



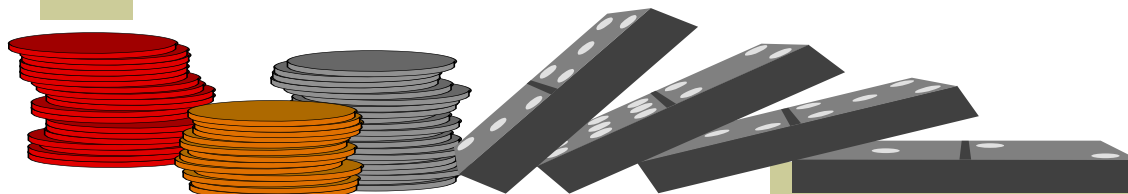
# THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

(Established by Act of Parliament number 15 of 1965)

## THE LAGOS MAINLAND DISTRICT SOCIETY

*Invites you to a National Workshop on*

# EFFECTIVE CASH OPERATIONS, MANAGEMENT AND REPORTING



### Workshop Objectives

At the end of this workshop, Participants should be able to:

- ▷ understand the nature and procedures for effective CASH OPERATIONS;
- ▷ apply cash handling and management techniques;
- ▷ understand the nature of cash collections, deposits and funds transfers procedures;
- ▷ recognise basic cash controls and follow the rules;
- ▷ understand problem cheques and ways of detecting counterfeit bills;
- ▷ reconcile cash and non-cash items;
- ▷ raise daily and periodic cash reports;
- ▷ apply various security precautions within the cash operation environment.

#### Target Participants

This course is designed for Treasury Officers, Cash Operations Personnel, Senior Accounts Officers and Bank Tellers

#### Registration and Fees

The course fee is N70,500 per participant. This fee covers tuition, materials, tea/coffee /snacks, and lunch only. Please make all nominations and payments in favour of ICAN Lagos Mainland District Society and send to any of the addresses indicated below. Intending participants may also register and pay at the venue.

### *Venue:*

SIGNALHOUSE Learning Centre - Suit B201, TRINITY MALL.  
79/80, Obafemi Awolowo Way, Ikeja Lagos

### **HIGHLIGHTS**

- ◆ Nature and purpose of cash operations.
- ◆ Basic accounting concepts and transactions involving cash.
- ◆ Payment procedures: Cheque request and signing authorities.
- ◆ Cash receipts and deposits: basic rules and guidelines.
- ◆ Effective cash collection system: general guidelines.
- ◆ Reconciling cash book with bank statements: Rules and Techniques.
- ◆ Cashiering: Information Holdings and Third Party Issues.
- ◆ Identifying Security Devices on Financial Instruments.
- ◆ Cash Handling and Cashier's Duties.
- ◆ Internal Audit of Cash Operations: Creating Effective Cash Controls.

### Guest Speakers

Don Ogonnaya, ACA, MBA      Babatunde Pearce, FCA, MBA

Niyi Ogunkunle, ACA

Director/ Liaison Officer

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