It can give you the information and professional skills and techniques required to participate in a modern budget process. It is a graduate level course taught to professionals all over the world.

The course is offered in English, and all the materials are provided in English.

### Distance learning techniques

*UST 100* uses the techniques of distance learning. In order to participate, interested professionals should have the ability to access this course on-line and send e-mail at least one time each week.

The distance learning system allows the participants to study at times convenient to them. It is not necessary to be "in class" several days each week.

During the period of the course, students are encouraged to communicate with the instructor by e-mail, as well as with other participants. Course work can average 2 to 3 hours per week.

This course features electronic submission of assignments by email. Students must submit the assignments in order to pass the course and receive a certificate of completion.

## Course schedule

The course takes five weeks. First three weeks are dedicated to the theory; last two weeks to the practical case. The course includes 5 assignments.

To earn a certificate of completion, students will submit assignments that document their comprehension and ability to apply the information offered in the course.

Assignments sent after the deadlines written below, will not be scored by course tutors.

Certificates will be mailed to students who receive a score of 350 or better out of 500 possible points.

<b>January 29, 2010</b>	Lesson 1 assignment is due
<b>February 5, 2010</b>	Lesson 2 assignment is due
<b>February 12, 2010</b>	Lesson 3 assignment is due
<b>February 19, 2010</b>	Lesson 4 assignment is due
<b>February 26, 2010</b>	Lesson 5 assignment is due

## Target audience

This course provides training and experience for professional staff and managers who participate in budget formulation process in finance ministries, budget departments, spending ministries /agencies, local governments or any government organization impacted by budgets. It also offers information to persons who want to advance in public administration careers or to influence government decisions.

RELATED WORKSHOPS		
Performance Budgeting	February/March 2010	Ljubljana
Medium-Term Budgeting	June 2010	Ljubljana
Budget Execution – Distance Learning Course	May – June, 2010	DL

## FACULTY

### Ms. Mojca Voljč, Ministry of Finance, Republic of Slovenia

Ms. Voljč is an Advisor at the Ministry of Finance of the Republic of Slovenia. In unit of Budget System Development her duties are related to budget preparation and multiyear forecasting particularly for budgetary expenditures. She takes an active part in developing software support for multiyear forecasting, budget preparation and analysis. She is a member of the government working group for Restructuring of Public Finance and is a lecturer at Academy of Administration at the Ministry of Public Administration.

### Ms. Vesna Derenčin, Ministry of Finance, Republic of Slovenia

Ms. Derenčin is an Advisor at the Ministry of Finance of the Republic of Slovenia. She works at the Budget Department, Division for Budget System Development. Her primary focus at the Division is a multiyear expenditure forecasting, budget preparation and the preparation of the final accounts. She is actively involved in the development of the software application which supports budget preparation process and analyses. She also works on implementation of performance-based budgeting in Slovenia. Ms. Derenčin holds an MA in Economics from the Faculty of Economics and Business at University of Maribor.

## PLEASE NOTE

REGISTRATION CLOSING DATE: **January 8, 2010**

The course will be delivered in **English**.

**No fee** is charged for the officials working in the public sector.

The participants or their sponsoring agencies are responsible for **travel insurance and covering the costs of travel, accommodation and per diem**.

**Lunch, coffee and refreshments** during the courses will be provided by the CEF.

## HOW TO APPLY



**Application form**

<http://www.cef-see.org/index.php?location=1193>



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**Cankarjeva 18, Ljubljana, Slovenia**



**[info@cef-see.org](mailto:info@cef-see.org)**



**Workshop coordinator:**

Urška Zrinski

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# About the Center of Excellence in Finance

**The Center of Excellence in Finance (CEF)** was established in January 2001 by the Slovenian Government on the initiative of Slovenian Ministry of Finance and in close cooperation with ministries of finance of other countries in South East Europe. The initiative to establish CEF was framed in the context of the Stability Pact for South East Europe.

CEF recognizes the urgent need of capacity development in public financial management and central banking in the countries of the region to cope with the challenges of implementing much needed reforms.

For more information please check our web page: [www.cef-see.org](http://www.cef-see.org).