Public Finance Management Act (PFMA)

Public Finance Management Act
BASED ON SAQA ID 114873
Apply basic financial procedures to PFMA principles
NQF Level 5, 3 Credits

FACILITATOR: GERHARD VISSER

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Fax: 086 675 7796
www.dmstraining.co.za
The programme is aimed at all government employees and it takes delegates through a step by step PFMA compliance process.

The Public Finance Management Act is law that affects government institutions, public entities, constitutional entities and NPOs that receive funds from government at national and provincial levels. Employees in these institutions are all affected as they need to comply with, and operate within the confines of this law.
8:30 – 9:00
Welcome and Introduction:
• What is the PFMA?
How often do you refer to it?

The 5 module:
• Understanding the PFMA
• Administration rules and regulations
• Income and Expenditure Statement
• Planning and preparing a budget
• Analysing the Balance Sheet

9:00 – 10:00
Module 1 – Understanding the PFMA
After completing this module, the learner will be able to demonstrate an understanding of the PFMA, by successfully completing the following:
• The principles, rules and regulations of the PFMA are explained
• The benefits of the PFMA are described
• The planning and budget cycle is explained
• The specific roles in financial administration are clarified
• Responsibility and accountability of the PFMA is explained

PFMA
Key learning points:
• Introduction
• Background
• PFMA and the constitution
• Division of responsibility
• Application of this act
• National treasury
• Accounting officers
• Chapter summary of the PFMA
• Benefits

Class Activity 1: PFMA benefits
PFMA principles
Key learning points:
• Treasury regulations
• Principles
• Regulations
• Rules

Class Activity 2: PFMA principles, rule and regulations

10:00-10:15
Tea/Coffee and Refreshments

10:15-12:30
Financial management
Key learning points:
• MTEF
• Planning and budget cycle
• Cyclic process
• Planning, budgeting and reporting process

Class Activity 3: PFMA planning and budget cycle
Responsibility and accountability
Key learning points:
• Accountability chain
• Accounting officer’s personal liability

Class Activity 4: PFMA responsibility and accountability
Roles of financial administration
Key learning points should include:
• Roles

Class Activity 5: PFMA roles in financial administration
PoE Activity 1: Employing telephone etiquette
Debrief and Summary

12:30-13:15 Full Buffet Lunch
Module 2 – Administration rules and regulations

After completing this module, the learner will be able to apply rules and regulations to administration of office finance, by successfully completing the following:

• The rules and regulations pertaining to the mission accounts are implemented
• Income and expenditure records and registers are maintained
• Processing of financial claims are completed to DFA prescripts
• Knowledge of methods of payment and exchange rate of currencies is demonstrated
• Expenditure and receipt vouchers are prepared

Admin rules and regulations
• Accounting standards and guides
• Statutory requirements
• Published guidelines
• Implementing the rule and regulations
• Process and timelines
• Management, monitoring and reporting implementation
• Timescales for submission
• Best practice for reports
• Financial statements rule implementation

Class Activity 6: Admin rules and regulations
Admin rules and regulations
• Maintaining income and expenditure records and registers

Class Activity 7: Admin income and expenditure records
Processing financial claims
Key learning points:
• Inter-departmental / supplier claims
• Civil claims
• Reimbursement claims
• Claims against the state

Class Activity 8: Admin financial claims

15:00-15:15
Tea/Coffee and Refreshments

15:15-16:30
Working with methods of payment
Key learning points:
• Transfer payments and conditional grants
• Agency payments
• Transfers by provinces to municipalities
• Cash management
• Payment timing
• Warrant vouchers, cheques and electronic payments

Class Activity 9: Admin methods of payment
Working with exchange rates of currencies

Refer to the page of the manual and cover the section. Key learning points should include:
• Exchange rates

Class Activity 10: Admin exchange rates

PoE Activity 2: Rules and regulations to administration of office finance

Debrief and Summary
Day Two

8:30 – 9:45
Debrief:

8:45 – 10:00
Module 3 – Income and Expenditure Statements
objectives of the module:
• The purposes of an income and expenditure statement are explained and an indication is given of what the PFMA requirements are
• Sources of income and expenditure in a mission office are identified
• Sources of income and expenditure are explained with reference to an income and expenditure statement
• Income and expenditure statements are examined and evaluated in terms of PFMA principles

Income and Expenditure Statement
Key learning points:
• PFMA requirements for the Income and Expenditure statement

Class Activity 11: IE purpose
Income and Expenditure Statement
Key learning points:
• Sources of income and expenditure
• Income / revenue
• Expenditure

Class Activity 12: IE sources of income and expenditure
Income and Expenditure Statement
Key learning points:
• Examining an income and expenditure statement
• Evaluating against the PFMA principles
Class Activity 13: IE evaluate

PoE Activity 3: Elements of an income and expenditure statement
Debrief and Summary

10:00-10:15
Tea/Coffee and Refreshments

10:15-12:30
Module 4 – Planning and preparing a budget
After completing this module, the learner will be able to assist in planning and preparing a budget for own section, by successfully completing the following:
• Monthly income and expenditure is estimated for own section
• Motivation for the draft estimates is compiled
• Personnel expenditure is monitored to inform future estimates
• Monthly expenditure reports are compiled (FA501)
• Skills in preparing a 1st /2nd budget report are developed (FA542)
• Assistance is rendered in compiling the MTEF

Budget
Key learning points:
• Budget process
• The MTEF
• Budget priorities
• Departmental planning and budgeting
• Working with income and expenditure
• Appraisal and submissions for capital funding
Class Activity 14: Budget
PoE Activity 4: Planning and preparing a budget for own section
Activities need to be completed individually and then submitted for assessment in the Portfolio of Evidence.

Debrief and Summary

12:30-13:15 Full Buffet Lunch

13:15-15:00 Module 5 – Analysing the Balance Sheet
After completing this module, the learner will be able to analyse a basic balance sheet, by successfully completing the following:
• The purpose of a balance sheet is explained
• The concept of an asset is explained and the assets in a balance sheet are classified in terms of fixed and current assets
• The concept of a liability is explained and the liabilities in a balance sheet are classified in terms of long term and current liabilities

Balance Sheet
Key learning points:
• Purpose of a balance sheet

Class Activity 15: BS purpose
Balance Sheet
Key learning points:
• Assets

Class Activity 16: BS assets
Balance Sheet
Key learning points:
• Liabilities

Class Activity 17: BS liabilities

PoE Activity 5: Analyse a basic balance sheet
Activities need to be completed individually and then submitted for assessment in the Portfolio of Evidence.
Debrief and Summary

15:00-15:15 Tea/Coffee and Refreshments

15:15-15:30 Debrief

15:30-16:30 Assessment Process and Close.
GERHARD VISSER

TERTIARY EDUCATION
INSTITUTION: UNIVERSITY OF HULL, UK (2001)
QUALIFICATION ATTAINED MBA Strategic Marketing (endorsed by IMM)

SUBJECTS
Dissertation completed which focussed on Corporate Competitive Intelligence
  • Corporate Finance and Control
  • Strategic Marketing Planning
  • Human Resource Management
  • Marketing Research
  • Analysing the South African Consumer
  • Brand Management
  • Marketing Decision Support
  • (Information Communication Technology)
  • International Strategic Marketing
  • Strategic Marketing Communication
  • Strategic Management and Business Policy
  • Executing Strategy
  • Marketing Services

INSTITUTION ATTENDED UNISA: UNIVERSITY OF SOUTH AFRICA
QUALIFICATION ATTAINED BA FINE ARTS (Final year HOA not completed)

COURSES
  • JDG & MAST Train the Trainer Course
  • JDG & MAST Service Excellence
  • JDG Supercharged Selling
  • JDG Workplace Assessor
  • JDG Industrial Relations
  • JDG Financial Analysis
  • 7 Habits of Highly Effective People: S. Covey
  • Retail Management: KBS Group
  • Sales Management Tools for Growth: Sean King
  • Strategic Planning
  • Coaching for Achievement
  • Team Building
  • SBDC Entrepreneurs Course
EMPLOYMENT HISTORY

- Financial control and management of stores to the excess of R542m per annum
- Overseeing regional admin, service and security managers
- Overseeing total of approximately 510 personnel
- Daily control, monitoring, and support to all Branch Manager functions and key performances
- Management development and coaching, i.e. effective interviewing, time management, negotiating skills, emotional intelligence, etc.
- Sales performance to company budgets
- Effective management and control of Profit & Loss statements
- Auditing of administrative, service, and financial policies and procedures
- Planning and implementation of promotional campaigns and events, i.e. Pretoria Show, Bloemfontein Show, etc.
- Identification of training needs and development of training manuals
- Training of all newly appointed managers and development of middle management for succession planning
- Strategic and competitive pricing policies and creative merchandising management
- Stock control and stock holding management
- Market related product mix per target area
- Human Resource management and Industrial Relation policies and procedures, e.g. disciplinary processes and appeal hearings
- Project management of new store construction and shop fitting to specifications. Stocking and preparing store for operation.
- Development of healthy and proactive corporate culture
- Handling of high-level customer complaints and grievances
- Financial control and management of stores to the excess of R451m per annum
- Overseeing total of approximately 480 personnel
- Daily control, monitoring, and support to all Branch Manager functions and key performances
- Management development and coaching, i.e. effective interviewing, time management, negotiating skills, emotional intelligence, etc.
- Sales performance to company budgets
- Effective management and control of Profit & Loss statements
- Auditing of administrative, service, and financial policies and procedures
- Planning and implementation of promotional campaigns and events, i.e. Pretoria Show, Bloemfontein Show, etc.
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- Human Resource management and Industrial Relation policies and procedures, e.g. disciplinary processes and appeal hearings
How to Register?

Should you wish to book on this course, please make the following choices and fill in the Registration form on the next page and fax to 086 675 7796 or email to sales@dmstraining.co.za

### Venue & Dates

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### Fees & Pricing Structure

*Public Finance Management Act (PFMA)*

The MORE you book the CHEAPER the PRICE

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Our Special Offer to you

- Book before the 26/3/2012 and receive 10% discount
- Book before the 9/4/2012 and receive 5% discount
- Book before the 23/4/2012 and receive a 2% discount

*NB: any bookings after the 23/04/2012 will not receive a discount*
### Course & Venue Selection

**Course Name:**

**Course Date:**

**Venue:**

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### Department / Organisation / Individual Responsible for Payment

Department/Organisation/Individual:  
Postal Address:  
Tel:  Fax:  Email:  
VAT Number:  Order Number:  

### Delegate Details

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### Authorisation / Approval

Name:  
Designation:  
Tel:  
Fax:  
Email:  
Signature:  
Date:  

### Banking Details

Direct Management Solutions  
Standard Bank  
Account #: 050817787  
Branch: Fish Hoek - 036 009  
Reference: Please use your INVOICE NO

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### Terms & Conditions

Fees include complete program & refreshments – Payment is due 7 days from date of invoice – Seats are on a first come first serve basis – The fee does not include accommodation or airfares – All intellectual property rights in all material produced or distributed by DIRECT MANAGEMENT SOLUTIONS in connection with this event is reserved and any publication or distribution thereof is prohibited – In the event of cancellation, DIRECT MANAGEMENT SOLUTIONS will issue a credit voucher valid for 12 months from date of issue – DIRECT MANAGEMENT SOLUTIONS will be able to mitigate any losses up to 50% of the total contract value – All cancellations to be in writing and addressed to the Chief Financial Officer no later than 14 days prior to the event – No cash refunds will be considered, however delegate substitutions are welcome – In the event that DIRECT MANAGEMENT SOLUTIONS cancels the event, it reserves the right to transfer this booking to an alternate event – All speakers and topics are confirmed at the time of going to press, however DIRECT MANAGEMENT SOLUTIONS reserves the right to alter this program without prior notice – Should the event for any reason beyond the control of DIRECT MANAGEMENT SOLUTIONS be cancelled, the client indemnifies DIRECT MANAGEMENT SOLUTIONS from any and all costs, damages and expenses, including legal fees, which are incurred by the client, however DIRECT MANAGEMENT SOLUTIONS shall endeavour to reschedule such an event timeously – This agreement is binding and shall be governed by the laws of South Africa.