

05 November 2019

To: **Municipal Manager  
Chief Financial Officer  
Manager Budget  
Budget and Treasury Office**



Dear Sir/Madam,

**Invitation: Adjustment Budget & CaseWare Skills Transfer Workshop**

Munsoft hereby cordially invites you to attend this workshop presented by our Consulting Division on two separate dates, 19-20 November 2019 & 3-4 December 2019 at Munsoft's training centre in the Constantia Office Park, Weltevredenpark.

Limited seats are available and will be reserved on a first come first serve basis. If you want to attend the **Adjustment Budget & CaseWare Skills Transfer Workshop**, please email the delegates' full name, email address, cell phone number and dietary requirements to [sales@munsoft.co.za](mailto:sales@munsoft.co.za). Your booking will only be confirmed once payment is received. Your response is highly anticipated on or before the 12<sup>th</sup> of November 2019.

Building 17, Cycad House  
Constantia Office Park  
Corner 14<sup>th</sup> Avenue and Hendrik  
Potgieter Street  
Weltevredenpark  
Roodepoort  
1709

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Reg no: 2001/024674/07  
Vat no: 4820201004

**Agenda:**

Date	Time	Detail
19 November 2019	09:00 – 10:00	Arrival and coffee
	10:00 – 11:00	Proposed 6.4 chart changes
	11:00 – 12:00	Setup of a data string and use of segments
	12:00 – 13:00	Lunch and prize giving
	13:00 – 14:00	Proposed sequence of budgeting: - Revenue - Expense - Acquisitions
	14:00 – 15:00	Assessment of funded budgets
	15:00 – 16:00	Complete budgeting: - Balance sheet budgeting - Collection and payment rates - Movement on balance sheet - Opening balances.
	16:00 – 16:15	Prize giving
20 November 2019	09:00 – 10:00	Arrival and coffee
	10:00 – 11:00	FAQ and troubleshooting – CaseWare and NT reporting (C schedules, section 71 reporting)
	11:00 – 11:30	Client questions
	11:30 – 12:30	Practical simulation of CaseWare on municipal computer
	12:30 – 13:30	Lunch and prize giving
	13:30 – 15:30	Continuing with practical simulation
	15:30 – 16:00	Schedule to data string verification and test
	16:00 – 16:15	Prize giving
3 December 2019	11:00 – 11:30	Arrival and coffee
	11:30- 12:15	Proposed 6.4 chart changes
	12:15-13:00	Setup of a data string and use of segments
	13:00 – 14:00	Lunch and prize giving
	14:00-15:00	Proposed sequence of budgeting: - Revenue - Expense - Acquisitions

	15:00 – 15:45	Assessment of funded budgets
	15:45 – 16:30	Complete budgeting: - Balance sheet budgeting - Collection and payment rates - Movement on balance sheet - Opening balances.
	16:30 – 16:45	Prize giving
4 December 2019	09:00 – 10:00	Arrival and coffee
	10:00 – 11:00	FAQ and troubleshooting – CaseWare and NT reporting (C schedules, section 71 reporting)
	11:00 – 11:30	Client questions
	11:30 – 12:30	Practical simulation of CaseWare on municipal computer
	12:30 – 13:30	Lunch and prize giving
	13:30 – 15:30	Continuing with practical simulation
	15:30 – 16:00	Schedule to data string verification and test
	16:00 – 16:15	Prize giving

The cost per delegate for the workshop will be as follows:

- **Schedule B and N clients – Free of charge**
- **Non-Schedule B and N – R 5,400 excluding VAT**
- Cost includes the workshop and lunch for two days.
- Cost excludes all other meals, accommodation and transport to and from Munsoft.

**Please take note:**

- **At least 1 computer with CaseWare pre-installed is needed per municipality. This should be done by the municipal delegates prior to attending the workshop.**
- **The CaseWare component does not consist of detailed training, but rather a workshop and practical simulation session.**

Accommodation available close to Munsoft Office:

Protea Hotel Roodepoort (011 246 1103) and Town Lodge Roodepoort (011 767 5600).

Please contact Mrs. Hunadi Gositamang at 079 476 2396 for further enquiries.

Yours sincerely,

**Stephan du Toit**  
**Head of Consulting**