

# ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

## PRACTICAL ACCOUNTING EXPERIENCE RECORD FORM (SPECIMEN)

*(For Employees / Trainees without a Training Agreement only)*

Employing Organisation } : .....  
 & Address } : .....

Name of the Applicant : .....  
 Student Registration Number : .....(if a AAT Student)

*To be completed on a regular basis (Guidance overleaf) (Use photocopies of this page)*

Date	No. of Hours	DETAILS OF WORK UNDERTAKEN AND TRAINING RECEIVED <small>Please describe your experience briefly and concisely</small>	Code No.
Day 01			
Day 02			
Day 03			
Day 04			
Day 05			
<b>Total</b>			

.....  
 Applicants' Signature

.....  
 Date

**Supervising Member**

Name : .....

Membership No. : .....

\*Qualification / s : .....

Signature : .....

Designation in Organisation : .....

\* See Overleaf

Company Seal

Original of this form is retained  
 at the E & T Division,  
 AAT(SL),  
*AAT(SL) Date Stamp*

## PRACTICAL ACCOUNTING EXPERIENCE

**Introduction:** In addition to passing the Final Examinations conducted by the Association of Accounting Technicians of Sri Lanka, registered students should have completed a period of at least two years Practical Training before they become eligible for Membership of the Association (MAAT).

**Place of Training:** Any Organization or Establishment where Accountancy Experience can be obtained.

\* **Supervising Member :** Qualifications of Supervising Member could belong to **any one** of the following categories :

- Member of** - [ICASL, AATSL, CIMA(UK), ACCA(UK), Any other professional institute]  
A Government Accountant  
A Licentiate of the ICASL / Intermediate Certificate Holder ICASL  
Holder of the HND Accountancy Certificate  
Any other person holding office as an Accountant in an establishment, provided such a person is acceptable to the Governing Council of AATSL

**Training:** A Trainee's experience should be covered from at least **03 areas, out of the 10 areas** given below.

**Quantum of Training:** A minimum Practical Training of 1250 hours per year should be completed by a Trainee.

### AREAS OF TRAINING FOR PRACTICAL EXPERIENCE

#### Code No.

- |   |  |
|---|--|
| <p><b>1.0 Work leading to Preparation of Books of Accounts.</b></p> <ul style="list-style-type: none"><li>• Preparation of Books of Prime Entry – eg. Sales Book, Purchase Book, Returns Book etc</li><li>• Preparation of the Cash and Bank Book</li><li>• Maintaining the Petty Cash Book</li><li>• Preparation of Bank Reconciliation Statements</li><li>• Preparation of Cash and Banking Summaries and Cash Reconciliations</li><li>• Maintenance of an appropriate filing system</li><li>• Preparing Journal entries</li><li>• Posting entries to General Ledger and or to Subsidiary Ledgers</li><li>• Preparing Control Accounts, eg. Debtors Control Account</li><li>• Communicating with Customers, Suppliers and Management about matters arising from keeping accounts</li><li>• Preparation of payroll</li></ul> <p><b>2.0 Work involving Preparation of Trial Balance</b></p> <ul style="list-style-type: none"><li>• Extracting the general Trial Balance</li><li>• Extracting balances from subsidiary ledgers<br/>eg. Debtors Balances</li><li>• Reconciling Control Accounts</li><li>• Ensuring the correctness of the Trial Balance</li></ul> <p><b>3.0 Work involving Preparation of Financial Statements / Reports.</b></p> <ul style="list-style-type: none"><li>• Preparing the Profit and Loss Account</li><li>• Preparing the Balance Sheet</li><li>• Preparing the Cash Flow Statement</li><li>• Preparing Notes to the Accounts</li><li>• Performing analysis on the accounts.<br/>eg. Calculation of ratios, trends, etc.</li></ul> <p><b>4.0 Work involving Taxation</b></p> <ul style="list-style-type: none"><li>• Preparing VAT summaries</li><li>• Filing VAT Returns</li><li>• Preparing Turnover Tax Summaries</li><li>• Computation of Income Tax</li><li>• Filing Income Tax Returns</li><li>• Communicating with Tax Officers.</li></ul> <p><b>5.0 Work involving Statutory Requirements</b></p> <ul style="list-style-type: none"><li>• Calculation and Payment of EPF and ETF and PAYE Tax</li><li>• Providing for Gratuity</li><li>• Maintenance of Secretarial records<br/>eg. Share Registers</li><li>• Filing Annual Returns</li><li>• Dividend Processing</li></ul> <p><b>6.0 Work involving Budgeting</b></p> <ul style="list-style-type: none"><li>• Participating in the Budget Committee</li><li>• Preparation of Budgets</li><li>• Finalization of Budgets</li><li>• Preparing Variance Statements of Budgets and Actuals</li></ul> | <p><b>7.0 Work involving Costing</b></p> <ul style="list-style-type: none"><li>• Payroll analysis</li><li>• Time Sheet Analysis</li><li>• Job Card Analysis</li></ul> <p><b>8.0 Work Involving Cost Estimates</b></p> <ul style="list-style-type: none"><li>• Machine Chart Analysis</li><li>• Preparing Cost Estimates</li><li>• Preparing Routine Reports</li><li>• Maintaining the Cost Ledgers</li></ul> <p><b>9.0 Work involving Inventories</b></p> <ul style="list-style-type: none"><li>• Maintaining Stock Records</li><li>• Reconciling Stock Ledger with Bin Cards and Physical Stocks</li><li>• Participating in Stock taking</li><li>• Preparing reports on Stock take</li></ul> <p><b>10.0 Other work</b></p> <ul style="list-style-type: none"><li>• Maintaining Fixed Assets Register</li><li>• Communications with Suppliers and Customers</li><li>• Communication with external auditors</li></ul> |
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*N.B. Please refer the "Practical Training Guide", for further details about Practical Training.*