

15 May 2019

**To: Chief Financial Officers  
Municipalities of KwaZulu-Natal**

**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 in Durban.

**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**

This workshop will be conducted for the KwaZulu-Natal municipalities over a period of 3 days to ensure all our KwaZulu-Natal 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

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Workshop Date

- Tuesday, 18 June 2019 to Thursday, 20 June 2019

Delegate Cost

R2,500.00 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 5 delegates per municipality.

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

Durban, details to be confirmed.

Please contact Ms. Omphile Sehunelo for further enquiries.

Yours sincerely,

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