

REAL Management

Revenue, Expenditure, Assets, Liabilities



A five-day short course of the *Public Finance Management Programme™* presented in Pretoria

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21 – 25 May 2012

22 – 26 October 2012

5 day course



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.

Presented by:

SAIGA

ADVANCING AUDITING & ACCOUNTABILITY

The Southern African Institute
of Government Auditors

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Contents:

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.

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.

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 12:00 to accommodate participants’ travel arrangements, therefore no lunch is served on the day of departure.

Costs:

The course fee of R7,239.00 (R6,350 plus 14% VAT) includes attendance for all *five* days, course file, a certificate, hand-outs, notes, 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. Staff of corporate members of *The Southern African Institute of Government Auditors* (SAIGA) can claim a discount of R684 (R600 plus 14% VAT).

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 us at: www.saiga.co.za



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

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.

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, 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 to this refund).

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.

Accommodation:

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

REAL Management

5 day course



Registration & Booking form

This form can be used to book your place on any of the REAL course dates



012 362-1221

SAIGA
PO Box 36303
MENLO PARK 0102



012 362-1418

Please book the following persons for the course as indicated below
(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