

The Public Finance Management Act

No_s 1 & 29 of 1999

**incl. Treasury Regulations
and related legislation**

3 day course



PFM Act Course © Copyright SAIGA

**now a THREE- day course on this most
topical legislation held in PRETORIA**



**This is the most effective way to get to grips with the PFMA
legislation. Our first PFMA course was held in 1999.**

The dates for 2011 courses are:

05 – 07 March 2012

10 – 12 October 2012

12 – 14 June 2012

Background:

*The Public Finance and Management Act (PFMA) regulates financial management at national and provincial level. The PFMA also embraces constitutional institutions, public entities, national and provincial government business enterprises as well as entities under their ownership control. The PFMA provides the framework for a paradigm shift from financial administration to financial management. It introduces many advanced concepts which are new to the public sector. The PFMA is short and concise. This may have the effect that many important requirements are overlooked if managers' attention is not specifically drawn to them. In view of the fact that the PFMA implementation will gather further momentum during 2012, a sound knowledge of basic principles of the Act is of utmost importance. It is also necessary to understand and be able to identify the effects of this legislation and its far-reaching consequences. Where the PFMA requirements have been complimented by other regulations, these have to be interpreted in the context of the *Public Finance Management Act*.*

This course:

This course provides a unique opportunity to participants to familiarise themselves with this legislation and the far-reaching consequences it will have on the reporting processes, financial management, responsibilities of office bearers and officials and increased accountability obligations in particular. This course is the foundation course of the *Public Finance Management Programme*[™]. For more information on the PFM Programme, visit our website: www.saiga.co.za

SAIGA can deliver!

SAIGA

ADVANCING AUDITING AND ACCOUNTABILITY

The Southern African Institute
of Government Auditors

www.saiga.co.za



Contents:

Apart from providing participants with a sound overview of the legislation, the course is designed to draw attention to the numerous new *concepts* introduced by the *Public Finance Management Act* and the *Treasury Regulations*. These include, for example the following:

- risk management, internal control, internal audit, audit committees, cash management, financial statements, accountability, measurable objectives, performance standards, norms and standards, materiality, ownership control, subsidiaries, annual reports, public interest, financial misconduct, fruitless and wasteful expenditure, GRAP & GAAP.
- A case study on effectiveness, efficiency, economy. Measures of efficiency, indicators of effectiveness.
- A separate extensive session is dedicated to the latest *Treasury Regulations* and the latest developments in this regard.
- We also discuss the intentions of the legislatures, latest amendments (if applicable) to the PFMA and proactive measures to be taken to give momentum to the implementation of the Act.
- Participants will receive a copy of the *Public Finance Management Act* the *Treasury Regulations* and related legislation (Government Gazettes, etc.).

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 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 30 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[™] were all accredited by the National Treasury's Validation Board until it ceased to operate in 2006.

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.

The Organisation

NPO registration number: 045-133 NPO

The **Southern African Institute of Government Auditors** is a non-profit organisation. Its constitutional objectives include the advancement of auditing and accountability. Through the presentation of high-quality, affordable courses, the Institute aims to facilitate the sharing of knowledge and the empowerment of South Africa's people. The Institute supports the prioritisation of the concepts of *economy*, *efficiency* and *effectiveness*.

The **Public Finance Management Academy**[™] was founded by SAIGA to provide high quality, affordable continued professional education which is tailor-made for the public financial manager and government auditor.

Visit our website at: www.saiga.co.za



**Course Rating
Applicability:**national & provincial
departmentslocal
authoritiespublic
entities

Who should attend?

The *Public Finance Management Act* affects all role-players in the public accountability chain. In terms of Section 45 of the Act, the responsibility for effective, efficient, economical and transparent use of financial and other resources as well as a large number of financial management aspects are made applicable to **all officials** within their areas of responsibility. The course is therefore a must for all officials in national and provincial departments, constitutional institutions, public entities and entities under their ownership control as well as staff of the Office of the Auditor-General. This course is *not* just suited for financial staff, but it is presented in a way that *all* staff will be sensitised and made aware of how the PFMA requirements affects their daily tasks. It is not merely a financial course, but rather a management course.

Costs:

The course fee of R6,612.00 (R5,800 plus 14%VAT) includes a course file and hand-outs, notes, a certificate, case studies and solutions. The Institute will also provide participants with a free lunch as well as free tea/coffee at 10:00 and 15:00. Participants will receive copies of the *Public Finance Management Act* (as amended), the latest *Treasury Regulations* and other relevant documents. SAIGA members and staff of SAIGA's corporate member organisations can claim a discount of R684 (R600 plus 14%VAT).

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 R1,368.00 (R1,200 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, participants 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 canceling a course (SAIGA's liability in such event is limited to this refund).

Time schedule:

The daily course program starts at **08:30** and ends at **16:00**. On the last day the course ends at 15:00 to accommodate participants' travel arrangements.

The venue:

The courses are mostly presented at the UNISA Sunnyside Campus in Pretoria. Maps and details of the lecturing hall/venue will be faxed/posted to participants after payment has been received. Please note that courses may be shifted to other venues due to various circumstances beyond our control and to accommodate the demand as far as possible. The SAIGA Secretariat will only send maps to participants who have provided proof of payment (faxed a copy of the deposit slip) or made explicit arrangements with the Secretariat regarding payment.

Accommodation:

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

The Public Finance Management Act & Treasury Regulations

3 day course



Registration & Booking form

This form can be used for all PFM Act courses



012 362-1221

SAIGA
PO Box 36303
MENLO PARK 0102



012 362-1418

Please book the following persons for the course as indicated below

Choose from the dates on the first page of this flyer

(if space insufficient, use a separate page providing the same details)

SURNAME	INITIALS	TITLE	POSITION HELD	DATE FOR WHICH BOOKING IS REQUIRED

Due to the limitation of the number of participants per group, places cannot be guaranteed. The Institute will finalise bookings and inform participants of successful booking or communicate alternative dates. VAT invoices will be issued as soon as bookings are finalised and accepted. **Full payment must be received in advance of the course.**

Organisation/Department

Postal address

Code

Telephone number
(and area code)

Fax number

VAT Registration number

As required by Government Gazette No. 25864
For full details visit the VAT section at sars.gov.za

E-Mail address

Authorised signature _____

Name of signatory _____

SAIGA corporate membership number (if discount is claimed)

On-line registration can also be done through our website at: www.saiga.co.za