



# The Southern African Institute of Government Auditors

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**SAIGA**



**ADVANCING AUDITING AND ACCOUNTABILITY**

2017

## Real Management(Revenue, Expenditure, Asset and Liabilities)

Name of course	Duration	Cost including Vat	Scheduled Dates
Real Management(Revenue, Expenditure, Asset and Liabilities)	5	R 8 493.00	Depending on number of delegates available(minimum 20)

### Background:

The Public Finance Management Act (PFM Act) regulates financial management at national and provincial level. The PFM Act also embraces constitutional institutions, public entities, national and provincial government business enterprises as well as entities under their ownership control. The PFM Act provides the framework for a paradigm shift from financial administration to financial management. The REAL-concept is introduced in the Public Finance Management Act and refers to Revenue, Expenditure, Assets and Liabilities (REAL).

The Treasury Regulations identify amongst others the following areas of management:

- Asset Management
- Cash Management
- Debtor Management
- Management of commitments, liabilities and contingencies

- Expenditure Management
- Management of the budget process
- Revenue Management
- Strategic plans.

### **This course:**

This short course deals with the above management concepts and other topics identified on the next page under the heading "Contents". A two-way approach is followed. The statutory prescribed norms and standards (including Regulations) are dealt with as well as generally accepted *best practice* with regard to the relevant concepts. Hereby course participants are empowered to vary their management techniques and styles whilst staying within prescribed and allowed limits determined by legislation.

### **Who should attend:**

The course is specifically designed from a public sector perspective and suited to officials at all *three tiers of government*: financial managers, finance staff in general, internal auditors, administrative and logistics personnel, audit committee members, accountants, line managers and other role players in the accountability chain. All office bearers who have to deal with or who are responsible for REAL management will benefit greatly from attending this short course.

## **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 PFMA. This way SAIGA assists with the implementation of the PFMA / MFMA. The management topics identified in the Treasury Regulations (refer to topics listed under the heading "Background" on the previous page) are dealt with in the REAL Management Course. Due to the emphasis placed by the PFMA and the MFMA on measuring efficiency and effectiveness, the concept of costing becomes more important. The course therefore also deals with the following:

- The management process (planning, controlling, organising, communicating motivating)
- The strategic planning process
- Budgeting in the public sector (the budget process, MTEF),
- Capital budgeting in the public sector
- Procurement (procurement policies, the regulatory framework, bidding, the preference system)
- Asset management (the Asset and Liability Management Unit)
- Current asset management
- Cash and debtor management
- Stock (inventory) management
- Creditors and debt management
- Fixed asset management
- Identification, protection and maintenance of assets
- Costing services and products (material, labour, overheads)
- Activity-based costing (ABC) approach
- Decision making costs and sundry cost management techniques
- Managing Revenue, Expenditure, Assets & Liabilities (REAL)

The course is specifically designed from a public sector perspective and strikes a balance between management skills and the conceptual

knowledge required to understand these concepts. Case Studies form an integral part of the learning experience. Participants receive detailed complimentary notes to facilitate continued learning even after the course itself has ended. Participants have to bring along financial calculators to enable them to do certain practical examples in class.

### **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 Programme. For more information on the PFM Programme, visit our website: [www.saiga.co.za](http://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.

### **Bookings:**

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

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.

**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.