



## **Deloitte School of Tax & Legal** **VAT Back to Basics**

We have the pleasure of inviting you to our popular “VAT Back to Basics” workshop.

A good understanding of the key principles of the VAT Act is essential to all businesses and can prevent unnecessary cash outflows due to overpaying of output tax or under-claiming input tax.

With the recent **VAT rate increase** it is extremely important that vendors apply the correct VAT rate. This requires a good understanding of the time of supply rules and the rate specific rules introduced by the Commissioner during the transitional period.

On top of this, SARS will regularly scrutinise the VAT compliance of VAT vendors, and non-compliance can lead to costly penalties and interest which could easily have been prevented.

It is therefore fundamental for all staff who provide input in the VAT return process to have the necessary knowledge to make the right VAT decisions and training is one of the simplest and most effective methods to ensure this.

Our VAT Back to basics workshop not only discusses the key VAT principles, but focuses on applying the theory to as many practical examples of day-to-day transactions and decisions that a debtors and creditors clerk may encounter and on the common mistakes made in practice.

The workshop material will include electronic course notes and practical case studies as references to apply to the types of scenarios you encounter when back at the office.

The agenda for the workshop is as follows:

Topic	Content	Timing
Registration	<i>Please note that the Cape Town will run from 9:30am to 1:30pm</i>	08:00 a.m. – 08:30 a.m.
The basics of how VAT works	<p>We will briefly cover various basic VAT mechanisms and how they work to enable us to contextualise the rest of the seminar within this framework:</p> <ul style="list-style-type: none"> <li>• The basics of how VAT works and the basic VAT calculation</li> <li>• Registration as a VAT vendor</li> <li>• Invoice vs payment basis of accounting for VAT</li> <li>• Overview of types of supplies</li> <li>• VAT rate increase and practical implications</li> </ul>	08:30 a.m. – 08:50 a.m.
Output tax	<p>This session will cover:</p> <ul style="list-style-type: none"> <li>• Basic understanding of output tax</li> <li>• Consideration and value of a supply (including the special rules and the VAT treatment of deposits, donations and sponsorships)</li> <li>• Time of supply (including special rules)</li> <li>• Overview of zero rated supplies and exempt supplies</li> <li>• Deemed supplies (with a focus on fringe benefits and indemnity payments)</li> <li>• Debit and credit notes</li> <li>• Adjustments (including discounts, goods returned or repossessed, unpaid creditors and recovery of bad debts)</li> <li>• VAT treatment of agency transactions</li> <li>• Company cross charges</li> </ul> <p>We will work through many practical, day-to-day transactions that a debtors clerk would encounter, and will apply VAT principles covered to each transaction.</p>	08:50 a.m. – 10:00 a.m.
Tea – 20 Minutes		
Input Tax	<p>The session will cover:</p> <ul style="list-style-type: none"> <li>• Basic understanding of input tax</li> <li>• The documentary requirements (including electronic invoices and the latest amendments)</li> <li>• Recipient created invoices</li> <li>• Input tax specifically denied (i.e. entertainment, motor car and subscriptions). We will work through and discuss various examples.</li> <li>• Reimbursements and credit cards</li> <li>• Notional input tax on second hand goods</li> <li>• When and how to apportionment of input tax deductions</li> <li>• Adjustments (excess receipts and bad debts written off)</li> </ul> <p>We will work through many practical, day-to-day transactions that a creditors clerk would encounter, and will apply VAT principles covered to each transaction.</p>	10:15 a.m. – 11:30 a.m.

Importation of goods and services	In this session we will briefly discuss: <ul style="list-style-type: none"> <li>• Importation of goods: Who is liable, value and time of supply and refund of VAT paid on importation</li> <li>• 'Imported services': Definition and who is liable</li> <li>• Electronic services</li> </ul>	11:30 a.m. – 11:45 a.m.
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VAT compliance	We will discuss general VAT and other administrative compliance: <ul style="list-style-type: none"> <li>• Overview of the fields on the VAT return</li> <li>• General VAT compliance and documentary requirements</li> <li>• What to do in the case of an error on a VAT return</li> <li>• Interest and penalties on VAT return (late payment, late submission of VAT return and understatement of VAT liability)</li> <li>• Best practices and tips</li> <li>• Record keeping</li> </ul>	11:45 p.m. – 12:15 p.m.
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The workshop material will include a practical case study on preparing an accurate and complete VAT calculation and a VAT201 return for delegates to have as an example and work through in their own time.

Wrap-up and questions - 15 Minutes

#### Facilitator(s):

##### *Cape Town & Durban*

**Karen Van Wyk** is a chartered accountant. She has a passion for taxation and has lectured at a post-graduate level at the University of Johannesburg and the University of the Witwatersrand. She has also been involved in various initiatives of the South African Institute of Chartered Accountants (SAICA), lecturing on the Thuthuka programme and marking and umpiring the Initial Test of Competence (formerly known as the Qualifying Examination Part 1 for trainee accountants). Karen is also a regular presenter of advanced taxation CPD sessions and webinars.

##### *Johannesburg*

**Petra Klopper** is a Manager in the Deloitte School of Tax & Legal team. Petra is a chartered accountant and has a Master's degree in South African and International tax. Petra regularly coordinates and presents tax technical training to Deloitte clients and Deloitte tax staff and is responsible for the national VAT seminars and online courses.

#### Dates and Venues:

Johannesburg	10 April 2018
Durban	11 April 2018
Cape Town	13 April 2018

#### Cost:

R1 466.25 (inclusive of VAT)/R1 275 (exclusive of VAT)

Payment is due after the seminar date.

Company Discount: 10% for 2 or more participants from the same company and region. The discount applies from participant 2 onwards.

Alumni Discount: 10% for Deloitte alumni. This applies if you are a former employee of Deloitte and have registered as Deloitte alumni. ([Click here](#) to register as an alumnus)

You will only qualify for one of the 10% discounts

Cancellation Policy:

Our standard cancellation policy is to invoice 50% of the cost of the workshop for attendance not cancelled within 2 business days before the workshop. This is to recover the overhead costs incurred relating to your planned attendance and the cost of the course material.

Time:

*Cape Town*

**9:30 a.m. – 13:30 p.m.** (Registration from 9:00)

*Johannesburg & Durban*

**8:30 a.m. – 12:30 p.m.**

(Registration from 8:00)

The course will contribute to **4 hours CPD/CPE**

RSVP:

Please note that we use an online booking system. Kindly complete the online booking form using the link below.

The link will open the booking page of the Deloitte School of Tax & Legal but it will not select the course or region for you. Please be sure to select the correct course, date and region from the drop-down menu.

You will be able to register several people using one form. (Please contact us at [dsot@deloitte.co.za](mailto:dsot@deloitte.co.za) if you wish to make bookings for more than 20 people at once.)

[Register Here](#)

Course Material:

In the interests of the environment, and to move with technology, this will be a paperless course. We will email you the course material within 48 hours of the planned session date. You will then have the option to bring the course material on your laptop/tablet, or should you prefer, to print the material. We will have plug points in the venues for laptops/tablets

Contact us:

Should you have any administrative questions regarding this workshop, please contact us at [dsot@deloitte.co.za](mailto:dsot@deloitte.co.za)

[Deloitte School of Tax & Legal Website](#)

Sincerely,

The Deloitte School of Tax & Legal Team



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