



Centre for  
Management  
Technology®  
into our 25<sup>th</sup> year

*2-day program on*

# BEST PRACTICES in PRESENTATION of FINANCIAL STATEMENTS and ANNUAL REPORTS

*24 & 25 November 2008*

• JW Marriott Hotel • Kuala Lumpur

## ***FOCUSING ON***

- Presentation of Principle Financial Statements
- Presentation of Notes to the Principle Statement
- Other Statements in the Annual Report
- Relevant Financial Reporting Standards
- Reporting Requirements by the Companies Act

## **INTRODUCTION**

The preparation of financial statements requires compliance with detailed requirements of Financial Reporting Standards and Company Law.

This program explores the requirements of the Financial Reporting Standards as well as the Companies Act to ascertain the best treatment and presentation possible.

The Companies Act requires the minimum disclosure in financial statements on

- Presentation Of Financial Statements FRS 101
- Provisions FRS 137
- Cash Flow Statement FRS 107
- Related Parties Transaction FRS 124
- Financial Instruments FRS 139

It also looks into the Companies Act and Corporate Governance requirements on other information.

The Annual Report also contains the Director's Report, Chairman's Report and other statutory information. We shall explore these requirements and discuss the most effective way these information may be presented.

## **PARTICIPANTS WILL BENEFIT FROM THE FOLLOWING:**

- Being better able to prepare and present primary financial statements more efficiently
- Knowing how to present other reports required by statute more efficiently
- Presenting important components in a favourable manner
- Ensuring compliance with relevant statutes
- Ensuring compliance with relevant FRSs

## *Day 1*

Monday, **24 November 2008**

### 9:00 **THE BALANCE SHEET**

- Assets, their valuation and their disclosure
- Liabilities, their recognition and their disclosure
- Shares
- Reserves, their creation and their disclosure

10:30 Morning Coffee

### 10:45 **THE INCOME STATEMENT**

- Revenue, when they can be recognized and their impact
- Expenses, their impact on actual profits and taxes
- Taxes and financing costs
- Profits and what they mean
- Requirements of **FRS 101**
- **FRS 118** requirement

1:00 Lunch

### 2:00 **STATEMENT OF CHANGES IN EQUITY**

- The presentation and its component
- **FRS 101** requirement

3:30 Afternoon Tea

### 3:45 **THE CASH FLOW STATEMENT**

- Operating activities, what it really means

- Financing activities, their impact on the business
- Investing activities and the future
- **FRS 107** disclosures

5:00 End of Day 1

## Day 2

Tuesday, **25 November 2008**

### 9:00 **OTHER STATEMENTS IN ANNUAL REPORT**

- Director's report
- Chairman's report
- Profile of directors
- Corporate information

10:30 Morning Coffee

### 10:45 **RELATED PARTY TRANSACTION**

- Who is considered related party?
- **FRS 124** disclosure requirements

1:00 Lunch

### 2:00 **PROVISION**

- What are provisions?
- When is it not a provision?
- How are provisions ascertained?
- What are contingencies and how to treat them?
- Requirements of **FRS 137**
- Provisions that fall outside **FRS 137**
- Disclosures for provisions

3:30 Afternoon Tea

### 3:45 **FINANCIAL INSTRUMENTS**

- What are financial instruments
- When are they equity?
- When are they liabilities?
- **FRS 139** and its requirements

5:00 End of Course

### ***THIS PROGRAM WILL OF VALUE TO***

- Finance Directors
- Financial Controllers
- Accountants
- Finance Managers
- Financial Analysts
- Corporate Financial Advisors
- Account Managers
- General Managers
- Administration Managers
- Corporate Planners
- Company Secretaries

### ***METHODOLOGY***

Interactive lectures, explanations, practical exercise, group discussion, Q & A session

Program topics, speakers and schedules published herein are confirmed as at printing time. Please refer to the event's timetable page at [www.cmtevents.com](http://www.cmtevents.com) for the most up-to-date information.

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**Fees:** The full Registration Fee includes cost of all sessions, luncheon, coffee/tea & documentation.

	1 Person	Group fee for 3 or more* (from the same company)
<b>Regular Fee</b>	<b>RM1,795</b>	<b>RM1,595</b> <b>(MIN SAVINGS OF RM600)</b>

\* Terms and conditions apply.

**Cancellations, Refunds & Transfers:** A full refund will be promptly made for all written cancellations 3 weeks before the meeting. Thereafter, cancellations are not refundable. A substitute may be made at any time.

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Photocopy Registration Form to Preserve Brochure Copy. November 2008

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CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded upon successful completion of each course. This serves as evidence of your personal and professional commitment to you career.

**COURSE TIMING**  
 Registration: 8.30 am, Course Begins: 9.00 am,  
 Morning Coffee: 10.30 am, Lunch: 1.00 pm to 2.00 pm,  
 Tea Break: 3:30 pm, Course Ends: 5.00 pm

Register online ~ [www.cmtevents.com](http://www.cmtevents.com)

### PROGRAM LEADER

**MR. T. SEELAN**, C.A. (M), FCCA, specialises in designing and setting up of accounting, internal control and operational systems as well as in performing operational audits. His clients include those in the hospitality, education, manufacturing and service-based industries.

His working experience includes years at several public accounting firms, a leading hotel in Langkawi and an established manufacturing organisation. He was attached to a large tax firm for three years. He also acts as a consultant for a number of groups on financial issues.

Mr. Seelan is also actively involved in the development and implementation of financial and management training programs for various organizations. He has trained accountants and financial advisors in Vietnam, Brunei and Uganda. These programs have produced excellent feedback.

He has trained personnel from numerous companies and the public sector, including, Majlis Bandaraya Shah Alam, Permodalan Nasional Berhad, Institut Jantung Negara, Tradewind Hotel Group, Bintulu Development Authority, Ritz Carlton Hotel, Putrajaya IOI Resort, Majlis Perbadanan Sibu, Lembaga Urusan Tabung Haji, Tenaga Cable Industries, Yeo Hiap Seng, Kobe Precision, Eon Finance, International Islamic University, Petroliaam Nasional Bhd, Progressive Insurance Bhd, Subang Jaya Medical Centre, The MINT Hotel, KLIA Pan Pacific Hotel, Bank Rakyat, Toshiba Electronics, UDA Holdings Bhd, Komag USA, Bank Industri & Teknologi (M) Bhd, PPB Group and TH Plantations to name a few.

He is a Member of the Malaysian Institute of Accountants, Fellow member of the Chartered Association of Certified Accountants and the Institute of Business Administration.