



THE LAW SOCIETY
OF SINGAPORE

MANAGEMENT ESSENTIALS FOR LAWYERS ACCOUNTING & FINANCE

Module 1: Wednesday, 22 November 2006, 9.00am to 12.50pm
Module 2: Wednesday, 22 November 2006, 1.30 to 6.00pm

2nd run!
**Special Discounts for
Delegates from Small
Law Practices!**

About this Series

The "Management Essentials for Lawyers" series aims to *provide cross-disciplinary training for legal professionals* by:

1. Exposing them to the latest management theories, tools and best practices; and
2. Illustrating how these may be applied in real life to the business of law.

About this Workshop

This *highly interactive 101 Workshop* aims to demystify the meaning behind the numbers. Participants will be provided with a *practical nuts and bolts overview* of basic accounting principles and financial statements, learn to perform basic financial statement analysis and grasp the relevance of various financial ratios.

This Workshop is divided into 2 Modules. Module 1 provides the foundations upon which Module 2 is based. You may choose to attend:

- *Module 1 only; OR*
- *Module 2 only; OR*
- *Modules 1 & 2.*

LIMITED TO 30 PARTICIPANTS ONLY!

Who Should Attend

All lawyers, in-house counsel and legal professionals who wish to develop a firm grounding in or refresh their understanding of basic accounting & finance concepts.

Workshop Programme Outline

9.00–9.15am	Registration & Welcome Refreshments
9.15–10.30am	Module 1, Part 1
10.30–10.50am	Morning Break
10.50–12.50pm	Module 1, Part 2
12.50–2.00pm	Lunch (only provided for those who register for Modules 1 & 2)
1.30–2.00pm	Registration & Welcome Refreshments (those attending Module 2 only)
2.00–3.45pm	Module 2, Part 1
3.45–4.00pm	Afternoon Break
4.00–6.00pm	Module 2, Part 2

Module 1 covers:

Basic accounting principles/concepts

- Basic accounting principles/concepts
- Fair presentation and compliance with accounting standards
- Accounting policies

The Law Society's vMCPD Scheme

Programme Category: Business & Management

Training Level: Introductory

- Going concern
- Accrual basis of accounting
- Consistency of presentation
- Materiality and aggregation
- Offsetting
- Comparative information
- Fair value

Understanding and interpreting financial statements

- Understanding and interpreting financial statements
- Users and their information needs
- Objective of financial statements
- Underlying assumptions
- Qualitative characteristics of financial statements
- Elements of financial statements
- Recognition of the elements of financial statements
- Measurement of the elements of financial statements

Module 2:

Advanced accounting principles/concepts and Using financial statements

- Ratio analysis
- Liquidity ratios
- Asset utilisation ratios
- Activity ratios
- Turnover ratios
- Profitability ratios
- Leverage ratios
- Shortcomings of ratio analysis
- Manipulation of earnings
- Effects of capitalising or expensing on income
- Substance over form

Learning Objectives

This Workshop will enable you to:

- Not look totally clueless when accounting & finance terms are bandied about
- Understand the main components of financial statements & their inter-relationships
- Interpret financial statements
- Use key accounting concepts and financial ratios for planning & decision-making

About the Speaker

Peter Jacob - Partner, RSM Chio Lim

Peter Jacob has more than 20 years experience, including 8 years with Horwath & Horwath in Melbourne and 2 years with Peat Marwick in Singapore. At RSM Chio Lim (a member firm of RSM International), he specialises in audit, litigation support, forensic accounting and special assignments.

Practice Area: N/A

CPD Hours: Module 1 – 3 hrs 15 mins

Module 2 – 3hrs 45 minutes

Total: 7 hours



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REGISTRATION FORM

Venue:
The Law Society of Singapore
Conference Room, Level 2
Singapore 058673

(Registrations will begin at 9.00am for Module 1 & 1.45pm for Module 2)

Name (Dr/Mr/Mrs/Miss/Mdm): _____

Name and Address of Law Firm/Law Corporation/Organisation: _____

Date of Admission: _____ Number of years in Practice: _____

AAS No: _____ NRIC/Passport No: _____
(Law Society Members) (Law Society Associate Members & Non Law Society Members)

Position in Law Firm/Law Corporation/Organisation: _____

Tel number: _____ Fax number: _____ Email: _____

(A valid email address is required for confirmation of registration.)

Mode of payment:

GIRO DDA ☐

Cheque ☐

Credit Card ☐

(Only for law practices with GIRO accounts with the Law Society)

Credit card: Mastercard/Visa No. _____ **Card Expiry Date:** _____ (MM/YY)

Cardholder's Name: _____ **Signature:** _____

Kindly note that an administration charge of 3% is applicable for payments made via credit card.

Law Society Member ☐ **Employee of Singapore law practice** ☐ **SCCA Member** ☐ **Non-member** ☐

Please circle as appropriate. All prices are inclusive of 5% GST.

LAW SOCIETY & SCCA MEMBERS, EMPLOYEES OF LOCAL LAW PRACTICES	SMALL FIRM DISCOUNTS (for attendees from law practices with up to 5 lawyers)	NON-MEMBER RATES
Module 1 only (\$105.00)	Module 1 only (\$94.50)	Module 1 only (\$147.00)
Module 2 only (\$105.00)	Module 2 only (\$94.50)	Module 2 only (\$147.00)
Modules 1 & 2 (\$189.00)	Modules 1 & 2 (\$170.10)	Modules 1 & 2 (\$264.60)

Cheque payments should be made payable to **"The Law Society of Singapore"** & arrive at our office with the completed registration form on or before the closing date, **Wednesday, 15 November 2006**:

The Training & CPD Department
The Law Society of Singapore
39 South Bridge Road (S) 058673

For further enquiries, please contact
The Training & CPD Department at
Tel: (65) 6557 2747 Fax: (65) 6557 2751
E-mail: cpd@lawsoc.org.sg
CPD Portal: www.lawsociety.org.sg/CPD
Website: www.lawsociety.org.sg

REGISTRATION, REFUND & CANCELLATION POLICY

1. Registrations will be confirmed upon receipt of full payment accompanied by a duly completed registration form.
2. The Organisers reserve the right to refuse to register or admit any participant, and to cancel or postpone the course.
3. Equivalent substitute delegates are welcomed, subject to the Organisers being notified at least 2 working days before the course of the details of the substitute delegate
4. The Organisers reserve the right to impose a cancellation fee in the event any registrant wishes to withdraw from the course after the registration closing date.
5. The Organisers will not entertain any request for a refund of fees made within 24 hours before course commencement. However a confirmed registrant who has paid in full the course fees but does not turn up for the course will be entitled to collect a set of the materials provided.