



# How Accountants & Internal Auditors can help Estates & Mills manage shrinking profits.



**FREE** 6 months online support after the workshop to help participants apply the knowledge and deliver results.

In today's challenging oil palm sector, profitability is hit by shrinking margins due to lower CPO prices. Estate & Mills are constantly under pressure to sustain and deliver results to stakeholders. Now there is an urgent need for identifying, assessing, managing and monitoring all revenue and cost leaks that could save significant amounts and help increase profitability despite falling prices.

Accountants and Internal Auditors in the Oil Palm sector are looking for improved business process knowledge, effective auditing tools & techniques so that they can deliver audit reports that make a real difference to their organisations in terms of savings in operating costs, increased revenues, better efficiencies, strengthened internal controls and the reduction in mismanagement and fraud.

**This is the first such program that will significantly help Accountants and Internal Auditors in oil palm estate and milling operations with a more effective way.**

We bring to you two very experienced professionals, with more than 50 years (combined) experience in Oil Palm operations. They came together to deliver in-depth oil palm industry practices, business process knowledge and cutting-edge fraud detection plus risk based internal auditing expertise.

**MYR 2,500 per participant. Groups of 3 or more will enjoy a 10% group discount.**

## Who must attend?

Accountants and Internal Auditors in Plantation companies, who need to step up Industry and Operational knowledge in order to help deliver revenue & cost optimisation.

**Date: 24<sup>th</sup> to 25<sup>th</sup> February 2020**

**Venue: Sabah Hotel, Sandakan**

**Date: 11<sup>th</sup> to 12<sup>th</sup> March 2020**

**Venue: Imperial Hotel, Miri**

# WHAT WILL BE COVERED IN THIS WORKSHOP?

## Estate Operations

1. New Development of Plantation.
  - ✓ Feasibility studies.
  - ✓ Tenders & Award of contracts.
  - ✓ Land acquisition.
  - ✓ Land clearing & preparation – Mineral and Peat soils.
  - ✓ Infrastructure – terracing, roads/bridges/ramps/office & housing infra complex.
2. Replanting / Underplanting
  - ✓ Clearing of old palm stands.
3. Nursery establishment.
  - ✓ Sourcing for R&D certified seeds.
  - ✓ Pre & Main Nursery establishment and maintenance.
  - ✓ Transplanting failed plants.
  - ✓ Pests & Diseases in Nursery.
  - ✓ Culling techniques and other quality parameters for seedling yield potential.
  - ✓ Nursery cost controls and cost per palm. (Treatment of unchanged costs.)
4. Field planting & Agronomics Practices.
  - ✓ Cover crops.
  - ✓ Manuring and Fertiliser regimes.
  - ✓ Pest & Diseases control (fungicides and pesticides application.)
  - ✓ Transporting to main fields for planting.
  - ✓ Field Maintenance -Weeding, Pruning, Roads & Bridges.

5. Harvesting & Collection
  - ✓ Harvesting intervals & standards.
  - ✓ Field harvesting, collection activities & supervision.
  - ✓ Loose fruit collections.
  - ✓ Transporting to mill/ramps.
6. Check roll & Payroll
  - ✓ Source records for wage computations, etc.
  - ✓ Computation of check-roll & Payroll. (including recoveries.)
  - ✓ Payday Operations & payroll security.
  - ✓ Unpaid wages controls.
7. Estate Stores
  - ✓ Indenting & procurement.
  - ✓ Stock receipt, issuance and inventory records.
  - ✓ Stock counts & Reconciliations.
  - ✓ Scrap sales & Revenue accounting.
8. Estate Budgets & Accounts
  - ✓ Revenue -OER/ KER awards from Mills (Own/ external)
  - ✓ Estate accounting – GL, P&L and Balance sheet.
  - ✓ Inter estate/mill/ head office accounts.
  - ✓ Accounts payables – processing supplier payments, cheque payments, petty cash.
  - ✓ Reclassification of charge out account codes.
  - ✓ Budget variances & reports.
  - ✓ Year-end Accruals & reversals.

## Oil Mill Operations

1. CAPEX:
  - ✓ Construction of new mills.
  - ✓ Feasibility studies/licences/compliance (EIA).
  - ✓ Tender & Awards. Contract details
  - ✓ Preconstruction.
  - ✓ Construction and Commissioning of Mills.
  - ✓ Contract administration and Variance orders.
  - ✓ Final Accounts and Handover.
2. Milling Operations
  - ✓ Weighbridge & FFB Ramp.
  - ✓ Weigh bridge operations.
  - ✓ Receiving FFB and grading at ramps.
  - ✓ Mill throughput and milling hours.
  - ✓ Award of OER/KER to third party vendors and own FFB.
3. Engineering Stores
  - ✓ Suppliers & procurement.
  - ✓ Receiving and issuance to Mill.
  - ✓ Stock controls.
  - ✓ Non stock purchase and direct charge to operations.
  - ✓ Returns & Credit notes controls.
4. Plant & Equipment Maintenance
  - ✓ Plant & Equipment history card controls.
  - ✓ Scheduled or preventive maintenance.
  - ✓ Major and minor repairs.
  - ✓ Third party external repairs.
5. Processing FFB for CPO
  - ✓ Sterilisation – Threshing – Digestion – Pressing.
  - ✓ Oil clarification & drying.
  - ✓ Quality control - FFA.
  - ✓ Transfer to Storage tanks by quality grades.
  - ✓ Sludge oil recovery and operations – Sludge /condensate residual oil (sales).
6. Processing FFB for KER
  - ✓ Nut recovery – drying & cracking.
  - ✓ Kernel separation. (wet and dry)
  - ✓ Kernel storage in silos.
7. Stock controls
  - ✓ CPO quantity measures in storage tanks and lab controls.
  - ✓ KER quantity measures in silos and lab controls.
8. Sales & Despatch of CPO and KER
  - ✓ Sales contracts by HQ.
  - ✓ Despatch of CPO and KER – controls.
  - ✓ Security seals application and controls.
  - ✓ Tankers controls – incoming & outgoing.
  - ✓ Oil losses in transit.
  - ✓ Bulking operations.
9. Check roll operations
  - ✓ Daily check roll & punch card operations.
  - ✓ Wages calculations and payments to manpower contractors.
  - ✓ Payroll operations.
10. Oil Mill Budgets & Accounts
  - ✓ Revenue -OER/ KER/ sludge sales.
  - ✓ Mill accounting – GL, P&L and Balance sheet.
  - ✓ Inter estate/ mill/ head office account.
  - ✓ Accounts payables – processing supplier payments, cheque payments (Mill/ HQ)
  - ✓ Petty cash.
  - ✓ Charging of costs to cost centres.
  - ✓ Reclassification of charge out account codes.
  - ✓ Budget variances & reports.
  - ✓ Year-end Accruals & reversals.



## MEET THE FACILITATOR



**Gurbakhish (Gb) -**  
*ARL® coach, FCMA,*  
*CIA, CMIIA.*

Gurbakhish is distinguished by his passion for Internal Audit work and his focus on Action Reflection Learning. A Management Accountant and Certified Internal auditor with background in multiple industries, company sizes and subject matter. He has proven track record of success with both large and small Internal Audit teams focused on driving innovation, transforming operations, improving customer experience and return on investment. Proven ability to build and lead teams during periods of change and drive organizational efficiencies through unique action reflection learning (ARL®) and Quality Education System (QES) methodologies.

He has over 43 years of value adding experience across a broad range of industries from Manufacturing, Trading, Auto trade, Travel & Shipping, Banking, Plantation Operations, Property development and management, Sales operations, IT hardware & software solutions and many others dealing with a wide variety of nationalities at the most senior levels on very sensitive issues.

He served in various leadership roles in the areas of Business Risk Management, Corporate Governance, Fraud mitigation, Internal Audit, Finance & Accounting, Administration, Sales Operations, Learning & Development, Total Quality Management.

In most appointments, besides his professional responsibilities, he contributed by developing and conducting several in house subject matter-based training programs at the request of his employers. He has valuable work experience in local companies (Perwira Habib Bank and Island & Peninsular Group), multinationals (Dunlop Estates Group and Inchcape Group) and IT global giant Hewlett Packard Australia.

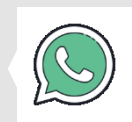
Online registration and payment can be made via secured link below-

[https://pay.o.my/oilpalm3days  
workshop](https://pay.o.my/oilpalm3daysworkshop)



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## REGISTRATION FORM

**Name of participant** :

**Name of Organisation** :

**Position held** :

**Email** :

**Handphone number** :

**Name of participant** :

**Name of Organisation** :

**Position held** :

**Email** :

**Handphone number** :

**Name of participant** :

**Name of Organisation** :

**Position held** :

**Email** :

**Handphone number** :

Email the COMPLETED FORM to [aacllpadm@gmail.com](mailto:aacllpadm@gmail.com) and we will send you the confirmation of event.