



The Southern African Institute of Government Auditors

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SAIGA



ADVANCING AUDITING AND ACCOUNTABILITY

2017

Preparing annual Financial Statements for the year ended 31 March 2017 (National and Provincial Departments)

Name of course	Duration	Cost including Vat	Scheduled Dates
Preparing annual Financial Statements for the year ended 31 March 2017 (National and Provincial Departments)	3	R 7 353.00	22 to 24 February 2017
This course: This course is designed to assist CFO's, departmental accountants and financial managers to prepare their departments' Annual Financial Statements for the year ended 31 March 2017 according to the Public Finance Management Act requirements, the Treasury Regulations and the most recent Guidelines issued by the Treasury and the Office of the Accountant-General. The objective of the Annual Financial Statement course is to draft the year-end financial statements of government departments from a trial balance (modified cash basis). It covers every item on the face of the financial statements to improve comprehension and install principle.	Who should attend: The financial reporting responsibilities of national & provincial departments, Parliament and provincial legislatures have been fundamentally revised based on the requirements of our Constitution and the Public Finance Management legislation in particular. The Office of the Accountant-General has published technical directives in this regard. This course is specifically designed to empower public sector accountants and those responsible to prepare the Annual Financial Statements for the year ended 31 March 2017 to meet the latest requirements. CFO's, departmental accountants, financial managers, Directors: Finance and accounting staff will benefit greatly by attending the course: Preparing Annual Financial		

It is important to note that the information included in the disclosure notes are gathered separate from the general ledger and as a result are not covered in detail in the course. If there is a training interest that focusses specifically on the drafting of selected disclosure notes, kindly inform the SAIGA office in order for the development of training courses to be explored.

Statements (31/3/2017).

CONTENT

As for all courses which form part of the Public Finance Management Programme™, the content is designed around and based on the requirements of the *Public Finance Management Act*. This way SAIGA assists with the implementation of the *Public Finance Management Act*. This course specifically incorporates the latest instructions and guidelines from the National Treasury's Office of the Accountant-General.

Incorporated in the program for this three-day course are the following topics:

- Accounting Standards and guides
- Statutory requirements and general rules
- The Management Report & Statement of Accounting Policies
- The Income Statement (Statement of Financial Performance)
- Balance Sheet (Statement of Financial Position)
- Cash Flow Statement & Changes in Equity
- Appropriation Statement
- The Statement of Foreign Aid Assistance Received
- Notes to the Annual Financial Statements (AFS)
- Real Case Study to prepare AFS
- The International Standards as a basis for the South African AFS requirements.

The content of the above reports will be explained with particular emphasis on the make-up of disclosable items and illustrated by means of a comprehensive case study. Course content and focus of discussions may be adjusted and the emphasis changed depending on feed-back and questions from participants.

Please bring along a financial calculator and ruler.

Presenters:

Our presenters are a blend of professional managers, chartered accountants and educators with wide experience in the presentation of courses in the public sector. The high esteem of SAIGA courses has been developed over a number of years by involving only experts in the development and presentation of the CPE opportunities. The presenters have been involved with numerous training initiatives in the public sector and the Public Finance Management Act in particular. They serve on various professional committees and have years of experience in the field of continued professional education and are supported by senior staff.

Certification and accreditation:

This course forms part of the Public Finance Management

Bookings:

Since only a limited number of participants can be accommodated, bookings

Programme. For more information on the PFM Programme, visit our website: www.saiga.co.za The Public Finance Management Academy, will issue course participants with a certificate of attendance under the seal of the Southern African Institute of Government Auditors. Participants earn 25 Educational Credits (EC's) for attending this short course. The Public Finance Management Academy maintains a central register where these credits are administered. The ECs provide participants with focus and clearly stated objectives. This assists employers to monitor the continued professional education and training (CPE) progress, and the manner in which their staff is committed to CPE. The PFM Programme is developed and structured on the outcomes based education (OBE) model. This short course and its Educational Credits form part of the requirements for the Portfolio of Short Courses. In order to complete the Portfolio of Short Courses, participants have to meet two basic requirements: earn a minimum of 120 EC's and enroll for and complete an assessment. SAIGA and the Public Finance Management Academy utilise educational and professional experts to function as quality assurers of this course and the course design, structure and material are subject to quality control and assessment by these experts. National Treasury set up a Validation Board to "accredit" or "validate" short-term training programmes and to address coordination and quality issues which surround the programmes available to existing employees (this Board ceased to operate in 2006). The aims of the validation mechanism were to coordinate activities and to advise departments of relevant programmes which target identified needs and are delivered to a suitable quality. The Short Courses of SAIGA's Public Finance Management Programme was all accredited by the National Treasury's Validation Board until it ceased to operate in 2006.

will be handled on a first-come-first-served basis. To avoid disappointment submit your registration as soon as possible.

Changes / cancellations: Tax invoices will be issued (faxed and posted) on receipt of your booking. Once a tax invoice has been issued the department/delegate will be held liable for payment of the full course fee. No refunds can be made, but alternative delegates (substitutes) may attend the same course at no extra cost. All booking changes or cancellations are charged at R1,539.00 (R1,350 plus 14% VAT) per delegate booking. No cancellations or changes in booking will be accepted if not received in writing at least 5 working days before the course. Invoices must be paid before the course starts. No certificates will be issued if payment is outstanding. Outstanding payments incur 2% interest per month. Due to the minimal information which banks provide in respect of direct deposits, participant have to fax their deposit slips / electronic transfer slips to the Secretariat and state the invoice number/(s) to which the deposit refers. As required by recent legislation, VAT numbers have to be provided with registration. The Institute reserves the right to cancel a particular course due to unforeseen circumstances e.g. insufficient bookings or unavailability of venues (in the last few years, only a few courses had to be cancelled). In such event, participants will be informed at least two weeks before the scheduled course date of such cancellations. Participants who have paid their fees will receive full refunds in the event of SAIGA cancelling a course SAIGA's liability in such event is limited

Accommodation:

Participants are responsible for arranging their own accommodation. The Secretariat can provide details of accommodation in relative close proximity to the training venues.

Time schedule:

The daily course program starts at 08:30 and ends at 16:00. On the last day of the course the program ends at 13:00 to accommodate participants' travel arrangements.