

3002 - BOARD AUDIT COMMITTEE COURSE (Specialist Training Course Program)

This course focuses on the role of the Board Audit Committee within the broader context of the mutual ADI corporate governance system. It reflects the Corporations Act requirements and the accounting and prudential standards that underpin the work of the modern credit union or building society Board Audit Committee. This course will be presented by Paul Gallagher a Partner from BDO Kendalls Chartered Accountants in Brisbane, a firm specialising in the audit of credit unions and building societies and a long standing supporter of credit union director education.

Saturday 10th May, 2008
Stamford Plaza, Sydney Airport
Cnr Robey & O’Riordan Streets, Mascot
(Register Early to maximise time for the pre course work)

This Course will only be offered once during 2008

Pre Course Work - Knowledge Development

Course participants will need to purchase the latest version of the Board Audit Committee Manual (Version Four - January 2007) which must be read and considered before attending the workshop.

Course Workshop - Knowledge Application

The Course Workshop will seek to apply the knowledge developed through the pre course work in tutorial sessions, case studies, group plenary sessions and discussions with the expert presenter.

Topics covered: - Board Audit Committee: -

- * Key points to understand in evaluating the auditor’s scope;
- * Purpose and role of the Board Audit Committee;
- * Audit Committee’s interaction with management, external and internal auditors; and
- * Responsibilities of the Audit Committee.

Format

One day in duration (9.00am to 4.30pm) commencing with registration tea/coffee from 8.30am and utilising a mixture of tutorial, case study and group discussion.

Register Early

Participants should register early to gain the maximum possible time to complete the ***Pre Course Work***. The ***Board Audit Committee Course Manual*** will be mailed out to registrants as soon as their registrations are processed provided that payment for the manual is included. The workshop tutor will be assuming that the pre course reading has been done in order to maximise the learning opportunities during the day.

AMInstitute CPD accreditation: 12 hours

Cost

Registration fees cover the cost of the workshop including lunch. A discount of \$55 per registrant applies to all financial members of AMInstitute. A discount of \$55 per registrant also applies to credit unions and building societies with assets < \$100m.

In addition the **Board Audit Committee Manual** (Version Four - January 2007) at a cost of \$66.00 is an essential requirement for this course.

Cancellation

Cancellations received in writing after 28th April 2008 will forfeit 50% registration fees. No refund will be made for the Manual. Substitutes are normally acceptable at any time although time needs to be available to complete the pre course work. No refunds will be made where a registrant does not attend the Course and has not notified AMInstitute in writing at least three days prior.

REGISTRATION FORM - TAX INVOICE

3002 - BOARD AUDIT COMMITTEE COURSE

Saturday 10th May 2008

Stamford Plaza, Sydney Airport

One form per person. Please copy for multiple attendees.

Please retain a copy
of this Tax Invoice

Surname _____

First Name _____

Address _____

Postcode: _____

Phone No: (Day): () _____

Night: () _____

Email: _____

Building Society / Credit Union: _____

AMInstitute Member? Yes No

Organisation Address: _____

Registration Fee

Less Member Discount (if applicable)

Less Small Mutual ADI Discount (<\$100m assets) (if applicable)

Plus Resource Book - Board Audit Committee Manual

Plus Resources Book - Best Practice Audit Committees Guide

_____ @ \$ 550.00 = \$ 550.00

_____ @ \$ 55.00 = (\$ _____)

_____ @ \$ 55.00 = (\$ _____)

_____ @ \$ 66.00 = \$ _____

_____ @ \$ 27.50 = \$ _____

Sub Total

\$ _____

Total Amount Payable (All costs are GST inclusive)

\$ _____

PAYMENT OPTION

Authorise AMInstitute Ltd to debit Cuscal Ltd S1 Account No: _____

Authorising Officer: _____ Signature: _____

Cheque enclosed in the amount of \$ _____

Please charge my credit card facility in the amount of \$ _____

Visa Mastercard Amex Diners

(Credit Card Payments will attract a fee of 3%)

Credit Card Number: _____

Cardholder's Name: _____ Signature: _____

Expiry Date: _____

THE TOTAL PRICE INCLUDES 10% GST. THIS DOCUMENT WILL BE A TAX INVOICE FOR GST WHEN YOU MAKE PAYMENT

Return form and cheque payable to AMInstitute Ltd to: Mrs Meenu Arora

Australasian Credit Union Institute Ltd ABN: 50 023 683 196

PO Box 525 BURWOOD NSW 1805

Tel (02) 9744 5717 Fax (02) 9744 5752

Web: www.aminstitute.com.au Email: info@aminstitute.com.au