



Who Should Attend
Lawyers and Practice Managers who are interested in
running a
Safe and Profitable practice



Law Society of Singapore and Bizibody Technology jointly present

A lunch seminar on the 14 February 2008 from 12.30pm to 2.30pm

Checks, Balances & Systems for Financial Risk Management

ABOUT THIS SEMINAR

All law practices, regardless of size, face formidable challenges and unparalleled opportunities in a competitive industry.

At this seminar, jointly organised by the Law Society of Singapore and Bizibody, speakers will share with you how instituting simple systems and processes, can help you run a “safer” and more profitable practice.

This seminar will address:

1. Practice Risks in relation to operation of the Client Account
2. Billing & Collections - Checking if you are billing on time and collecting with minimal effort
3. Insights into Performance and Financial Health using Management Reports
4. Instituting Financial Checks & Balances through Monthly Reports and Bank Account Reconciliations
5. Accounting Systems versus Outsourced Bookkeeping

This Seminar will also feature a **Hands-on Workshop** on “**Useful Management Reports as Checks & Balances**” and a **Panel Discussion: How to Avoid Financial Risk Issues**

SEMINAR OUTLINE

12.00pm	Registration & Refreshments
12.30pm	Welcome Remarks
12.40pm	Seminar on Checks, Balances & Systems for Financial Risk Management
2.00pm	Panel Discussion on Law Practice Financial Risks and How to Avoid Them
2.30pm	Close

ABOUT THE SPEAKERS

Serena Lim, Director, Bizibody Technology

Serena runs a consultancy practice focused on financial and practice management in law practices. Under Bizibody, she managed a team of accounts personnel that provides outsourced bookkeeping services to more than 20 small and solo law practices. Serena has an abiding interest in using technology to raise the standards of practice management in law practices. She designs and teaches courses for lawyers, legal support staff, law school graduates and students from Temasek Poly’s Paralegal Course on legal technology and practice management.

[Haryane Mustajab, Alban Tay Mahtani & De Silva]

Insert Bio Here

Frances Kwok, LEAP Legal Solutions Pty Ltd

Frances Kwok is the Channels Manager at LEAP Legal Pty Ltd and previously worked as a Senior Accounting Consultant at LEAP. Prior to joining LEAP Legal, Frances worked in international law firms in the finance and billings department; and more recently at PWC. In her capacity as a LEAP Accounting Consultant, Frances conferred with Law Practice Managers about Matter Based bookkeeping systems and financial reporting processes. She will share, from the unique perspective of the Australian legal services industry, insights in law practice financial management.



THE LAW SOCIETY
OF SINGAPORE



Bizibody Technology Pte Ltd

<p>Venue: Conference Room Level 2, The Law Society of Singapore 39 South Bridge Road S058673</p> <p>(Registration will begin at 12.00pm)</p>	<p>Fee: S\$ 15.00 (Excluding 7% GST) (* Seminar Fees includes Lunch)</p>
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CLOSING DATE FOR REGISTRATION: 11 FEBRUARY 2008
REGISTRATION FORM
(Please post or fax to 6533579)

For members

Name (Dr/Mr/Mrs/Miss/Mdm): _____

Name and Address of Law Practice/Organisation:

Date of Admission: _____ Number of years in Practice: _____

AAS No: _____

For non members

Name (Dr /Mr/Mrs/Miss/Mdm _____

NRIC/Passport No: _____

Position in Law Practice/Organisation: _____

Tel number: _____ Fax number: _____ Email: _____

(A valid email address is required for confirmation of registration.)

Mode of payment: **GIRO DDA** **Cheque**
(Only for law practices with GIRO accounts with the Law Society)

Law Society Member **Employee of Singapore law practice** **Others**

Cheque payments should be made payable to "The Law Society of Singapore" & arrive at our office with the completed registration form on or before the closing date, **Monday, 11 February 2008**

For enquiries, please contact
Continuing Professional Development Department at
Tel: (65) 6530 0239 Fax: (65) 6533 5700
E-mail: cpd@lawsoc.org.sg
CPD Portal: www.lawsociety.org.sg/CPD
Website: www.lawsociety.org.sg

REGISTRATION, REFUND & CANCELLATION POLICY

1. Registrations will be confirmed upon receipt of full payment accompanied by a duly completed registration form.
2. The Organisers reserve the right to refuse to register or admit any participant, and to cancel or postpone the course.
3. Substitute delegates are welcomed, subject to the Organisers being notified at least 2 working days before the course of the details of the substitute delegate.