



**Australian Government**

# **AHCBUS404 Operate within a budget framework**

**Release: 1**

## AHCBUS404 Operate within a budget framework

### Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

### Application

This unit of competency describes the skills and knowledge required to operate within a budget framework.

All work must be carried out to comply with organisational requirements, legislation and codes and in consultation with the management team.

This unit applies to individuals who take responsibility for their own work and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

### Pre-requisite Unit

Nil.

### Unit Sector

Business (BUS)

### Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Participate in formulation of a budget	1.1 Gather budget planning information from relevant sources 1.2 Identify priorities in relation to the organisation's vision and plans 1.3 Identify known sources of income as well as new sources of income 1.4 Review expenditure for existing operations 1.5 Review overhead expenditure 1.6 Estimate expenditure for new initiatives and expansion

Element	Performance criteria
	1.7 Request budget variations to suit organisational needs
2. Supervise financial transaction	2.1 Arrange expenditure within budget delegations 2.2 Record transactions to meet taxation and accounting requirements 2.3 Compare actual sales and expenditure to the enterprise budget 2.4 Check financial reports to ensure operations are within forecast limits 2.5 Adjust expenditure to meet financial targets as required 2.6 Report actual and potential variations in budgeted income 2.7 Develop recommendations to address budget variations

## Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

## Unit Mapping Information

This unit is equivalent to AHCBUS404A Operate within a budget framework.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>