

Basic Financial Management

16-17 Dec & 21-22 Dec 2021

Online – MS Teams / ZOOM /Classroom
9.00am – 5.00pm



***Participants Registration are subject to the Small Medium Enterprises (SME) document requirements and approval by HRDC as the course fees are 100% paid by HRDC SME Skills Scheme Fund**

Scan here for
Registration



***FULLY SUBSIDIZED under SME Skills Scheme**

***Limited for 25 pax eligible SME employees**

Or
Click this link for Online
Registration

<https://forms.office.com/r/mSxc83wqMN>



Overview

In many instances, small companies use outsource services to handle accounts but basic knowledge is essential, especially the day to day management on cash flows and dealing with banks and suppliers. For non-Financially trained Entrepreneurs or Staff handling Finance and Accounts, basic understanding on Accounting transactions and the Profit & Loss Statements and Balance Sheet will be part of the course. The course will also provide guidelines and training on legal compliance covering business techniques, tax, accounts and effective administration.

Target Group

Intermediate to Managerial Level

Objectives

The contents of the course are designed with the objectives that the candidates will attain complete understanding of Financial Management, Internal and External Business environment and the legal requirement for compliance under the Companies Act, Corporate Tax and Audit.

* SME definition according to PSMB Act 2001

Sector	Num. of Employees
Manufacturing	Less than 200 Malaysian employees
Services and Other	Less than 75 Malaysian employees

Course Outline

Part 1 Basic Practical Business Accounting

- The Accounting Equation and Terminology
- The Double Entry System - Assets and Liabilities
- Accounting for Expenses, Revenue and the effect on Profit or Loss
- Accounting transactions – Payment Records, Journals and Ledgers
- Basic Trading and Profit and Loss Accounts and Balance Sheets
- Financial Reports and Directors Responsibilities

Part 2 Accounting Concepts and Standards

- Accounting Concepts
- Statements of Standard Accounting Practice
- Depreciation of Fixed Assets: Nature and Calculations
- Adjustments for Final Accounts: Accruals, Provisions & Prepayments.
- Difference between Capital and Revenue Expenditure
- Significance of Bank Reconciliation Statements
- Existence of Suspense Accounts and rectifications

Part 3 Accounting ratios, returns and valuations

- Introduction to Accounting Ratios – ROI, ROE & ROTA
- Receipts and Payments Accounts and Income and Expenditure Accounts
- What is Goodwill – the Intangible Assets
- Final Accounts of Companies: Format
- Cash Flow Statements: An Introduction
- Basic Financial Analysis and Interpretation of Accounting Statements
- Purchase of Existing Partnership and Businesses - Valuations

Part 4 Financial Forecast, Policies and Governance

- Accounting Policies and Estimates
- Recognition and timing of revenue and expenses
- Non-recurring and Non-Operating items
- The Balance Sheet – the statement on the financial condition of the business
- The Income statement – operating performance of a business
- Cash Flow statement – Information about cash inflows and outflows.
- Financial Integrity – a “true & fair” view



Facilitator profile

Song Liew is the Executive Director of ANC Group Sdn Bhd. He is a tax agent licensed by the Ministry of finance, member of MIA, CTIM, ACCA, ASEAN CPA and an approved HRDF trainer. Song provides tax compliance services and tax advisory for both domestic and cross border transactions. He is a trainer/facilitator for tax workshops organised by Malaysian Institute of Accounts, Malaysian Employer Federation, SQL Accounting Software and in-house training for corporations. He has made his appearance in local newspapers, radio station and has conducted more than one hundred trainings with largest audiences of 2,500. He authored Implementation to SST 2.0 and Employer Obligation and Tax Planning Year 2018. He is currently a member of MIA Young Professionals Committee's Engagement Working Group.

SME Skills Scheme Terms & Conditions

Eligibility

- 1) **SME employers** should meet the official national SME definition and subject to any latest amendment & expansion of the PSMB Act 2001, as per the SME categories below.
- 2) All PSMB registered and non-registered SME employers and their employees (trainees) are eligible to participate in the SME Skills scheme.
- 3) Each employee - **only entitled to attend one (1) approved course** under the SME Skills scheme.
- 4) Each employer - **Maximum number of 5** employees only allowed to participate per course.
- 5) **PSMB registered employers** with **arrears** of levy and **unpaid interests** are **NOT** allowed to apply SME Skills scheme.
- 6) Participants must comply with the minimum requirement of **80% of training hours as per the online attendance report and complete activities and assignments under the course.**
- 7) **No withdrawal allowed**, however **replacement allowed within 5 days** of timing.
- 8) Other documents required by HRD Corp like: **Online Attendance, Output Assessment (evaluation) must submit.**

SME Skills Scheme Terms & Conditions

Upon completion of Online Registration, Please submit documents to chanhow_lim@mef.org.my

1. Participant's IC copy
2. Certificate from SME Corp (Sijil Akuan Status PKS) or any other Certificate/Registrations proving SME status
3. Copy of Company SSM search (page that consist profile of company that states company's nature of business)
4. Confirmation letter from employers / confirming SME Status and nominating employee (full name & IC no.) to participate in this training, on letterhead with authorised signature.

HRD Corp Forms below will be emailed to eligible SME Company upon verification of the above documents.

1. Borang Penyertaan Majikan & Pelatih SME Skills (PSMB/SMESKILLS/1/19)
2. Attendance Form (PSMB/SMESKILLS/3/19)
3. Latest company EPF Contribution Statement (Not Borang A)

*Certificate

Please note the Certificates will be issued upon full settlement of course fees by HRDC and this may be delayed between - 5 months, subject to HRDC approvals.