

**HRDF  
Claimable**

# PRACTICAL

## BOOK-KEEPING & ACCOUNTING SKILLS FOR PLANTATION AND OIL PALM MILL, CHIEF CLERKS, OFFICE SUPPORT STAFF/ EXECUTIVES

**MR. KENNETH KK TAN**  
MBA (UPM), FCCA (UK), FCPA (Aus.), CPFA (UK), CA (M), CPA (M)

**15 – 16 APRIL 2020**

**ISP HEADQUARTERS**

**Suite 3A01, Level 3A, PJ Tower, Amcorp Trade Centre  
No. 18 Persiaran Barat, 46050 Petaling Jaya, Selangor**

### OVERVIEW & OBJECTIVES

- This 2 Day course is targeted for plantation at accounting staff and those junior estate staff who are involved in checking or posting the day to day basic bookkeeping and accounting records. Despite having the basic academic qualifications, most of them would not have fully understand the basics of "double entry" system especially when they are doing their work in the plantation environment regardless of whether in an automated accounting or semi-automated environment.
- The course will not only cover the basic bookkeeping and accounting transactions but also expose staff to a complete a full set of books, special adjustments and perform the necessary reconciliations.
- To increase their accounting knowledge, sessions of work exercise are incorporated to enhance participants' skills in recording business transactions using Accounting Equations, Petty Cash Book (multiple columnar), and Bank Reconciliation.
- There will be a session for drawing up Trial Balance, Trading, Profit & Loss Accounts. Brief exposure to Financial Statements.
- Practical real life plantation cases where relevant are included as class exercises throughout the course.

### HOW WILL PARTICIPANTS BENEFIT?

After attending this course, participants will increase their skills/ knowledge on book-keeping and accounting:

- Understanding the double entry system, the difference between book-keeping and accounting.
- Understanding the use of primary books of records, journal, "T" accounts, and ledgers.
- Understanding the importance of the correct source documents and the trail in an accounting environment.
- Knowing the special adjustments required to have a complete set of transactions.
- Understanding Fixed Asset Accounting, and Depreciation methods.
- Completing a Trading, Profit & Loss A/C from the Trial Balance.
- understanding how to prepare the various important reconciliations and find solutions for outstanding items.
- Understanding and analyzing key financial statements to improve their accounting knowledge/skill.

### TARGET AUDIENCE

- This course is designed for plantation employees with responsibility to maintain estate transactions to support the preparation of monthly operational report, and financial reporting needed on quarterly, half-yearly and annually basis.
- The program will also benefit those participants sitting for the LISP Module II Book-keeping & Estate Accounts Examination
- This course is suitable for:
  - Senior Assistant Managers
  - Assistant Managers
  - Accounts/Administrative Executives
  - Chief Clerks, Accounts Clerks, Payroll Clerks, & Store Clerks in estate/ Oil Palm mills
  - Secretaries
  - Office Administrators & Administrative Assistants
  - Non-Financial Executives
  - New plantation personnel with no formal training in book-keeping and accounting.

### SUMMARY

- ✓ You will get a firm grasp of the numbers side of your job
- ✓ You will gain greater confidence with a working knowledge of book-keeping & accounting in plantation environment
- ✓ You will learn how to reconcile open items, trace and correct errors and become a competent plantation accounting personnel
- ✓ You will cultivate proactive working relationships with research scientists, environmentalists, plantation & oil mill operation professionals and enhance your value to the organization
- ✓ You will increase your opportunity for vertical movement within the group.

### METHODOLOGY

Lecture reinforced with interactive discussion, exercise, case studies, & questions & answers session.

### REGISTRATION FEE

- ISP MEMBER RM550.00 (Inclusive of 6% SST)
- NON-MEMBER RM650.00 (Inclusive of 6% SST)

# WHAT YOU WILL COVER?

DAY 1		DAY 2	
MORNING SESSION (9.00 AM – 12.30 PM)	AFTERNOON SESSION (1.30 PM – 5.00 PM)	MORNING SESSION (9.00 AM – 12.30 PM)	AFTERNOON SESSION (1.30 PM – 5.00 PM)
<ol style="list-style-type: none"><li>1. An Introduction to Bookkeeping</li><li>2. Recording the Business Transaction (Group discussions)</li><li>3. Accounting Concepts/Principles of Ledger</li><li>4. Accounting Equation</li></ol>	<ol style="list-style-type: none"><li>1. Primary Books of Records and Source Documents</li><li>2. Petty Cash with Columnar Analysis (Work Exercise)</li><li>3. Payments Controls, 3-ways Matching, and Limit of Authorizations</li><li>4. Chart of Accounts</li></ol>	<ol style="list-style-type: none"><li>1. Cash &amp; Bank Transactions</li><li>2. Bank Reconciliation (Work Exercise)</li><li>3. Store Records, Inventory Controls and Valuation</li><li>4. Fixed Assets Recording &amp; Management</li></ol>	<ol style="list-style-type: none"><li>1. Depreciation (common methods) / Amortization and Assets Impairments</li><li>2. Trial Balance: Drawing up a TB (Work Exercise)</li><li>3. Errors Corrections &amp; Entries</li><li>4. Brief Exposure to Financial Statements</li></ol>

## KENNETH KK TAN

MBA(UPM), FCCA(UK), FCPA(Aus.), CPFA(UK), CA(M), CPA(M), ASEAN CPA, MCIM(UK), F.Inst.Mgt.(UK), MMIM(M), MIIE(USA), MIIA(USA), CMIIA(M)

Kenneth is currently a free-lance consultant and trainer. He has over 40 years of working experience in various industries both locally and abroad. He held many C-suite positions in the last 25 years in Malaysia and in a few other countries abroad including Africa. Kenneth is a sought after trainer and speaker, and has delivered many trainings and talks on Advanced Business Finance, Strategic Financial Management, Financial Management, Corporate Finance, Book-keeping & Accounting to a number of institutions of higher learning such as Tuanku Abdul Rahman College, Malaysian Institute of Management, The Malaysian Institute of Certified Public Accountants, The Incorporated Society of Planters, etc.

He has conducted in-house senior management development programs for a few conglomerates in Malaysia, Cambodia and Papua New Guinea. He was a speaker for business forums organized by the Government of The Kingdom of Cambodia, Thailand, and Liberia. He is the current examiner for ISP Module IV - Financial Management and concurrently the examiner for Module II - Book-keeping & Accounting/Book-keeping & Estate Accounts (new syllabus).

He has authored for The Incorporated Society of Planters 2 publications, namely (1) Book-keeping & Accounting Notes, and (2) Financial Management - A Practical Guide for Agribusiness professionals.

### Working Experiences

1. Airline & Hospitality Industry – 22.5 years
2. Gaming & Hospitality Industry – 2 years
3. Telecommunication Industry – 2 years
4. Natural Resources Mining, Oil & Gas – 4.5 years
5. 3 MNC's/Conglomerates Agribusiness entities (Hap Seng Consolidated Berhad, PT Sinar Mas Agribusiness Resources TBK, Tradewinds Plantation Berhad) – 16 years (up to April 2018)

### Professional Examiners Lecturer & Courses Facilitator

1. Course leader for Financial management paper for the Diploma in Management Program (DIMP) for The Malaysian Institute of Management in 1991
2. Course leader for Corporate Finance, Business Finance & Administration, Advance Financial Management, and Strategic Financial Manager for Tuanku Abdul Rahman College, Genting-Klang from 1991-1995
3. Facilitator for Advanced Business Management (final paper of the qualifying examination) of The Malaysian Institute of Certified Public Accountants from 2004-2006
4. Examiner for Module IV paper - Financial Management of The Incorporated Society of Planters since 2006



## **REGISTRATION FORM**

Please register the following personnel to attend the training as above.

Please photocopy for multiple bookings.

Name: \_\_\_\_\_

I/C No.: \_\_\_\_\_

Email: \_\_\_\_\_

Member: RM 550.00 (Membership No.: \_\_\_\_\_)

Non-Member: RM 650.00

**Special Dietary Requirement (Tick if applicable)**

Vegetarian  Others \_\_\_\_\_

Name: \_\_\_\_\_

I/C No.: \_\_\_\_\_

Email: \_\_\_\_\_

Member: RM 550.00 (Membership No.: \_\_\_\_\_)

Non-Member: RM 650.00

**Special Dietary Requirement (Tick if applicable)**

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I/C No.: \_\_\_\_\_

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**Special Dietary Requirement (Tick if applicable)**

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I/C No.: \_\_\_\_\_

Email: \_\_\_\_\_

Member: RM 550.00 (Membership No.: \_\_\_\_\_)

Non-Member: RM 650.00

**Special Dietary Requirement (Tick if applicable)**

Vegetarian  Others \_\_\_\_\_

\*\*\* All fee inclusive of 6% Sales & Service Tax (SST) for Malaysians only.

Company Name: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Company's Stamp/  
Signature:

For office use only:

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Amount: \_\_\_\_\_

Inv. No.: \_\_\_\_\_

OR No.: \_\_\_\_\_

### PAYMENT METHOD

Cash (Walk in only)

Online Transfer

ATM Transfer

Cheque/ Bank Draft  
(Cheque/ Bank Draft No.: \_\_\_\_\_)

Credit Card  Visa  Mastercard

Card No.: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Bank's Name: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ (mm/yy)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: RM \_\_\_\_\_

Payment can be made to **ISP MANAGEMENT (M) SDN BHD** bank account **AMBANK ISLAMIC BERHAD/ AMBANK BERHAD 888-101-596-8511**

\*\* Please return the registration form and provide proof of payment to emails below

### TERMS AND CONDITIONS

- ❖ Request for cancellation must be made in writing.
- ❖ 100% refund will be made for written cancellation received **6 days before the day of the Seminar**. Refund will be issued after the Seminar.
- ❖ No refund will be given for cancellation received after the Seminar. However, replacement is acceptable; please forward the replacement name to emails below.
- ❖ The registration form serves as the official invoice.
- ❖ All membership subscription should be paid before the day of the Seminar to entitle for members' rate, or else, non-members' rate will be applied.
- ❖ The Organisers shall not be held responsible for whatever cost (hotel reservation/ flight ticket) incurred by participants.
- ❖ The Organisers reserve the right to make changes to courses without prior notice whether in terms of date, time, venue or any other aspects.

Registration must be done by faxing/emailing the registration form to the following:

### CONTACT PERSON

For **ENQUIRIES**:  
☎ 03-7955 5561

Mr. Tharmaraj  
✉ [tharmaraj@isp.org.my](mailto:tharmaraj@isp.org.my)

For **REGISTRATION**:  
☎ 03-7955 5561

Ms. Siti NurNabilah  
✉ [nabilah@isp.org.my](mailto:nabilah@isp.org.my)

**DEADLINE**  
**9 APRIL 2020**

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