

MUNSOFT

Events

YEAR END CLOSURE & AFS WORKSHOP

2021

Dear Sir/Madam,

Official Invitation: Virtual 2020/21 Year End Closure/AFS Workshop

To: Chief Financial Officers

Required: Compilers of AFS

Key Munsoft users/operators

Consultants appointed by Municipality to prepare AFS

Munsoft hereby cordially invites you to attend the Year End Closure/Annual Financial Statements (AFS) Workshop for 2020/21 financial period to be hosted **virtually** by Munsoft.

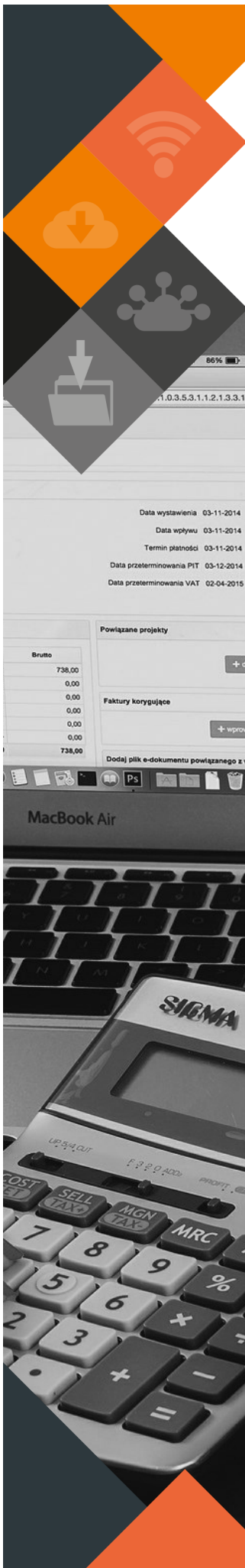
Workshop Objectives

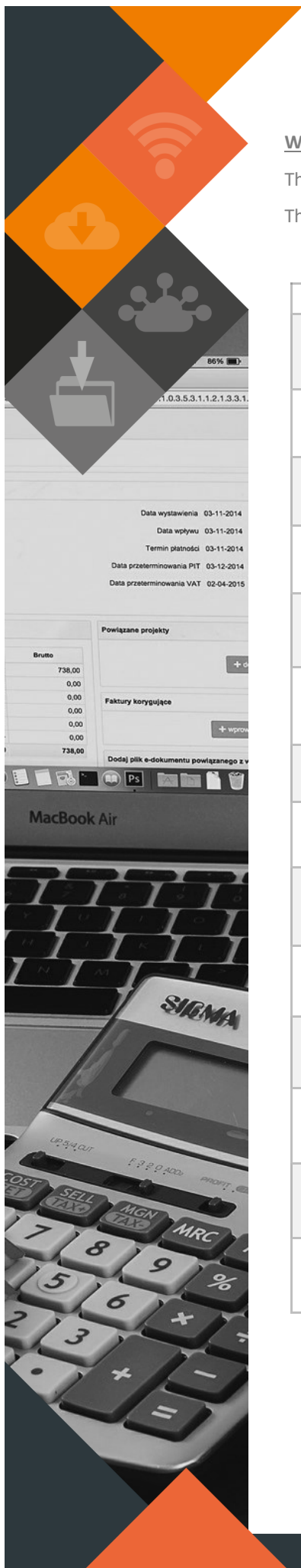
The workshop seeks to achieve the following:

- Overview of the various modules within the Munsoft system.
- Review the performance of the FMS for the 2019/20 financial period per module.
- Demonstration of the journal import, and common mistakes made by end user.
- Explain the flow of opening balances and the relevant reports.
- Demonstrate how to identify each module's Control Account segments.
- Highlight key features/enhancements to be released.

Who should attend the workshop?

- The compilers/preparers of the Annual Financial statements
- Consultants appointed by the municipality to prepare AFS
- Key municipal officials involved in the Year End Closure
- Key municipal officials responsible for the relevant modules in the Munsoft system



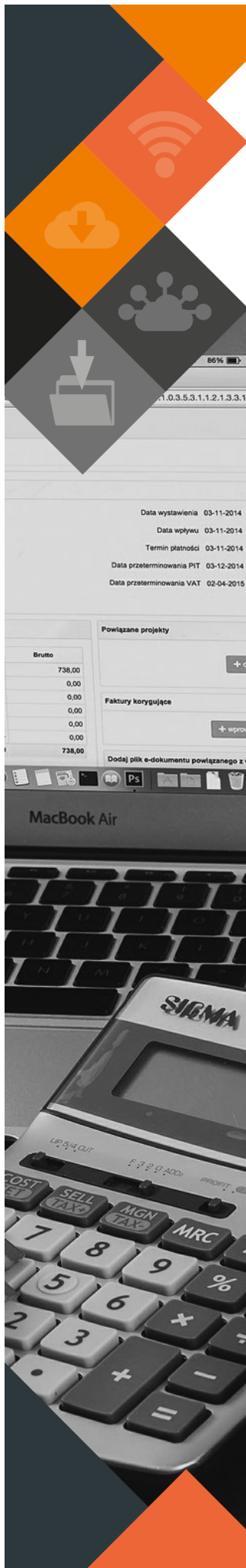


Workshop Details

The workshop will be conducted virtually as outlined below.

The programme has been included with the topics to be covered.

TIME	TOPIC	FACILITATOR
9:00	Introduction	Munsoft/ Municipalities
9:15	Purpose of the engagement	Munsoft
9:30	Munsoft Support Process	Munsoft
10:00	General Ledger Module	Munsoft
10:30	Questions and Answers	Municipalities/ Munsoft
11:45	Creditors/Bank recon/Cashbook/ Investments/Loans	Munsoft
12:00	LUNCH	
13:00	Questions and Answers	Delegates/Munsoft
14:00	Consumer debtors/sundry/deposits & Cashiers	Munsoft
14:15	Questions and answers	Delegates/Munsoft
15:00	Stores	Munsoft
15:15	Questions and Answers	Delegates/Munsoft
15:45	Future of the product (Enhancements)	Municipalities/ Munsoft
16:15	Closure	Munsoft



Workshop Schedule

Workshop Week 1 – EC/NW/NC Municipalities

Date	District	Municipalities
Tuesday, 04 May 2021	Alfred Nzo	Alfred Nzo DM Matatiele LM Mbizana LM Umzivumbu
Wednesday, 05 May 2021	Joe Gqabi Sarah Baartman	Elundini LM Ingquza Hill LM Makana LM Ndlambe LM
Thursday, 06 May 2021	John Taolo Dr Ruth Ngaka Modiri	Ga-Segonyana LM Greater Taung LM Mamusa LM Mafikeng LM

Workshop Week 2 – MP/FS Municipalities

Date	District	Municipalities
Tuesday, 11 May 2021	Gert Sibande	Dipaleseng LM Gert Sibande DM Govan Mbeki LM Lekwa LM Mkhondo LM Dr Pixley Ka Isaka Seme LM
Wednesday, 12 May 2021	Nkangala Ehlanzeni	Dr JS Moroka LM Emakhazeni LM Nkangala DM Steve Tshwete LM Thembisile Hani LM Victor Kanye LM Thaba Chweu LM
Thursday, 13 May 2021	Xhariep Thabo Mofutsanyana Lejweleputswa	Mohokare LM Nketoana LM Setsoto LM Tswelopele LM

Workshop Schedule - Continued

Workshop Week 3 – LIM Municipalities

Date	District	Municipalities
Tuesday, 18 May 2021	Waterberg	Bela-Bela LM Modimolle LM Thabazimbi LM Waterberg DM
Wednesday, 19 May 2021	Vhembe	Collins Chabane LM Makhado LM Musina LM Thulamela LM Vhembe DM
Thursday, 20 May 2021	Sekhukhune Mopani	Elias Motsoaledi LM Ephraim Mogale LM Maruleng LM Mopani DM

Workshop Week 4 – KZN Municipalities

Date	District	Municipalities
Tuesday, 25 May 2021	iLembe uMgungundlovu	iLembe DM iLembe Enterprise KwaDukuza LM Richmond LM
Wednesday, 26 May 2021	Harry Gwala Ugu Zululand	Greater Kokstad LM uMzikhulu LM Ray Nkonyeni LM Umuziwabantu LM Abaqulusi LM
Thursday, 27 May 2021	uThukela Umzinyathi Amajuba	Alfred Duma LM Inkosi Langalibalele LM uThukela DM Endumeni LM Msinga LM Dannhauser LM

Workshop Schedule - Continued

Workshop Week 5 – WC/GP Municipalities & Polokwane Municipality

Date	District	Municipalities
Tuesday, 01 June 2021	West Rand	West Rand DM
		Rand West City LM
	Capricorn	Polokwane LM
	West Coast	Saldanha LM

Delegate Cost

R1 500.00 per delegate per day, excluding VAT.

RSVP

Please confirm attendance of delegates by sending an email to training@munsoft.co.za with the following information:

Delegate's full name

Delegate's email address

Delegate's mobile phone number

Your response is highly anticipated on or before Friday, 30 April 2021.

Venue

Virtual platform on Zoom.

The invite link will be sent to the submitted e-mail address 1-2 days before the event.

Please note that special arrangements will be made with clients who have joined Munsoft during the current financial year.

Yours sincerely,

Munsoft

