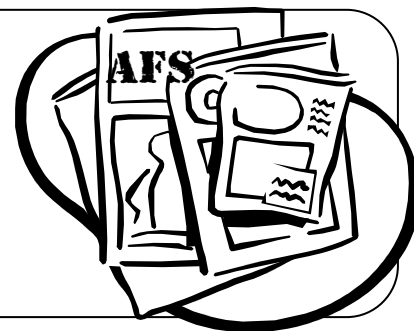


# Preparing Annual Financial Statements for the year ended 31 March 2012



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

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Statements for 31 March 2012  
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National Departments  
Provincial Departments  
Provincial Legislatures  
Parliament

13 & 14 March 2012  
18 & 19 April 2012



2 day course

## Background:

The *Public Finance Management Act* (PFMA) gives effect to the Constitutional requirements of introducing Generally Recognised Accounting Practice (GRAP) in the public sector. From the year ended 31 March 2001, all departments, Parliament and Provincial Legislatures had to prepare Annual Financial Statements according to GRAP. The Accounting Standards Board (ASB) and the National Treasury through the Office of the Accountant-General has published details regarding the format and content of the Annual Financial Statements for the year ended 31 March 2012.

The format of the 2012 Annual Financial Statements is a concerted effort to move towards meaningful and useful financial reporting as opposed to the limited financial information previously provided by the annual appropriation accounts.

## 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 2012 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.

## 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 2012 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 Statements (31/3/2012).

## Presented by:

**SAIGA**

ADVANCING AUDITING AND ACCOUNTABILITY

The Southern African Institute  
of Government Auditors

[www.saiga.co.za](http://www.saiga.co.za)

*SAIGA can deliver!*

Quality training  
**15**  
years

## 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 *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 two-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.

two-day  
two-day  
course  
course

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.**

## 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.

## 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.

**Accounting experts who have been closely involved with the development of the Treasury's Annual Financial Statements requirements are also part of the team of presenters for this course.**

### Course Rating Applicability:

national & provincial  
departments



provincial  
legislatures



Parliament



## 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](http://www.saiga.co.za)



## **Certification and accreditation:**

This course forms part of the *Public Finance Management Programme*<sup>TM</sup>. For more information on the PFM Programme, visit our website: [www.saiga.co.za](http://www.saiga.co.za) The Public Finance Management Academy<sup>TM</sup> will issue course participants with a certificate of attendance under the seal of the Southern African Institute of Government Auditors. Participants earn 15 Educational Credits (EC's) for attending this short course. The Public Finance Management Academy<sup>TM</sup> 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<sup>TM</sup> 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<sup>TM</sup> were all accredited by the National Treasury's Validation Board until it ceased to operate in 2006.

## **Costs:**

The course fee of R4,275.00 (R3,750 plus 14% VAT) includes attendance for the two days, a certificate, course file, 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).

## **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 15:00 to accommodate participants' travel arrangements.

## **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).

## **Accommodation:**

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

# Preparing Annual Financial Statements

## for the year ended 31 March 2012

two-day course



### Registration & Booking form

This form can be used to book your place on any of the 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](http://www.saiga.co.za)