

LEGAL ACCOUNTING WORKSHOP (4th run)

Module 1: Friday, 16 June 2006 – 9.00am to 1.00pm

Module 2: Friday, 16 June 2006 – 2.00pm to 6.00pm

Who Should Attend

All lawyers and legal support staff who wish to develop a firm grounding in the financial management of law practices.

About this Workshop

The 4th run of this popular and highly interactive Workshop aims to provide lawyers and their legal support staff with a practical nuts and bolts overview of basic accounting principles and financial management concepts, specifically applied to the context of a law practice. This Workshop is divided into 2 Modules. Module 1 provides the foundation upon which Module 2 is based. Choose to attend

Module 1 only; Module 2 only; OR Modules 1 & 2.

Module 1

- What is Accounting?
- Accounting Equation
- Concept of Double Entry
- Concepts of Cash Books and Cash flow
- Importance of Client Account Bank Reconciliations

Module 2

- Understanding Financial Statements of a law practice
- Accrual Basis vs Cash Basis Accounting
- Office Accounts and Rules that govern Clients Accounts of a law practice
- Case Study

Learning Objectives

This Workshop will enable you to:

- Gain a sound grasp of basic accounting concepts
- Understand and comply with the Solicitors Accounts Rules
- Apply knowledge acquired towards prudent financial management of your law practice

Workshop Programme

Module 1

8.45-9.00am
9.00-10.30am
10.30-10.45am
10.45am-12.45pm
12.45-1.00pm
1.00-2.00pm

Registration & Refreshments
Module 1 – Part 1
Morning Break
Module 1 – Part 2
Question & Answer
Lunch provided only for those registered for both Modules

Module 2

1.45-2.00pm

2.00-4.00pm
4.00-4.15pm
4.15-5.45pm
5.45-6.00pm

Registration (those signing up for Module 2 only)
Module 2 – Part 1
Afternoon Tea Break
Module 2 – Part 2
Question & Answer

About the Speaker

Mr Robin Chia - Managing Partner, Robin Chia & Tan

Mr Robin Chia is a fellow member of The Association of Chartered Certified Accountants (FCCA) and has a MBA with University of Leicester. He is also the past Organising Chairman for the 1996, 1997 and 1998 ACCA Convocation jointly organised in Singapore by the ACCA and ICPAS and is currently also a Committee Member for the ACCA and China Committee. Since 1997, he has been a part-time lecturer with the Singapore Accountancy Academy, the training arm of Institute of Certified Public Accountants of Singapore (ICPAS). He is presently a partner with a local public accounting firm which provides auditing, accounting, taxation and business consultancy services. Robin is also a director of two other companies that provides secretarial and IT services and is also the Head of Audit (Volunteer Division) in one of the government organization.

<p>Venue: The Law Society of Singapore Conference Room 39 South Bridge Road Singapore 058673</p> <p>(Registrations will begin at 8.45am for Module 1. Registrations will begin at 1.45pm for Module 2)</p>	<p>Fee: Members of Law Society & SCCA and employees of Singapore law practices S\$ 84.00 (Module 1 OR 2 only) S\$157.50 (Modules 1 & 2) Others S\$105.00 (Module 1 OR 2 only) S\$189.00 (Modules 1 & 2) (includes 5% GST, materials & refreshments)</p>
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REGISTRATION FORM

Name (Dr/Mr/Mrs/Miss/Mdm): _____

Name and Address of Law Firm/Law Corporation/Organisation: _____

Date of Admission: _____ Number of years in Practice: _____

AAS No: _____ NRIC/Passport No: _____
(Law Society Members) (Law Society Associate Members & Non Law Society Members)

Position in Law Firm/Law Corporation/Organisation: _____

Tel number: _____ Fax number: _____ Email: _____

(A valid email address is required for confirmation of registration.)

Mode of payment:

GIRO DDA ☐

(Only for law practices with GIRO accounts with the Law Society)

Cheque ☐

Law Society Member ☐

Employee of Singapore law practice ☐

SCCA Member ☐

Other ☐

Members & Employees of Singapore Law Practices	Please select as appropriate:
Module 1 only (S\$84.00)	
Module 2 only (S\$84.00)	
Modules 1 & 2 (S\$157.50)	

Others	Please select as appropriate:
Module 1 only (S\$105.00)	
Module 2 only (S\$105.00)	
Modules 1 & 2 (S\$189.00)	

Cheque payments should be made payable to "The Law Society of Singapore" & arrive at our office with the completed registration form on or before the closing date, **Friday, 9 June 2006**:

The Training & CPD Department
The Law Society of Singapore
39 South Bridge Road (S) 058673

For further enquiries, please contact The Training & CPD Department at
Tel: (65) 6557 2747 Fax: (65) 6557 2751
E-mail: cpd@lawsoc.org.sg
CPD Portal: www.lawsociety.org.sg/CPD
Website: www.lawsociety.org.sg

REGISTRATION, REFUND & CANCELLATION POLICY

- Registrations will be confirmed upon receipt of full payment accompanied by a duly completed registration form.
- The Organisers reserve the right to refuse to register or admit any participant, and to cancel or postpone the course.
- Substitute delegates are welcomed, subject to the Organisers being notified at least 2 working days before the course of the details of the substitute delegate.
- The Organisers reserve the right to impose a cancellation fee in the event any registrant wishes to withdraw from the course after the registration closing date.
- The Organisers will not entertain any request for a refund of fees made later than 24 hours before course commencement. However a confirmed registrant who has paid in full the course fees but does not turn up for the course will be entitled to collect a set of the materials provided.