

15 May 2019

**To: Chief Financial Officers**

**Required: Compilers of AFS**  
**Consultants appointed by Municipality to prepare AFS**

Dear Sir/Madam,

**Invitation: 2018/19 Year End Closure/AFS Workshop**

Munsoft hereby cordially invites you to attend the Year End Closure/Annual Financial Statements (AFS) Workshop for 2018/2019 financial period to be held by Munsoft.

**Workshop Objectives**

The workshop seeks to achieve the following:

- Review of the 2017/18 financial period and outcomes.
- Verification of the 2018/19 opening balances from 6.1 to 6.2 NT chart.
- Guidance on the use Period 13, 14 & 15 and other existing system features.
- Presentation of roll over procedures 2019/20 financial period.
- Assist municipalities to ensure that payroll is successfully integrated for the 2018/19 financial period.
- Explain the VAT process flow on the system.

**Who should attend the workshop**

- The compilers/preparers of the Annual Financial statements.
- Consultants appointed by the municipality to prepare AFS.
- Key municipal official(s) involved in the Year End Closure.

**Workshop Details**

The same workshop will be conducted over a period of 2 weeks to ensure all our clients will be able to attend. The following topics will be covered on the specific days:

Day	Topic
Monday	Review of 2017/18 financial period & outcomes
	Period 13, 14, 15 & other system features
	Roll over procedures 2019/20 financial period
Tuesday	Verification of opening balances 6.1 to 6.2
	Payroll integration
Wednesday	VAT Process Flow

**MUNSOFT**

municipal financial software

Building 17, Cycad House  
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Corner 14<sup>th</sup> Avenue and Hendrik  
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Weltevredenpark  
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Workshop Dates

- Monday, 3 June 2019 to Wednesday, 5 June 2019
- Monday, 10 June 2019 to Wednesday, 12 June 2019

Delegate Cost

R500.00 per delegate per day excluding VAT.

The following costs are excluded and for the municipalities own account:

- Transportation to and from the workshop
- Accommodation
- Meals (except meals served during workshop)

RSVP

The workshop is limited to a maximum of 3 delegates per municipality. Limited seats (capacity of 60 per week) are available and will be reserved on a first come first serve basis.

Please confirm attendance of delegates by sending an email to [sales@munsoft.co.za](mailto:sales@munsoft.co.za) with the following information:

- Delegate's full name
- Delegate's email address
- Delegate's mobile phone number
- Delegate's dietary requirements

Your response is highly anticipated on or before Friday, 24 May 2019.

Venue

Munsoft, Training Room  
Building 17, Cycad House  
Constantia Office Park  
Corner of 14th Avenue and Hendrik Potgieter Street  
Weltevredenpark  
Roodepoort  
Gauteng  
1709

Please contact Ms. Omphile Sehunelo for further enquiries.

Yours sincerely,

**Omphile Sehunelo**  
**FMS Support Manager**  
**082 547 6614**