



CLINT RIDDIN & ASSOCIATES



Information pack

This document details the Sectional Title Bookkeeping course presented by Paddocks.



Paddocks is pleased to offer the **Sectional Title Bookkeeping course**, presented in conjunction with Clint Riddin of Clint Riddin and Associates.

Need for the course:

The bookkeeping function of a sectional title scheme, in terms of the Sectional Titles Act, 1986 ("the Act"), requires not only a detailed knowledge of certain parts of the Act and its regulations but also an understanding of how these provisions can be applied in practice.

About Paddocks:

Paddocks is a specialist sectional title training firm, headed by sectional title expert Prof Graham Paddock.

About the course:

This five-week online course will immerse students in the legal, financial and administrative aspects of sectional title bookkeeping. It will equip them with the necessary skills to be highly effective as competent bookkeepers of sectional title schemes. The course is compiled and convened by sectional title accountant Clint Riddin and is facilitated by Paddocks.

About the course convener:

Clint Riddin is a member of the South African Institutes of Professional Accountants and an accountant at Clint Riddin & Associates, a practice which specialises in accounting and bookkeeping for sectional title and cluster schemes. Prior to this, he was a director of two branches of one of the largest managing agencies in South Africa and is an acknowledged expert in scheme bookkeeping and finances.

Who should attend?

Anyone who wants to practice as, or understand the function of, a bookkeeper of sectional title schemes, including managing agents, portfolio managers, trustees, unit owners, accountants, auditors, attorneys, property development financiers and other interested parties.

Course modules:

The following modules are covered during the course:

- Module 1: A balanced approach
- Module 2: Accounting policies and statutory aspects
- Module 3: Reporting procedures
- Module 4: Managing the process and for whom
- Module 5: Using IT and the internet

*See Appendix A for a detailed overview of each module.

Entry requirements:

Students must have a current email account, must have access to a computer, and must be able to read documents in Adobe PDF, create documents in Microsoft Word and access the internet. A matric certificate is recommended, but is not required.



Course delivery:

The course is conducted online through the **Paddocks Learning** website.
(<http://www.paddocks.co.za/learning>)

Each module is divided into the following components:

- Course notes
- Video lectures
- Discussion forum
- Online multiple-choice quiz
- Module assignment
- Further reading and references

For the duration of the 5-week course, a new module is released to the student group each Monday. Students complete each week's module by working through all of the components listed above. Proactive support is provided to all students by the Course Convener, Clint Riddin, and the Course Coordinator, Arlene Lanser.

Award of the certificate:

Certificates can only be awarded to those students who obtain a combined final mark of at least 50% for the assignments. Successful students will receive the Paddocks Sectional Title Bookkeeping certificate.

All individual assignment marks will be communicated privately to students and final marks will be communicated to students in terms of distinction, pass or fail categories.

Course dates:

Registrations close: 6 August 2010
Course starts: 16 August 2010

Payment details:

Course fee: R4,100 (excl. VAT)
Payment deadline: 6 August 2010

A 10% discount is offered to groups of 3 or more when arranged with Paddocks staff.



How to register:

Four-step registration process

1. Visit www.paddocks.co.za.
2. Click "Bookkeeping" on the left menu and then click "Register Now".
3. Complete the online registration form.
4. You will receive confirmation of registration by email and SMS within 24 hours.

Payment details:

The following payment options are available:

- 1. Once-off payment**
R4,674 on registration or by 6 August 2010
- 2. Two-month payment plan**
R2,400 on registration or by 6 August 2010
R2,400 by 3 September 2010

Paddocks accepts payments by direct deposit, electronic funds transfer (EFT) and credit card (Mastercard and Visa). Students opting to pay by credit card will be contacted by phone to obtain their credit card details. Students opting to pay by direct deposit and EFT are required to use their name and surname as a reference.

Non-South African students should contact Paddocks for payment details.

Banking details:

Account name: Paddocks Learning
Bank: Standard Bank
Branch: Claremont
Branch code: 025109
Account number: 07 253 0103
SWIFT Code: SBZAZAJJ

Contact details:

Should you have any queries, please contact Kate at Paddocks:

Contact: Kate
Tel: 021 685 4775
Fax: 021 685 4883
Email: kate@paddocks.co.za



Appendix A

The table below provides a detailed description of each of the 10 modules covered in the course.

Module 1: A balanced approach
This module covers books of prime entry, classification of entry types, accrual-based bookkeeping, books of account, budgets and accounts during the year. It also provides an explanation of important terms and acronyms.
Module 2: Accounting policies and statutory aspects
Module 2 explains the four cornerstone principles of accounting – matching, accuracy, completeness and consistency – and details how accounting practices and policies are determined. In addition, it covers accounting policies that differ from IFRS, and the latest amendments to accounting practice.
Module 3: Reporting procedures
This module covers management reporting in details, covering age analyses, cash book summaries, bank reconciliations and more, as well as annual reporting, audit preparation and other relevant financial aspects.
Module 4: Managing the process and for whom
Module 4, on managing the process, covers membership and management aspects, theft and fraud, insurance, SARS, tax returns and value-added tax.
Module 5: Using IT and the internet
Module 5 teaches you to use information technology and the internet to streamline your accounting process. It covers capturing and storing data, data security, reporting, auditing and archiving.

We hope to welcome you to the course!