

FINANCE CIRCULAR

MINISTRY OF FINANCE AND NATIONAL PLANNING
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Circular No. 1/2004

12/01/2004

To: Chief Executive Officers and Heads of Departments

Subject: Training Courses for Accounting Personnel in 2004

Attached is a list of training courses that the Ministry of Finance and National Planning intends to conduct in 2004. The courses will be held at the Ministry's Training Room, Level 5, Ro Lalabalavu House, Suva.

Nominations to these training courses should reach the Ministry of Finance and National Planning by Friday, 30th January 2004. These courses will only be conducted if sufficient nominations are received. Upon receipt of the nominations, Ministries/Departments will be informed of the courses that will be conducted and the actual dates on which they will be held.

Last minute withdrawal of nominations should be avoided. Officers should attend the courses that they have been selected for and if for any reason they are unable to attend, his/her Ministry/Department should be ready to nominate a substitute. Only officers who will benefit the most from these courses should be nominated.

Ministries/Departments will be required to meet full costs of their officers participating in these courses.



Tevita Banuve

Chief Executive Officer, Finance and National Planning

1. GOVERNMENT ACCOUNTING SYSTEM

Objectives: To help participants understand the Government Accounting System and the six components of the Consolidated Fund Account.

Designed for: Clerical Officers who have just recently joined the Accounts Section.

Contents: The course content involves the theoretical aspects of the Government Accounting System and the Consolidated Fund Accounts and its six components.

Methodology: Lectures and practical sessions.

Duration: Half Day

2. BUDGETING AND BUDGET PREPARATION

Objectives: This seminar will discuss and create awareness in accounting staff on the principles of budget preparation, monitoring and control of expenditure.

Designed for: Officers in the grades AC04-AC01 of the accounting cadre, including other officers involved in accounting and budget preparations.

Contents: Includes principles of Fiji's Budgeting System, basic features of Budgeting under the programme budgeting system, expenditure forecasting and evaluation, stages in budget preparation, policy review and priority setting, new expenditure proposals and existing commitment estimates. An introduction to the concept of Zero-base budgeting and monitoring.

Methodology: Lectures followed by practical exercises

Duration: One day

3. CASH FLOW FORECASTING

Objectives: To acquaint participants on what is cash flow forecasting, its link with budget and impact on cash flow requirements for the nation.

Designed For: Accounting, clerical and other officers involved in cash flow forecasting at various grades.

Contents: Includes cash budget, introduction of cash management, cash flow forecasting techniques, cash flow forecasting as an important tool for monitoring spending. The input data requirement for processing by computer and the need for accuracy and timeliness if returns, etc.

Methodology: Lectures on the theoretical aspects will be followed by comprehensive practical sessions on how to reconcile these accounts.

Duration: One day

4. PAYMENT & PURCHASING PROCEDURES

Objectives: To acquaint participants on the procedures involved in purchasing and payments including the proper procedures to follow with regards to tender board matters.

Designed for: Clerical officers who are required to perform the duties of Payment Clerk.

Contents: Includes the purchasing procedures for goods and services, the controls in voucher preparation, authorisation and modes of payment, schedules of bill, contract payments and recording of payments.

Methodology: Discussions and practical sessions on completing the relevant forms.

Duration: One day.

5. PAYROLL PROCEDURE (ACCOUNTING FOR SALARIES AND WAGES)

Objectives: to acquaint participants with the payroll procedure.

Designed for: Accounting and other staff who are involved in wages and salaries preparation and payment.

Contents: The course will cover the manual and computerized payroll procedure and will include authority for payment, preparation and submission of Forms FS01, FRS02, FS03 and FS04, mode of payment, accounting for unclaimed salaries and wages, salary and wages records, salary and wages reconciliation, cessation of salary payments, lost cheques, forged cheques, recoveries from salaries and wages, deductions, etc.

Methodology: Lectures followed by practical exercises

Duration: One day

6. ACCOUNTING FOR REVENUE

Objectives: To acquaint participants on the procedures involved in accounting for revenue and the transactions and license forms required for recording purposes.

Designed for: Accounting and clerical officers and others who are required to perform the duties of a revenue collector.

Contents: The course content includes duties of a revenue collector, the various receipts, license and revenue earning forms, distribution register, lodgments and dishonored & stale cheques and revenue collection chart.

Methodology: Lectures followed by practical exercises on filling the various forms.

Duration: One day

7. DEBT COLLECTION & CREDIT FACILITY POLICY

Objectives: To help participants understand the procedures to follow when dealing with debt collection and the policies in place for credit facilities in the Government.

Designed for: Accounting and Clerical Officers who handle arrears of revenue in the departments.

Contents: Covers sources and classification of revenue, arrears of revenue, control over debt collection, follow up actions on outstanding amounts and approval for credits.

Methodology: Lectures and practical sessions in filling of relevant forms.

Duration: One day

8. COMMITMENT & EXPENDITURE

Objectives: To acquaint participants on how to maintain proper commitment and expenditure ledgers and reconcile them with the GL printouts.

Designed for: Officers in the clerical and accounting grades involved in the maintaining of commitment and expenditure ledgers and preparation of commitment returns.

Contents: The course content includes recording of transactions from source documents into the ledgers, closing and reconciling the ledgers with the GL and preparing commitment returns. The importance of commitment and expenditure returns as management tool for decision-making, accuracy and timeliness of returns reconciliation will be discussed.

Methodology: These will be exposed to the participants through discussions and practical exercises.

Duration: One day

9. ACCOUNTING FOR TRUST FUND

Objectives: to acquaint participants on Trust Fund Accounting and enhance their knowledge and skill in carrying out reconciliation and to standardize the form and presentation of statements that are submitted by the departments to Treasury.

Designed for: Accounting Staff who are involved in maintaining trust fund accounts.

Contents: The course contents include the establishment of Consolidated Trust Fund under Finance Act, classification of Trust Account, authority to operate trust account, accounting systems and procedures relating to trust accounts, reconciliation procedure, preparation of monthly and annual returns.

Methodology: Lectures followed by practical exercises

Duration: One day

10. RECONCILIATION OF ACCOUNTS

Objectives: To train participants on how to carry out the various reconciliation's required under the cash accounting system to enable departments to keep up-to-date with their reconciliation's.

Designed For: Accounting and Clerical Officers involved in reconciling all or any type of account in their normal course of duties.

Contents: Includes reconciling drawings, CCA, IDC, Trust Fund, RFA, TMA, Salaries, Imprest and Bank accounts.

Methodology: Lectures on the theoretical aspects will be followed by comprehensive practical sessions on how to reconcile these accounts.

Duration: Two days

11. OVERVIEW OF ACCRUAL ACCOUNTING

Objectives: To create awareness in participants on the difference between cash and accrual accounting and to understand what is involved in accrual accounting.

Designed for: Accounting and Clerical Officers due to the re-implementation/re-introduction of Financial Management Reforms.

Contents: Definition of accrual accounting, differences between cash and accrual accounting and the reasons for adopting accrual accounting.

Methodology: Lectures and discussion sessions.

Duration: *Half Day*

12. INTERNAL CONTROL

Objectives: This seminar will discuss and create awareness in accounting staff of the internal control measures that should exist to safeguard assets and ensure proper use of public funds.

Designed for: Officers in the grades AC04-AC01 of the accounting cadre.

Contents: Covers characteristics and basic features of internal control, management controls preserving and strengthening internal controls, the systems in place and the evaluation and adequacy of internal controls.

Methodology: Lectures followed by practical exercises

Duration: One day

13. FINANCIAL MANAGEMENT FOR ACCOUNTING PERSONNEL

Objectives: The aim of the course is to prepare Clerical and Senior Clerical Officers involved in accounting for the duties of higher posts.

Designed For: Potential Assistant Accountants

Contents: The course will include Finance Act and financial control, budgeting, monitoring spending, ledgers, reconciliation of underline accounts, bank and drawings account reconciliation's, payroll, accounting for revenue, manufacturing and trading accounts, and general discussion on major accounting topics, improving the decision making capabilities of officers and allocating scarce resources and improving the control of Public Finance.

Methodology: Lectures followed by practical exercises

Duration: Five days