

ACCA Award in Financial Management
(RQF Level 4)

FFM

Foundations in Financial Management

STUDY TEXT

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LINGUISTIC DIVERSITY, EQUALITY AND INCLUSION

We are committed to diversity, equality and inclusion and strive to deliver content that all users can relate to.

We are here to make a difference to the success of every learner.

Clarity, accessibility and ease of use for our learners are key to our approach.

We will use contemporary examples that are rich, engaging and representative of a diverse workplace.

We will include a representative mix of race and gender at the various levels of seniority within the businesses in our examples to support all our learners in aspiring to achieve their potential within their chosen careers.

Roles played by characters in our examples will demonstrate richness and diversity by the use of different names, backgrounds, ethnicity and gender, with a mix of sexuality, relationships and beliefs where these are relevant to the syllabus.

It must always be obvious who is being referred to in each stage of any example so that we do not detract from clarity and ease of use for each of our learners.

We will actively seek feedback from our learners on our approach and keep our policy under continuous review. If you would like to provide any feedback on our linguistic approach, please use this form (you will need to enter the link below into your browser).

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We will seek to devise simple measures that can be used by independent assessors to randomly check our success in the implementation of our Linguistic Equality, Diversity and Inclusion Policy.

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CONTENTS

	<i>Page</i>
Introduction	P.5
Syllabus and study guide	P.7
The examination	P.17
Study skills and revision guidance	P.19
Mathematical tables	P.21
Chapter	
1 Cash and cash flows	1
2 Cash budgets	17
3 Cash management	59
4 Investing surplus funds	79
5 Working capital management	101
6 Managing inventory and payables	125
7 Managing receivables	153
8 Debt collection	193
9 Financial management environment	231
10 The economic environment	245
11 Short- and medium-term finance	257
12 Long-term finance	281
13 Sources of finance for small and medium-sized enterprises	301
14 Capital investment planning and control	313
15 Capital investment appraisal	325
Answers to activities and practice questions	361
Index	405

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INTRODUCTION

This is the new edition of the study text for FFM – *Foundations in Financial Management*, approved by the ACCA and fully updated and revised according to the examiner's comments.

This study text has been written specifically for ACCA Foundation students, and has been reviewed by the ACCA. A clear and comprehensive style, numerous examples and highlighted key terms help you to acquire the information easily. Plenty of activities and self-test questions enable you to practise what you have learnt.

At the end of most of the chapters you will find practice questions. Many of these are exam-style questions and will give you a good idea of the way you will be tested. To give you some more invaluable practice at exam style questions (including many real past-exam questions), you should also buy the Kaplan Exam Kit for FFM.

ACCA SUPPORT

For additional support with your studies please also refer to the ACCA Global website.

SYLLABUS AND STUDY GUIDE

Position of the subject in the overall syllabus

FFM will build on the knowledge of the main receipts and payments that an organisation has and the methods of recording these receipts and payments, developed in the compulsory FIA exams.

However, there will not be a presumption of any prior knowledge from the other Options exams.

Foundations in Financial Management (FFM)

This syllabus and study guide is designed to help with teaching and learning and is intended to provide detailed information on what could be assessed in any examination session

GUIDE TO EXAMINATION ASSESSMENT

ACCA reserves the right to examine anything contained within any study guide at any examination session. This includes knowledge, techniques, principles, theories, and concepts as specified.

For the financial accounting, audit and tax exams, except where indicated otherwise, ACCA will publish *examinable documents* once a year to indicate exactly what regulations and legislation could potentially be assessed within identified examination sessions.

Examinations regulation **issued** or legislation **passed** on or before 31st August annually, will be assessed from September 1st of the following year to August 31st of the year after. Please refer to the examinable documents for the exam (where relevant) for further information.

Regulation issued or legislation passed in accordance with the above dates may be examinable even if the **effective** date is in the future. The term issued or passed relates to when regulation or legislation has been formally approved.

The term effective relates to when regulation or legislation must be applied to entity transactions and business practices.

The study guide offers more detailed guidance on the depth and level at which the examinable documents will be examined. The study guide should therefore be read in conjunction with the examinable documents list.