

# Certified Practising Accountants, PNG

## Continued Professional Development 2019

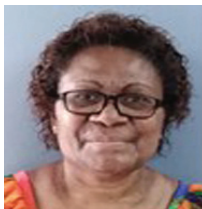


### About CPA PNG CPD's

"CPD is the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for execution of professional and technical duties throughout the individual's working life".

### Coarse Facilitator

Jeanette Otto has over 10 years of hands-on and supervisory experience in financial and management accounting, taxation and general administration functions mainly in the private sector. She is a current CPA PNG member and the NGI Regional Branch Manager.



### Introduction to Financial Management

This workshop has been designed to help you better understand the financial workings of your business.

During our time together, you will be introduced to a carefully structured selection of strategies and tools that can give you greater financial control of your business.

Without the right tools and systems in place, driving cash and profit through your business can be a struggle. Ultimately it may even prevent you from achieving the financial freedom that you desire.

### Objectives

- \* Build and interpret financial statements
- \* Determine the financial health of your business
- \* Identify solutions to common business problems
- \* Understand the impacts that decisions have on your cash flow and growth
- \* Plan effectively for future cash flow needs
- \* Make more confident financial decisions
- \* Understand Financial Statements
- \* Understand the Financial Operating Cycle
- \* Understand the Working Capital Cycle
- \* Measuring Financial Performance
- \* Understand financial performances and making informed business choices.

### Who should attend?

Accountants, Managers, Entrepreneurs and anyone who would like to understand the preparation and presentation of financial information.

### Basic Accounting

This intensive and practical workshop provides attendees with a robust overview to accounting and an introduction to the link between accounting transactions, sub-ledgers and financial statements.

### Objectives

- \* Understand the principles and concepts that underpin the preparation of financial statements
- \* Correctly account for any business transaction
- \* Understand the relationship between all facets of an accounting system
- \* Correctly prepare financial statements from incomplete records.

### Who should attend?

- \* All staff within accounting and finance departments who conduct or supervise posting of accounting data
- \* Accounting professionals who prepare and analyse financial statements and require an understanding of the link between sub-ledgers and the general ledger.
- \* Any employee who requires an understanding of sub-ledgers and the link between sub-ledgers and general ledger.



## Reconciliation

A robust reconciliation process improves the accuracy of the financial reporting function and allows the finance department to publish financial reports with confidence.

In accounting, **reconciliation** is the process of ensuring that two sets of records (usually the balance of two accounts) are in agreement.

Reconciliation is used to ensure that the money leaving an account matches the actual money spent. This is done by making sure the balances match at the end of a particular accounting period.



A photograph of a bank statement with a pen resting on it. The document is titled 'BANK STATEMENT FOR THE MONTH ENDED'. It features two columns: 'DEPOSITS AND CREDITS' on the left and 'CHECKS' on the right. The values are printed in red ink. The 'DEPOSITS AND CREDITS' column lists 300.00, 1,250.00, 993.60, 1,023.77, and 1,300.00. The 'CHECKS' column lists 1,100.00 and 415.20. At the bottom right, a total balance of 2,095.75 is shown.

### Objectives

- \* Understand and Correctly prepare the following Reconciliations;
- \* Bank Reconciliation
- \* Petty Cash Reconciliation
- \* Debtors (Accounts Receivable) Reconciliation
- \* Creditors (Accounts Payable) Reconciliation
- \* Payroll Reconciliations
- \* Balance Sheet Reconciliation

### Who should attend?

- \* All staff within accounting and finance departments who are responsible for preparation and checking of any of the reconciliations stated.
- \* Accounting professionals who prepare and analyse financial statements and require an understanding of the importance of sub-ledger balances being in agreement with general ledger balances.
- \* Any employee who requires an understanding of the importance of sub-ledger balances being in agreement with general ledger balances.

## RECORD KEEPING & MANAGEMENT SKILLS FOR SMALL BUSINESSES

### Objectives

- \* Fill in an application form to register a local company or application form for the registration of a business name with IPA.
- \* Fill in a TIN 1 and TIN 2 and lodge with IRC
- \* Keep a basic set of accounts in order that income tax returns and other taxation requirements may be met



- \* Keep books of account which:
- \* Correctly record all the financial transactions carried out by that business.
- \* Requires the firm to keep such books of account that are appropriate for the business. Books that are correct and would be able to supply sufficient information to prepare an Income Tax return.
- \* Prepare a Cash Flow plan
- \* Calculate Project Cost and do Costings

- \* Prepare a Business Plan

### *Prepare the following forms to IRC for lodgement*

- \* Form G1 – Goods & Services Tax (GST Return)
- \* Form S2 – Salary & Wages withholding tax – Monthly Remittance by Group Employer
- \* Form S6 – Salary & Wages withholding Tax – Annual Reconciliation by Group Employer
- \* Form S1 – Salary & Wages Statement of Earnings
- \* Form CR1 – Tax Credit Transfer

*Introduction to Financial Management Kokopo Village Resort, 18th March 2019.*

*Basic Accounting, Kokopo Village Resort 19th-20th March 2019*

*Reconciliation, Kokopo Village Resort 21st March 2019*

*Management Skills and Record Keeping for Small Businesses 22nd March 2019.*

**Fees: K385 (Members, K440 (Non Members))**

**Time: 9.00- 4.30pm**



**CERTIFIED PRACTISING ACCOUNTANTS.  
PAPUA NEW GUINEA**

## REGISTRATION FORM

Given Name :

Email :

Organisation :

Address :

Surname :

Telephone :

Mobile :

CPA ID :

Please indicate with a check mark [√] in the boxes which CPD training(s) you wish to attend and the payment(s) made per topic.

- Introduction to Financial Management, Kokopo Village Resort, 18th March 2019*
- Basic Accounting Kokopo Village Resort, 19th-20th March 2019*
- Reconciliation, Kokopo Village Resort 21st March 2019*
- Management Skills and Record Keeping for Small Businesses, Kokopo Village Resort, 22nd March 2019*

- K385 Member       K440 Non- Member
- K770 Member       K880 Non- Member
- K385 Member       K385 Non- Member
- K385 Member       K440 Non- Member

### Note

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

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

Please forward completed registration form with payment details to  
Attention : Roddie Soweni  
Phone : 3212105/ 3217658  
Email : Roddie@cpapng.org.pg  
Fax : 3200469