

THE PUBLIC FINANCE MANAGEMENT ACT

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material (*unless otherwise arranged*)
- Travel and Accommodation for the Facilitator (*if required*)

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

www.astrotech.co.za

training@astrotechtraining.co.za

011 582 3200

★ COURSE OVERVIEW

It is important for officials working in Government to have a good understanding of the legislation governing public finance in order to fulfil their fiduciary duty. Consequently an understanding of the Public Finance Management Act is necessary. A knowledge of the concepts and principles for sound financial management and the accurate reporting thereof are critical. To assist in this regard, AstroTech is offering a training programme covering the following topics:

- An overview of the PFMA
- The Financial framework applicable to public officials
- The major concepts and principles of the PFMA legislation
- Practical guidance on operational compliance with the main requirements of the PFMA
- Practical guidance on operational compliance with the main requirements of the Treasury Regulations
- Implementation of the Public Finance Management Act:
 - Audit committees
 - Internal control
 - Internal audit
 - Annual financial statements
 - Strategic planning and performance management
 - Budgeting and forecasting
 - Investigating misconduct
- Performance management and reporting in terms of the PFMA
- Financial reporting and accountability
- Success factors of good public financial management

...AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Middle Managers in the public sector
- Senior Managers in the public sector
- Government Officials
- Anyone who needs to work with or comply with the PFMA

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included

★ OUTCOMES

After attending this course attendees should be able to:

- Understand the basic concepts and principles necessary for sound financial management in the public sector
- Comply with the requirements of the Public Financial Management Act
- Comply with the Treasury Regulations
- Apply the principles of effective reporting
- Understand how to practically apply the requirements of the PFMA



★ TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.