



## Financial Accounting: Maintaining Financial Records and Accounts

### Introduction

Annual accounts are a formal necessity and, as such, require precise information about the transactions in and out of the charity's or non-profit organization accounts as well as a snapshot of the total financial position of the charity or non-profit organization at the end of each financial year. For charity and non-profit organizations, the need is especially important since it is handling money that has been donated by others for the purposes of furthering the aims of that organization.

### Course Contents

#### Financial Records

- Procedures for monitoring financial situation
- Basic form of manual records of the credits and debits in and out of the bank account(s)
- Role of treasurer of charitable or non-profit organization
- Acceptable methods for keeping the records by charitable or non-profit organizations
- Methods to record

#### End of Year Accounts

- The charity' or non-profit organization's governing document (i.e. constitution, trust deed, etc.)
- Role of treasurer at the end of the financial year
- Income and Expenditure Account
- The Balance Sheet

#### Independent Inspection

- "Guardians" of public money
- Financial matters treated with prudence and vigilance
- Duties and responsibilities of treasurer
- Books independently inspected in order for accounts to be verified by an independent accountant
- Statement to show that Independent accountant has inspected records and accounts

#### For Whom

Middle managers and executives with limited accounting knowledge and background

#### Learning objectives

Upon completion, participants will be able to:

- gain the understanding and knowledge of recording, using and evaluating financial information.
- maintain the accounts as well as financial records, documents and reports used in the financial transactions for not-for-profit organisations.

#### Enquiries

For enquiries: please contact SAICSA at Tel 6334 4302, Fax: 6334 4669 or email: [enquiry@saicsa.org.sg](mailto:enquiry@saicsa.org.sg)

Course Dates: 28 April – 29 April 2009  
(Tue & Wed)

Time: 9.30 am – 5.30 pm

Venue: SAICSA Training Centre  
149 Rochor Road, #04-06,  
Fu Lu Shou Complex

\*Course fees: \$428  
\$85.60 (After 80% VCF funding)  
\$372 (After SDF funding)

\*Course fee includes 7% GST, refreshment and course materials.

#### Trainer

Mrs Olivia Chan, Fellow of the Chartered Institute of Bankers and a MBA graduate in Finance from University of Leeds. She had been with Natwest Group for 20 years and was the manager of its Trade Finance Unit. She also served as a Treasury Manager with a Singapore based top research and development organisation from 1997 to 2002.

Olivia has 18 years in training experience in accounting and finance. She has extensively experience in lecturing and conducting workshops and seminars for more than 18 years for foreign universities, training institutes and banks in Singapore and overseas.

## Funding Details

Applicant can only apply for **one funding** for this course that is either VCF funding or SDF funding.

### VCF Funding

Status	Amount Payable
Singaporean / PR (80% VCF funding)	\$85.60
Employment Pass / Work Permit Holder (60% VCF funding)	\$171.20

- For Charities/IPC's that are members of National Council of Social Service (NCSS), kindly apply VCF funding online at <https://www.ncssapp.org.sg> at least **one week** before course commencement.
- Charities and IPC's only need to pay after-funding amount if the VCF application is approved.
- For charities/IPC's that are not members of NCSS, please download the application form at <https://www.charities.gov.sg/charity/index.do> and submit to VCF Secretariat at least **one week** before course commencement.
- For enquiries on VCF Funding, please contact:  
VCF Secretariat  
Capability & Community Funding Department  
Hotline : 6210 2555 /Fax : 6210 2530 /Email : [ncss\\_vcf@ncss.gov.sg](mailto:ncss_vcf@ncss.gov.sg)

### SDF Funding (For SME company only)

Course Fee (after SDF funding)	\$372
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- SME Companies who have registered with SDF EasyNet, need to submit the SDF application online **before** course commencement.
- SME Companies only need to pay after-finding amount if the SDF application is approved.
- SME Companies who have not registered with SDF Easynet, are advised to register online at least 2 weeks **before** the commencement date.
- For more information on SDF, please visit SDF website: [www.sdf.gov.sg](http://www.sdf.gov.sg)

**SDF Eligibility Criteria:** Company must be SME and registered in Singapore.

Applicant must be company-sponsored direct employee.

Applicant must be either citizen or PR of Singapore.

Applicant is required to achieve at least 75% attendance.

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### **Terms & Conditions**

- A place will be reserved for you upon receipt of registration form.
- Upon confirmation, an email will be sent one week before the commencement of the course.
- Payment is due **5 working days** prior to the commencement of the course.
- Please make cheque payable to 'SAICSA'.
- There would be no cancellation and/or refund if participant fails to attend the conference.
- Full payment is chargeable for withdrawal after commencement, partial attendance or no show on the day of the course.
- A replacement from the same company is allowed. The replacement applicant who meets the funding eligibility can attend the course without penalty. Otherwise, full course fee will be charged.
- Notice of withdrawal must be made in writing.
- For withdrawal given in writing 8 working days or more **before** commencement of the course, no cancellation fee will be charged.
- For withdrawal given in writing **less** than 8 working days prior to commencement of the course, a 50% of the full fee will be charged.
- SAICSA reserves the right to change the date, time and venue or cancel the course due to unforeseen circumstances.

## Registration Form

Fax: 6334 4669



# Financial Accounting: Maintaining Financial Records and Accounts

28 April – 29 April 2009 (Tuesday & Wednesday) ~ 9.30 am – 5.30 pm ~ SAICSA Training Centre

Name: (Mr Ms Mrs Dr ) \_\_\_\_\_ NRIC No.: \_\_\_\_\_

Nationality:  Singaporean  Singapore PR  Other: \_\_\_\_\_

Membership Status:  FCIS  ACIS  Grad ICOSA  Affiliate Member  Non-Member

Designation: \_\_\_\_\_ Email: \_\_\_\_\_

Organisation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

(If different from participant)

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Organisation Sector Category \*(Please tick in the box):

- |  |   |
|--|---|
| 1. Education <input type="checkbox"/>          | 5. Community <input type="checkbox"/>                       |
| 2. Health <input type="checkbox"/>             | 6. Sports <input type="checkbox"/>                          |
| 3. Arts and Heritage <input type="checkbox"/>  | 7. Others <input type="checkbox"/> (Please indicate): _____ |
| 4. Social and Welfare <input type="checkbox"/> |   |

### VCF Grant

Apply for VCF grant: Yes, 80%  Yes, 60%  No

Please attached a copy of the VCF approved letter with the registration form if applying for VCF grant.

### SDF Grant

Apply for SDF grant: Yes  No

Please apply for SDF grant via [www.sdf.gov.sg](http://www.sdf.gov.sg) before course commencement.

Note: To obtain VCF or SDF funding, participant must meet the funding eligibility, achieve **75% attendance of the course**, and submit the course evaluation form at the end of the course. Otherwise, participant has to pay the full amount of the course fee.

### Administrative Details:

- For enquiries: please contact SAICSA at Tel 6334 4302, Fax: 6334 4669 or email: [enquiry@saicsa.org.sg](mailto:enquiry@saicsa.org.sg)
- Please ensure that you have read the terms and conditions
- All cheque payments should be made to “SAICSA”
- Please mail your registration form with payment to :  
SAICSA,149 Rochor Road, #04-06 , Fu Lu Shou Complex, S(188425)

### For Office Use

Invoice No:	Cheque No/Cash/Nets:	Amount:	Receipt No.