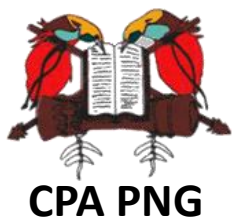


# REGISTRATION FORM

## BANK RECONCILIATION USING PGAS SYSTEM

HOLIDAY INN, CONFERENCE ROOM

DATE : THURSDAY-FRIDAY, 19<sup>TH</sup> – 20<sup>TH</sup> OCTOBER 2017  
TIME : 8.30AM – 4.30PM  
COST :  K770 (MEMBER)  K880 (NON-MEMBER) GST INCLUSIVE



Given Name : \_\_\_\_\_ Surname: \_\_\_\_\_ CPA ID: \_\_\_\_\_  
Email : \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Organisation : \_\_\_\_\_  
Address : \_\_\_\_\_

### Overview:

- Define Bank Reconciliation
- Define the Legal Frameworks
- Collect all source documents
- Compare, identify and analyse transactions
- Explain the PGAS Bank Reconciliation Steps and Procedures
- Identify discrepancies and deal with errors
- Describe the Standard Format of the PGAS Bank Reconciliation Schedules

**NOTE: Members will gain fourteen (14) structured CPD hours for both days.**

**PLEASE BRING ALONG YOUR LAPTOP FOR THIS WORKSHOP**

### Course Facilitator: Gitu Lago

Gitu is the Assistant Secretary, Finance and Administration Branch of the Department of Public Enterprises. He is currently undertaking Masters in Business Administration majoring in Accounting and Finance at Divine Word University. He holds a Bachelor's Degree in Business majoring in Accounting from Southern Cross University, Lismore, Australia and Associate Degree in Accounting from Institute of Business Studies. Mr. Gitu is a current member of CPA PNG.

He has 13 years of solid experience in Government Accounting specifically PGAS System. He has held various positions in Finance and Administration with several government departments. Gitu provides financial management and oversight to the new incubation of business ideas within his organisation.

### Account Details:

A/C NAME : CPA PNG  
BSP A/C # : 1000020001  
Branch : Gordons Commercial Centre  
BSB Code : 088951

### Cancellation Notice

Cancellation advice must be confirmed with us a week before the workshop scheduled date. Failing to do so will result in payment being forfeited in lieu of expenses incurred in catering and related costs on the workshop.

### Please forward completed registration form with payment details to:

Attention : Roddie Soweni  
Phone : 3212105/3217658  
Fax : 3200469  
Email : roddie@cpapng.org.pg or cpapng@cpapng.org.pg

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