

The LSSA is accredited by SASSETA as a training provider
Legal Education & Development (L.E.A.D)

MANAGE YOUR RISK!!!

1. INTERNAL CONTROLS

2. FRAUD RISKS

2009

VENUES & DATES

Bloemfontein	05 May 2009
Port Elizabeth	19 May 2009
East London	21 May 2009
Durban	24 June 2009
Cape Town	30 June 2009
Gauteng	03 July 2009

TIME

09:00 – 16:00

PRESENTERS

Mr Vincent Faris CA (SA) – Chairperson of the Accountant members of the SAICA Joint Attorneys and Accountants Committee. Presents seminars for the LSSA (L.E.A.D), SAICA as well as for the national and provincial bodies of the organised legal profession.

PURPOSE

The object of the seminar is to examine the internal administration, operational and financial systems and procedures of a law firm, with the focus on identifying the weaknesses thereof. The seminar will deal with the fraud risks that make the Trust account vulnerable and ways and means of minimising such risks.

CONTENT

The presentation will commence with an overview of the present day practice climate and the current environment relating to fraud, theft and related schemes.

This will be followed by a detailed discussion on the internal administration, operational and financial systems and procedures relating to the receipting and depositing processes, the payment and billing processes, accounting for disbursements, file administration, the role of the auditor, the transfer process and the need to keep the accounting records up to date with regular management accounts.

OUTCOME

Participants should be able to identify risks, manage the business more efficiently and improve business controls.

WHO SHOULD ATTEND?

Practising Attorneys and legal office staff/

REGISTRATION FEES:

Attorneys:

- Practising Attorneys: R570 pp
- Sole Practitioners, Candidate Attorneys & Support Staff: R450 pp
- 5 or more persons from same firm of Attorneys: R450 pp

Non-Practising Attorneys / Other Firms:

- R980 pp
- 5 or more persons from same firm – less 5% Discount
- 10 or more persons from same firm – less 10% Discount

L.E.A.D reserves the right to cancel a seminar should the number of delegates not justify the costs involved.

Any person who has registered for a seminar and fails to cancel at least 48 hours prior to the seminar (in writing), shall be held liable for the payment.

Please fax registration form together with proof of payment to confirm booking. Payment must be made up front by cheque, credit card or direct deposit.

Cheques to be made payable to CLE

Bank: FNB Pretoria
Acc: 6200 9641 029
Branch Code: 251445
Reference: 3SEM001

REGISTRATION: MANAGE YOUR RISK 2009		Forward the completed registration form to the Seminars Department: L.E.A.D, PO Box 27169, Sunnyside, 0132 /Docex 247, Pretoria • Tel: (012) 441-4608 • Fax: 086 550 7145 / 086 550 7131 E-mail: sharon@LSSALEAD.org.za or tamara@LSSALEAD.org.za Please complete a separate registration form for each delegate							
Surname:			First name:			Title:			
ID number:			Gender:			Race (Optional):			
Firm:			Position:						
Postal address:			DX address:						
Tel: ()		Fax: ()		Cell:			e-mail:		
Centre of attendance:									
Card type: Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Budget Facility to be used? YES <input type="checkbox"/> (please indicate number of Months _____) NO <input type="checkbox"/> Expiry date: _____ Card holder's name: _____									
Card Number:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature: _____			Date: _____			Amount: R _____			
Payment by cheque (Cheques must be made payable to 'CLE')									
Amount: R _____									
Special Dietary Requirements (if any)									