



MSA Consultants Pte Ltd

Topic
**BUSINESS RECORD KEEPING
AND
INTRODUCTION TO FINANCIAL STATEMENTS**

Course Synopsis

It is imperative for a company/firm to adhere to a proper accounting system from the outset as improper recording and record-keeping will not produce reliable and efficient financial statement preparation. In addition, according to a study of small businesses carried out in New Zealand by Messrs Robert Hamilton and John English, **the frequency and quality of accounting records play an important role in the survival of businesses.**

This 4hr-course is designed as an emphasis to budding entrepreneurs and start-ups on the importance and long-term benefits of having proper records in place as well as good & timely record-keeping. Salient points such as filing systems, business transactions classification and basic internal controls will be highlighted to the participants. An overview of the accounting system as well as appreciation of basic understanding of financial statements will certainly facilitate the participants' better understanding of the entire course. A Q&A session will be carried out at the end of the course.

Course Objective

With the objective of achieving a long-term success, it is therefore critical to equip the management/staff of a company/firm with the relevant knowledge of having proper records in place and good record-keeping. This is because that not only reliable financial statements could be produced, it could also lead to an effective decision-making. Hence, managing the company's/firm's resources would then be more efficient culminating in healthy profits and financial position. In addition, reliable financial statements from the aforesaid records will also be required to file the company tax return.

Course Keypoints

1. Business Documentation
2. Filing System
3. Classification of Business Transactions
4. Specimens of Business Documents
5. Overview of Accounting System
6. Basic Internal Controls
7. Introduction to Financial Statements
8. Q&A on practical problems faced by participants

Course Registration Contract:

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About the Trainer

Mubarak Salim Abdat is a Practising Fellow Certified Public Accountant of Singapore and formerly a Certified Practising Accountant of Australia. He is the Sole-Practitioner of Mubarak Salim & Co, a Public Accounting firm and also the Principal Consultant of MSA Consultants Pte Ltd. He has over 20 years experience in auditing, accounting, taxation, liquidation, corporate secretarial and consulting for SMEs. He is also a director of two other private limited companies dealing with retailing of lady fashion apparels. Mubarak is/was an active member of various non-profit organizations where he has served as a Treasurer / Committee Member. He played a significant role in their cash flow/financial management in addition to the accounting function. He obtained his degree in Accountancy in Australia and Master of Business Administration from UK.

Course Methodology

Short but compact lectures based on actual experiences with some practical exercises.

Other Course Details

Date : (Client's preference)
Venue : The MSA Group's Office
8A Jalan Pisang
Singapore 199075
Time/Duration : (Morning/Afternoon)/4hrs
Fee : S\$350 (for 2pax)
Trainer : Mr Mubarak Salim Abdat
(MBA, FCPA)

(Training materials and light refreshment will be provided)

What our past participant says:

Business people are often busy that at times not giving much attention to record-keeping. This course had made me realise that proper documentations and good & timely record-keeping facilitate accurate bookkeeping process and thus, producing reliable financial statements that are important for business decision-making.

Hakim Bin Noor Mohamed
Director, Rais Maritime Pte Ltd

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