



**Bangalore Branch of SIRC of
The Institute of Chartered Accountants of India**

Course on Finance for Non-Finance Executives

A Course under the aegis of
**Management Development
Programmes**

XVIII Batch

August 2014 to December 2014





COURSE ON "FINANCE FOR NON-FINANCE EXECUTIVES"

About the Special Endeavour

The Institute of Chartered Accountants of India is the Premier Institute in the field of Finance & Accounting, not only in India but Internationally too. It has been the sole regulatory body of Accounting Profession in India since 1949.

Finance is the life blood of Industry & Commerce that touches every part, in one or the other way. Those who are entrusted with key positions in any organization do face problems relating to finance, day in and day out. Those issues will get magnified if the executives are from Non-Finance background. Hence, necessity is felt about the knowledge of some important aspects of Finance - for executives who are in such positions. Any executive will certainly feel more equipped, if he has working knowledge of Finance, when he faces problems related to Finance. The course has been designed precisely to fill this lacuna and provide the knowledge of Finance to NON-FINANCE EXECUTIVES.

Objectives of the Course

The Institute has two fold objectives in conducting this course. The primary objective is to enrich the knowledge levels of Non-Finance Executives, diverse Managers and other Professionals in the area of Accountancy, Finance and Tax laws which will equip them to take quality decisions wherever required. The other objective of the Institute is to widen the scope of its own activities by means of meaningful interaction with non-members and other Professionals.

For Whom

The course is open to Non-Finance Executives such as Engineers, Architects, Doctors, Human Resource personnel, Department Heads, Administrators and other non finance executives. The course would also be useful to self employed persons and top executives who would like to work confidently in the field of corporate finance.

The course does not call for any prior knowledge in Accountancy, Finance and Tax Laws.

Nomination

The Institute will accept applicants for the course nominated by their organizations. Self-employed Professionals or Professionals who run their organizations are also welcome to apply.

The course is restricted to a specified number and confirmation will be given on first come first serve basis.

Course Material

The course material of the programme will be provided to the participants at the commencement of the course.

Participants are expected to maintain a minimum attendance level of 75% in each subject.

Methodology

The course will mainly consist of Lectures and Presentations by Faculty members. Audiovisual teaching aids will be used as and when the subjects demand for. Participant/Faculty Interactions are emphasized in order to enable clarifications of doubts and thorough understanding of the subjects.

The participants will participate in the quiz programmes, discussions and class room presentations. One week, between Lectures, has been provided to enable the participants to assimilate the subject learnt and complete the assignment required of them.

Faculty

The Faculty Members consist of Professionals who are experts in their respective subjects. Their blend of theoretical knowledge and practical experience will enable the participants to clearly understand the subject and apply the knowledge in their working environment effectively.

Duration

The Course will commence by 2nd August, 2014 and consist of 39 sessions of 1½ hours each. To facilitate the Non-Finance Executives and Professionals to attend the course, the session will be conducted on Saturdays.

The timings will be as follows :

Session I **02.00 pm to 03.30 pm**

High tea 03.30 pm to 04.00 pm

Session II **04.00 pm to 05.30 pm**

Session III **05.30 pm to 07.00 pm**

VENUE :

Sessions of the Course will be conducted at the air conditioned **Management Training Centre at the Institute Premises, 'ICAI BHAWAN', 16/O, Millers Tank Bed Area, Vasanthnagar, Bangalore-560 052.**

FEES :

Rs. 15,000/- per participant.

NOTE :

- ❖ Fees will not be refunded under any circumstances.
- ❖ Organization sponsoring a minimum of 5 participants will be allowed to nominate one extra participant without any additional payment.

APPLICATION PROCESS

The accompanying Application Form must be filled in by the applicant in full. The nomination form must be filled by an authorized person from sponsoring organization and must carry the seal of the organization. Last date for receipt of completed applications along with course fee is 28th July, 2014.

Cheque/DD should be drawn in favour of "Bangalore Branch of SIRC of ICAI" - payable at Bangalore.



COURSE CONTENT AND STRUCTURE

Financial Accounts & Company Accounts (6 Sessions)

- ❖ Accounting Concepts, GAAP, Accounting Standards, IFRS
- ❖ Double entry system of Accounting and book keeping.
- ❖ Rules of Debit & Credit and their application
- ❖ Meaning of terms like Debtor, Creditor, Assets, Liabilities, Goods, Journals, Ledgers, Vouchers, Insolvency, Invoice/Credit bill, Cash bill, Debit balance, Credit balance.
- ❖ Trial balance, Profit & Loss account, Balance sheet, Income & Expenditure account, Accrual system of accounting, Cash system of accounting, Hybrid or Mixed system of accounting.
- ❖ Rules for preparation of Financial Statements.
- ❖ Practical examples on preparation of Final Accounts.
- ❖ Bank reconciliation Statements.
- ❖ Meaning of Shares, Debentures, Share Capital, Reserves & Surplus, Current Assets, Current Liabilities, Fixed Assets, Investments, Miscellaneous Expenditure, Contingent Liabilities.
- ❖ Simple illustrations on preparation of Balance sheet and Profit & Loss account as per Company Law provisions.
- ❖ Notes on Accounts and other information to be submitted in the Annual Reports.
- ❖ Popular Accounting Software Packages.

Direct Taxes (4 Sessions)

- ❖ Income Tax
- ❖ Brief descriptions on key definitions: Heads of Income: Salary, Income from house property, Profits and Gains from Business or Profession, Capital Gain, Income from other sources, Exempted Income (important ones) Deductions from Gross Total Income, Rebates, filing of income tax. TDS/Advance Tax obligation.
- ❖ Wealth Tax

Financial Analysis (4 Sessions)

- ❖ **Meaning, objectives of Accounting Ratios.**
- ❖ Liquidity Ratios like Current Ratio, Liquid Ratio (Quick Ratio) Debtors Turnover Ratio, Average Collection Period Ratio, Inventory Turnover Ratio, Creditors Turnover Ratio with illustrations.
- ❖ Profitability Ratio like Gross Profit Ratio, Net Profit Ratio, Operating Profit (EBIT) Ratio, Assets Turnover Ratio, Returns on Investment Ratio, Earning Power Ratio, Interest Coverage.
- ❖ Ownership Ratios like Debt Equity Ratio, Debt Asset Ratio, Book Value Ratio, EPS, P/E ratio, Rate of Return, Dividend Cover or Payout Ratio, Dividend Yield Ratio, Debt Service Coverage Ratio (DSCR).
- ❖ **Funds Flow Statement & Cash Flow Statement**, meaning, objective, preparations, limitations, simple illustrations.
- ❖ **Share related transactions** e.g.; ESOP: Preferential allotment, IPO, GDR/ADR, Sweat Equity etc.

Project Reports (2 Sessions)

- ❖ Preliminary study
- ❖ Detailed contents of project report both Financial and Non-Financial
- ❖ Non-Financial Information like Industry background, Project at a glance, Promoters background, Manufacturing Process & Plant capacity, raw material supply, market potential.

- ❖ Financial information like-Cost of project and means of Finance, Balance sheet, Profit & Loss account, Cash Flow Statement, Break even Analysis, Debt Service Coverage Ratio, Computation of Working Capital, Capacity particulars.
- ❖ Critical aspect of Project Report Appraisal.
- ❖ Capital Budgeting - Discounted cash flow: IRR, NPV.

Indirect Taxes (13 Sessions)

- ❖ **Sales Tax-Central & State**
- ❖ Important definitions and meaning of terms, Exemptions, Computation of Taxable Turnover, Overview on Works Contracts, VAT.
- ❖ **Excise Duty & Customs**
- ❖ Meaning of Excisable Goods, Point of Levy, meaning of important terms, Valuation Principles, Customs Law Provisions-overview, CENVAT.
- ❖ **Service tax – concepts and general principles.**
 - Definition of Services and Declared Services.
 - Negative List. • Exempted List. • Works Contract
- ❖ Charge of service tax & taxable services and various abatement available
- ❖ Valuation of taxable services & Point of Taxation Rules.
- ❖ Place of provision of service rules.
- ❖ Reverse Charge Mechanism with specific reference to GTA and Import of Services. ❖ Bundled services
- ❖ Payment of service tax and filing of returns
- ❖ Important due dates and compliance matters
- ❖ Input tax credit under CENVAT
- ❖ An introduction to GST

Corporate Finance (6 Sessions)

- ❖ **Forex Management - Foreign Exchange**, Export Import Policy, International Finance
- ❖ **Capital Market** - Merchant Banking, Stock Market Operations, Venture Capital
- ❖ **Strategic Financial Management** - Merger, Demerger, Buy back of shares, Take over, Leveraged buy out
- ❖ **Banking** - Commercial Banking Terminologies.

Cost Accounts (4 Sessions)

Introduction

- ❖ Why Cost Accounting? ❖ What are Costs, how do they behave and what can be done to control these Costs of optimizing profits?
- ❖ Cost Accounting Terms ❖ Cost Accounting and Business Profitability ❖ Overview of various Costing methods

Costing for Decision Support

- ❖ Marginal Costing & CVP Analysis ❖ Incremental Costing
- ❖ Lifecycle Costing, Target Costing
- ❖ Preparation of an Estimate / Quotation
- ❖ Budgeting including Cash Budgets and Variance Analysis

Controlling Costs

- ❖ Responsibility Accounting

Restructuring Costs

- ❖ Activity Based Costing, Program Budgeting

Costing for Global Economy

- ❖ Balanced Scorecard Strategic Cost Management
- ❖ Emerging Challenges in Managing Costs





The Institute

The Institute of Chartered Accountants of India has been established by an Act of Parliament for the purpose of regulating the profession of Chartered Accountants in the country. As part of its obligation to regulate the profession of Chartered Accountants, the Institute enrolls participants to the professional course of Chartered Accountants, imparts theoretical education to them, requires them to undergo practical training and subsequently holds qualifying examinations.

The Primary method of imparting education is through regular coaching. It also conducts, through its various technical committees: conferences, seminars and residential courses to enable Member to update and sharpen the professional knowledge and skills through active interaction and open exchange of ideas and perspectives.

About Bangalore Branch

The Bangalore Branch of SIRC of the Institute of Chartered Accountants of India came into existence on 1st April 1962 by notification No. 1-CA(24/61) dated March 19, 1962. The initial membership of the Bangalore Branch was 110. Currently Bangalore is the largest branch in the country having around 9800 members and 25000 students.

The Branch is rendering services to the Members, Students and the Society at large. The Branch has been adjudged as the BEST BRANCH for the past many years.

The MDP

Under the aegis of the Management Development Programme, the Bangalore Branch of the Institute of Chartered Accountants of India conducts both open ended and in house programme for Finance and Non-Finance Executives.

Some of the major activities are :

- ❖ Course on Corporate Accounting, Finance and Business Laws targeted at Finance Executives.
- ❖ Refresher Course for Accountants targeted at Accounts Executives and Accounts Assistants working in a manufacturing, service or trading organizations.
- ❖ Course on Finance for Non-Finance Executives targeted at Non-Finance Executives such as HRD Managers/Engineers/Administrators/Entrepreneurs and other Professionals.
- ❖ In-house training programmes for BEL, BSNL, BHEL, KPTCL, KSFC, KSFCSC, KSBPE, KPCL, KSRTC, GESCOM, NEKRTC, BESCOM, HONEYWELL, Tyco Electronics, Triveni Engg., Central Silk Board, State Probationary Officers of Accounts Department, Officers of Department of Commercial Taxes and for various other Organizations.

What the participants felt about the Course

The Institute has successfully completed sixteen batches of this course imparting specialized knowledge to the participants from various Fields & Industries. The response from the participants is encouraging. A few comments on the course are as follows:

"As a Project Engineer, the course helped me to understand the financial aspects involved in my profession".

"Earlier I was just an expert in Physical Health as a Doctor, but now I have gained knowledge in Fiscal Health too".

"As the course was conducted by Competent Professionals, I could sharpen my financial skills and it added to my administrative expertise. Thus, the course enabled me to perform more efficiently".

"As a Director of the company, the course has given me excellent opportunity to understand the financial statements which paved way for the growth of my organization".

Executives of the below mentioned Corporate are benefited by this course in "Finance for Non-Finance Executives"



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA BANGALORE BRANCH

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CA. BABU K. THEVAR
CHAIRMAN

CA. K. GURURAJ ACHARYA
COURSE CO-ORDINATOR

CA. PAMPANNA B.E.
SECRETARY

For Details, Contact **Ms. Rema Sujith / Ms. Anuradha P. Rao** at the above address.