



Aged & Community Services
SA & NT Inc

246 Glen Osmond Road Fullarton
Tel: (08) 8338 7111 Fax: (08) 8338 7077
www.agedcommunity.asn.au

BUDGETING FOR NON-ACCOUNTANTS ACS MEMBERS-ONLY SESSION

Date: Monday 7 September 2009

Time: 9.30 am—11.30 am

Venue: ACS Training Room, 246 Glen Osmond Rd, Fullarton

(Please note parking is available in side street.)

Presented by:

Simon Abraham, Director, BDO Kendalls



BDO Kendalls

Designed for:

Anyone with little or no financial background who has to prepare or manage a budget. This course is appropriate for both community and residential care managers, coordinators or team leaders who manage budgets, particularly people who have just moved into a role which includes managing budgets.

Learn:

- ◆ How to read a budget that has been set by someone else
- ◆ How to set a budget
- ◆ Criteria to consider in a budget, allocation of line items
- ◆ Jargon and terminology
- ◆ Reporting variances

PLEASE REGISTER EARLY:

To ensure that the content of this session meets the needs of the people attending, everyone who has registered two weeks prior to the event will receive a survey to seek their input on what particular areas they would like covered.



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BUDGETING FOR NON-ACCOUNTANTS MEMBERS-ONLY REGISTRATION FORM

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Time: 9.30 am—11.30 am

Venue: ACS Training Room, 246 Glen Osmond Rd, Fullarton

Please complete the details below and FAX to (08) 8338 7077.

Registration fee (inc. GST)

ACS Members ONLY

\$ 27.50

Name: _____

Position: _____

Name of employer/facility: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Special requirements (access, dietary requirements): _____

Terms & Conditions

Bookings: Must be made prior to the workshop on the registration form provided and FAXED back to ACS SA&NT 8338 7077. (Please note no telephone bookings will be accepted.)

Payment: An invoice will be issued upon receipt of registration and payment can be made by: **Cheque** – cheques should be made payable to ACS SA&NT and mailed to 246 Glen Osmond Road, Fullarton SA 5063 **Direct Credit** – payment can be deposited into ACS SA&NT bank account ANZ Bank Hutt Street BSB 015 056 Account 1001 04624. The relevant Invoice Number must be quoted to enable identification.

Registration transfer or cancellation: Cancellation of registration can be made up to five working days before an event. Cancellations made less than five working days before an event will be charged a 50% cancellation fee. A Credit Note will be issued if the account has been paid. Full payment is due for 'no shows' except in exceptional circumstances. Transfer of a registration is permitted to a colleague within the same organization, or another organisation that is an ACS SA&NT member. Notice must be received by ACS in writing (email, fax, mail) at least five working days before the event. A 10% administration fee will be charged if the request for transfer is received 5 or less days before an event.

Course cancellations: ACS SA&NT reserves the right to cancel events if sufficient numbers are not achieved. In the case of a cancellation by ACS SA&NT all registration fees will be refunded in full.

Please note this registration is not an invoice.

ACS SA&NT will forward a confirmation and invoice for payment upon receipt of this registration.