



REFRESHER COURSE FOR ACCOUNTANTS

Under the aegis of Management Development Programmes (MDP)

OBJECTIVE :

In the present business scenario, Accountants are involved in a wide range of commercial activities covering functions relating to Accounting, Finance, Costing, Tax laws and Labor laws. The objective of the Course is to acquaint the participants about the basics of these essential functions which are prevailing in any organization. This is a **Fast Forward Refresher Course** for those who are interested to learn the practical exposure to basic accounting & finance practices and to learn the most important and fundamental tax laws, in order to perform their accounting and finance works more effectively and competently.

FOR WHOM:

Accountants, Accounts Executives & Accounts Assistants working in a manufacturing, service or trading organization.

VENUE:

Sessions of the Course will be conducted at the Management Training Centre at Bangalore Branch of SIRC of The Institute of Chartered Accountants of India, 'ICAI BHAWAN', 16/O, Millers Tank Bed Area, Vasanthnagar, Bangalore – 560052. Telephone: 080-30563500/511/512/513.

FEES:

Rs. 5000/- per participant

NOTE:

- Fees will not be refunded under any circumstances
- Organization sponsoring a minimum of 5 participants will be allowed to nominate one extra participant without any additional payment

BATCH SIZE:

50 participants

APPLICATION PROCESS:

The accompanying Application Form must be filled in by the applicant in full. The nomination form must be filled by an authorized person from sponsoring organization and must carry the seal of the organization. Last date for receipt of completed applications along with course fee is **Tuesday, 12th June 2012.**

Cheque/DD should be drawn in favour of “Bangalore Branch of SIRC of ICAI” – payable at Bangalore.

Right of Admission reserved.

FACULTY:

The Faculty Members consist of Professionals who are experts in their respective subjects. Their blend of theoretical knowledge and practical experience will enable the participants to clearly understand the subject and apply the knowledge in their working environment effectively.

DURATION:

The course will consist of 5 days of 6 hours each divided into 4 sessions a day.

The first batch of the course will be conducted on the following dates:

1. 14th 15th & 16th June 2012 and

2. 22nd & 23rd June 2012

(i.e., Thursday, Friday and Saturday in the first week and Friday and Saturday in the second week)

The daily timings will be as follows:

Timings	Sessions
10:00am to 11:30am	Session 1
<i>11:30am to 11:45am</i>	<i>Tea Break</i>
11:45am to 01:15pm	Session 2
<i>01:15pm to 02:00pm</i>	<i>Lunch Break</i>
02:00pm to 03:30pm	Session 3
<i>03:30pm to 03:45pm</i>	<i>Tea Break</i>
03:45pm to 05:15pm	Session 4

COURSE CONTENTS & STRUCTURE

SECTION A: ACCOUNTING

Part – I - Theoretical

1. Importance of Accounting

2. Theoretical Framework

- (i) Meaning and Scope of accounting
- (ii) Accounting Concepts, Principles and Conventions
- (iii) Accounting Standards – concepts, objectives, benefits

Important Accounting Standards dealt

AS-1	Disclosure of Accounting Policy
AS-2	Valuation of Inventories
AS-6/28	Depreciation/Impairment of Assets
AS-9	Revenue Recognition
AS-10/26	Fixed Assets/Intangible Assets
AS-11	Effects of changes in Foreign Exchange Rates
AS-15	Employee Benefits
AS-16	Borrowing Costs
AS-29	Provisions, Contingent Liabilities / Assets

3. Accounting Process

Books of Accounts leading to the preparation of Trial Balance, Capital and Revenue expenditures, Capital and Revenue receipts, Fundamental errors including rectifications thereof.

Part – II - Practical

● Important Aspects in preparation of Final Accounts for

- Sole Proprietors & Partnership Accounts.
- Company Accounts with special reference to **Sch. VI Revised** & Case studies in Accounting standards.
- Accounting in ERP & Computerized Environment and assistance in preparation of MIS reporting.
- Facing the Audit.
- Importance of Filing & Documentation.
- Bank Reconciliation Statement
- Payroll Preparation.

SECTION B: LABOR LAWS & BUSINESS LAWS

Compliance aspects in

1. Minimum Wages Act, 1948
2. Payment of Bonus Act, 1965
3. Payment of Gratuity Act, 1972
4. Employees' Provident Funds and Miscellaneous Provisions Act, 1952
5. Employees' State Insurance Act, 1948
6. Factories Act, 1948
7. Professional Tax Act, 1975
8. The Companies Act, 1956
9. Shops and Establishments Act, 1954

SECTION C: INCOME TAX & WEALTH TAX

1. Important aspects of Income-tax Act, 1961

- a. Rates of taxes applicable for Individual, Firm and Company
- b. Concepts of previous year and assessment year
- c. Incomes which do not form part of total income
- d. Heads of income and the provisions governing computation of income under different heads
- e. Deductions from gross total income
- f. Computation of total income and tax payable
- g. Provisions concerning advance tax
- h. **Provisions concerning Tax deducted at source including e-filing of ETDS Return**
- i. **Common mistakes in e-filing of TDS returns**
- j. Provisions for filing of return of income.
- k. Provisions concerning **Wealth Tax**.

2. Important due dates and compliance matters

3. Assistance in Assessment proceedings.

SECTION D: CENTRAL EXCISE, SERVICE TAX AND VAT

Central Excise Duty

1. Important Provisions under Central Excise laws.
2. Latest Circulars and Notifications.
3. Important due dates and compliance matters.

Service Tax

4. Service tax – concepts and general principles.
 - Definition of Services and Declared Services.
 - Negative List.
 - Exempted List.
 - Works Contract

5. Charge of service tax & taxable services and various abatement available
6. Valuation of taxable services & Point of Taxation Rules.
7. Reverse Charge Mechanism with specific reference to GTA and Import of Services.
8. Payment of service tax and filing of returns
9. Important due dates and compliance matters
10. Input tax credit under CENVAT

VALUE ADDED TAX

11. VAT – concepts and general principles including Works Contract
12. Calculation of VAT Liability including input Tax Credits
13. Small Dealers and Composition Scheme
14. e-filing procedures
15. e-Sugam
16. Issue of C, E & F Forms – when, why and how?
17. Entry Tax
18. Important due dates and compliance matters

SECTION E: COST ACCOUNTING:

1. Introduction to Cost Accounting
2. Cost Ascertainment – Different kinds of cost and cost methods
3. Costing for Decision making
4. **Budgeting including Cash Budget and Variance Analysis**
5. Controlling Costs
6. **How to prepare an Estimate / Quotation.**

SECTION F: BANKING

1. Commercial Banking Terminologies
2. Working Capital & Term loans
3. Aspects to be considered while filling Bank Guarantee and Letter of Credit application form.
4. Fund Transfer under Electronic Mode – Precaution to be taken.
5. Negotiable Instrument Act
6. Points to be considered while preparing Stock Statements.

HOURS ALLOTTED

SL. No.	Particulars	Hours
A.	Accounting	12.0
B.	Labor Laws & Business Laws	3.0
C.	Income Tax & Wealth Tax	6.0
D.	Excise Duty, Service Tax & VAT	6.0
E.	Cost Accounting	1.5
F.	Banking	1.5
	Total	30.0

For further details, please contact: **Bangalore Branch of SIRC of The Institute of Chartered Accountants of India**, "ICAI BHAWAN", No. 16/O, Millers Tank Bed Area Bangalore - 560052 Phone: + 91 080 30563500 / 511 / 512 / 513

Email: Bangalore@icai.org / blrprogrammes@icai.org

Website: www.bangaloreicai.org

CA. Nithin Mahadevappa
Chairman

CA. K. Gururaj Acharya
Course Co-ordinator

CA. Prasad S. R.
Secretary



REFRESHER COURSE FOR ACCOUNTANTS

Under the aegis of Management Development Programmes (MDP)

APPLICATION FORM

Date: _____

Name: _____

Designation: _____

Name & Address of organization where serving at present:

Affix Passport
size photograph

Tel.No.: _____

Permanent Address:

Tel.No.: _____ Mob.No.: _____

Email ID: _____

Self Sponsored / Nomination:

We hereby nominate Mr./Ms. _____

for the **REFRESHER COURSE FOR ACCOUNTANTS**.

Name of the Sponsoring Authority: _____

Company Seal: _____

Signature of the Authority: _____

Payment Details:

We are enclosing herewith a Cheque / DD drawn on "Bangalore Branch of SIRC of ICAI" payable at Bangalore for Rs. _____.

Cheque/DD No: _____ Date: _____ Bank & Branch Name: _____

FEES ONCE PAID, WILL NOT BE REFUNDED.

Bangalore Branch of SIRC of ICAI

ICAI Bhavan, 16/O, Millers Tank Bed Area,
Vasanthnagar, Bangalore 560052

Tel: 080- 30563500 / 511 / 512 / 513

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