



Bankers Institute of the Philippines, Inc. (BAIPHIL)

cordially invites you to the two-day Seminar on:

Accounting for Non-Accountants with Financial Statement Analysis

Speaker:

Mr. Stephen I. Bañares, CPA
Training Consultant

Course Outline:

- DEFINITION; PHASES OF ACCOUNTING; PURPOSE AND IMPORTANCE OF ACCOUNTING; USERS OF FINANCIAL INFORMATION
- BUSINESS TRANSACTIONS DEFINED
- ACCOUNT; CLASSIFICATION OF ACCOUNTS
 - Assets
 - Liabilities
 - Equity
 - Revenues
 - Expenses
- GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAPs)
- THE ACCOUNTING EQUATION
- THE THEORY OF DEBIT AND CREDIT
- CHART OF ACCOUNTS
- THE ACCOUNTING CYCLE
 - Journalizing / Preparing Accounting Entries
 - Posting
 - Preparing the Trial Balance
 - Adjusting Entries
 - Depreciation
 - Amortization
 - Bad Debts
 - Prepaid Expenses

- Accrued Expenses
 - Accrued Income
 - Deferrals
- Closing Entries
- Preparing the Post-Closing Trial Balance

- BASIC FINANCIAL STATEMENTS
 - Preparing the Balance Sheet
 - Preparing the Income Statement
 - Introduction to the Statement of Changes in Equity
 - Introduction to the Statement of Cash Flows

- ANALYSIS OF FINANCIAL STATEMENTS
 - Objectives of Financial Statement Analysis
 - Types of Analysis
 - Horizontal
 - Vertical
 - Trend
 - Steps in Analyzing Financial Statements
 - Financial Ratios
 - Exercises: Financial Statement Analysis

Schedules:

June 7-8, 2018 (Thursday & Friday); 8:30 A.M. to 5:00 P.M.

Venue:

Dusit Thani Manila, Ayala Center, Makati City

Registration:

Please complete the Registration Form below and send it to training@baiphil.org or fax to (02)853-0889. Registration form received will serve as notice for reservation only.

Registration Form:

Full Name : _____
First Name
M.I
Surname

Nick Name: _____ Email Address: _____

Telephone no.: _____ Cellphone no.: _____

Designation: _____

Department: _____

Sponsoring Bank/ Institution: _____

For Department/Group Head

Purpose for Nomination (please check appropriate box)

- Highly Related to nominee's job
- Has not attended any seminar for the past ____ years
- Has not attended seminar at all.
- Others, please specify

REMARKS (on nominees specific & immediate training needs, potentials, etc.)

Signature of Nominee:

 Signature Over Printed Name

Recommended by:

 Signature Over Printed Name



Registration Dues:

Php7,000.00 / participant for Member Banks

Php8,000.00 / participant for Non-Member Banks

(Inclusive of AM/PM Snacks, Lunch, Certificate of Attendance and materials)

Payment Options:

- Deposit thru our Bank Account:

Account Name: Bankers Institute of the Philippines, Inc.

Name of Bank : Bank of Commerce – Dela Costa/Alfaro Rd.. Br.

Acct. No. : 101-00-004876-4

Please fax or email the deposit slip and indicate the name of your bank, participants and seminar to be attended

- Bring Check Payment on the day of Seminar. (Check payable to Bankers Institute of the Philippines, Inc. or BAIIPHIL)
- Deliver check payment to BAIIPHIL Office at Unit 2103, 21st Floor, The Peak Tower, #107 L.P. Leviste Street, Salcedo Village, Makati City.

Payment should be made on or before the seminar date payable to Bankers Institute of the Philippines, Inc. (BAIPHIL). NO PAYMENT IN CASH DURING THE SEMINAR DAY.

For inquiries, please call the BAIIPHIL Secretariat at (02) 853-4457 or 519-2433.

Registration form may be reproduced, and fax at no. (02) 853-0889 or e-mail at: training@baiphil.org

Cancellation Guidelines :

Deadline of Submission of Registration is May 30, 2018 (Wednesday)

BAIPHIL reserves the right to cancel programs due to low turn-out of registration, illness of resource speaker, inclement weather or unforeseen events. As such, participants to the program or their HR representatives will be advised either through e-mail or by phone, at least five working days prior to the learning event otherwise same shall be billed accordingly.

BAIPHIL is responsible only for the full refund of the registration fee but not for the transportation expense of the participants who have booked their travel in advance.

Should a participant decide to cancel his/her registration, he/she may opt for a refund or transfer his/her participation in the program to another colleague by sending in writing his cancellation or transfer notice to BAIIPHIL. A 100% refund or transfer will be made if the advice is received within five working days before the seminar run.