



INSTITUTE OF MUNICIPAL FINANCE OFFICERS

BASIC OF ACCOUNTING

IMFO is inviting you to attend a training programme on '**Basic of Accounting**'. The purpose of this training is to provide Municipal Officials with a basic understanding of all aspects of accounting and the impact on their responsibilities in their relevant Departments.

Training Objectives

The training programme is aimed at giving officials exposure to the fundamental accounting principles, processes and systems, as well as terminology to prepare and support them in their various roles in the municipal environment. The training will: -

- Provide the background on what accounting is;
- Explain the Accounting Cycle;
- Introduce the fundamental rules of accounting, the double-entry principle and how the resulting information is used to produce the financial statements;
- Develop an understanding of the relationship between the accounting equation and double-entry bookkeeping;
- Explain the purpose of Accounting / Financial Systems and where Sub-systems fit in;
- Clarify different types of accounts (asset, liability, net assets, income and expense) and accounting systems, including payroll, fixed assets, procurement and many more;
- Guide the participants to record transactions in the appropriate ledger accounts using the double-entry bookkeeping system;
- Teach participants how to balance off ledger accounts at the end of an accounting period; and
- Teach participants how to transfer the information from the ledger accounts to prepare a trial balance, and from the trial balance to prepare a Statement of Financial Position (balance sheet) and a Statement of Financial Performance (income statement).

Programme Information

Who Should Attend:

The training course is targeted at all officials, both financial and non-financial officials, requiring knowledge of the basics of accounting in the municipal environment.

Course Duration:

The course will be held over two days. This is to enable sufficient time to undertake practical case studies and to answer specific questions on the subject matter.

*The training course will commence at **08:30** and will close at **16:00***

The Presenter:

Johan Vijoen (CIMA) will be the facilitator. The facilitator has extensive practical experience in the municipal environment and has assisted various municipalities with the compilation of GRAP-compliant Annual Financial Statements. He also has many years of experience in training in the public and private sector, with a specialisation in public sector finance.

Registration

- Complete the attached registration form and fax it to number **086-605-4227**
- A Tax Invoice will be issued and e-mailed to the person responsible for payment
- A letter of confirmation will be sent once the payment has been made and the deposit slip has been received
- Registration closes 5 days before the event & **NO** delegates will be allowed to attend without prior registration

Should you require any further information, please contact:

Getrude Nkhoma

Tel: 011-394-0879 or

e-mail getrude@imfo.co.za

Dates & Venues

Province	Venue	Dates
Mpumalanga	Middelburg	31 March - 01 April 2016
Eastern Cape	East London	11 - 12 April 2016
Gauteng	Kempton Park	14 - 15 April 2016
Free State	Bloemfontein	18 - 19 April 2016
Limpopo	Polokwane	21 - 22 April 2016
Western Cape	George	25 - 26 April 2016
Kwa-Zulu Natal	Durban	28 - 29 April 2016

Cost per Delegate

IMFO Members - **R 4 150.00** (incl. VAT)

Non-IMFO Members - **R 4 450.00** (incl. VAT)

Fee includes a training manual, attendance certificate, lunches and light refreshments. Travelling & Accommodation costs are for participant's own account

Important Information

- **Delegates are urged to register early as participants are limited to only 25 per course. Additional training courses will be schedule provided there is sufficient demand.**
- **IMFO retains the right to cancel any training sessions with fewer than 10 registrations.**
- **Any cancellations must be communicated to Getrude at least 48 hrs prior to the training. A cancellation fee of 15% is liable for administration costs.**



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