



# Finance for Non-accountants

Helping Non-Accountants understand Financial Information

SEMINAR

If you are not confident working with financial concepts and language, this seminar is designed to help you. It covers fundamental issues within the accounting process in straight-forward terms, enabling you to comprehend and interpret financial statements and accounting reports, understand accounting jargon, and match your budgets to realistic targets. *Please bring a calculator!*

### Seminar Presenter

Deb Rowley, B.Com

Deb's background as a Chartered Accountant, combined with her experience working as a school finance manager, makes her a highly effective presenter of financial information.

### Topics include ...

- The language of accounting
- How the accounting process works
- Statement of Financial Performance (How we're doing)
- Statement of Financial Position (Where we are now)
- Statement of Cash Flows (Where from, where to)
- What figures tell us
- Relevant case studies

### Who should attend?

- School administrators
- Principals
- Executive Officers



### Course Information

**Date:** Wednesday 25 May, 2005

**Time:** 9.30am - 12.30pm

**Venue:** Balmerino Room  
Riccarton Park Function Centre  
Riccarton Raceway

**Cost:** \$95.00 incl. G.S.T.

*Morning Tea provided*

**Free Car Parking** available right outside the conference centre – only 10 minutes from Christchurch CBD.



**YES! We would like to attend the Finance for Non-accountants seminar**

(Please use a separate registration form for each enrolment, photocopies are welcome).

Name: .....

School: .....

Phone: .....

Please send us an invoice for the total of \$ .....

Or find a cheque enclosed for \$ .....

**To register: fax free 0800 205 762 or post free to P.O. Box 414 Christchurch**

Please post or fax completed forms to CES Canterbury Head Office. Thank you.

Registration: call Jenni on 0800 205 267 or email [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz) for further information about this seminar.

**Cancellation:** A full refund will be provided if notice is given in writing to CES (letter: PO Box 414 Christchurch; Fax: 0800 205 762; email: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz)) before 20 May 2005. Substitute participant welcome. If you have registered, but do not attend the course and have not advised CES in writing before the start date, the full fee will apply. However, you will still receive course documents. If for reasons beyond the control of CES the event is cancelled, registrations will be refunded after deduction of expenses already incurred. CES reserves the right to make changes to the programme.

Canterbury Education Services Head Office

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