

Financial Management Training

July 28-29, 2016

Hotel Estrella, Tacloban City



Date & Venue

July 28-29, 2016 / Hotel Estrella, Tacloban City

Facilitators & Trainors

Rose Mendoza-Mandocdoc & Blanca Samson

Participants

There are four associations present in the said training. All of these associations came from the Brgy. 75, 97, and 87-A of Tacloban City. One of the present associations is the Tacloban Urban Fisherfolks Association (TUFA). TUFA is represented by Lasanto Castillo, Jr, Emilio Oñante, and Luz Estrada. Another present association is the Brgy. 75 Fisherfolks Association represented by Genaro Obera and Marlon Batic. Rural Improvement Club is also one of the present associations represented by Saleha Badidles and Zenaida Malate. Cabalawan Fisherfolks Association is also represented by Eduardo Padayaw and Lito Balangbang, Benjamin Caneda, and Cosme Malate.

Aims & Objectives of the Training

1. To understand the financial management cycle and its importance in the organization
2. To develop the skill and knowledge in writing and maintaining the cash book
3. Demonstrate the understanding of the importance of cash book

Agenda & Activities

Day 1

- Welcome and introductions
- Expectations
- Objectives Setting
- Financial Management Cycle
 - Budgeting
 - Record Keeping
 - Internal Control
 - Financial Reporting
- Discussions on Cashbook
 - Bankbook
 - Receipts
 - Vouchers

Day 2

Continuation of Discussion

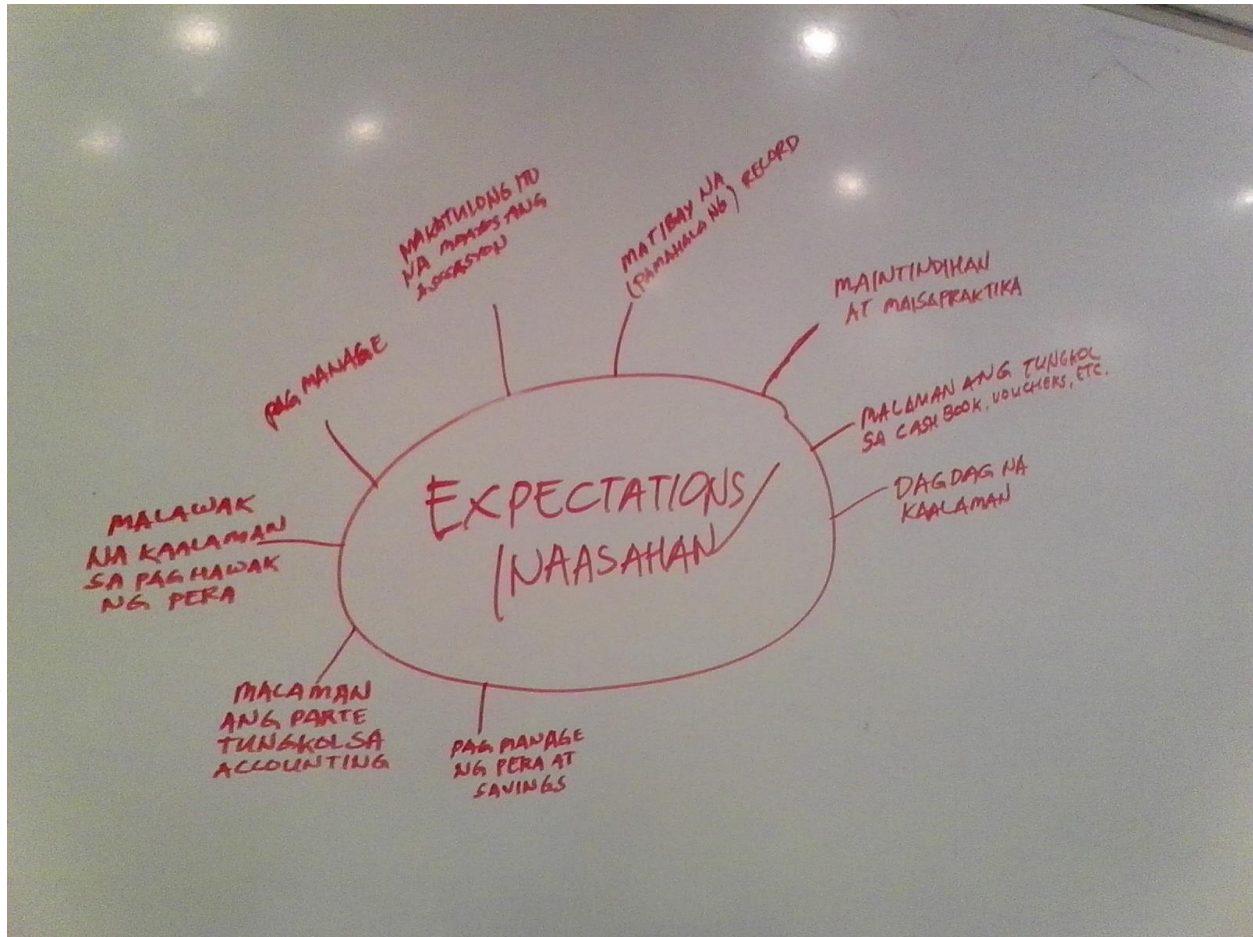
- Account Title and Codes
- Workshop
- Evaluation

The Training Proper

Preliminaries

The training started at 9:45 am. The attendees were welcomed by the NFR staff.

Expectation Setting



SESSION 1: Financial Management Cycle

Trainer/Facilitator: Rose Mendoza- Mandocdoc; Blanca Samson

Key Messages & Concepts of the Session & Activity

- Record keeping is not a simple thing to do. It must be done with planning.
- The policies within the organization is very important in respect to financial management. In policies, the organization will be cleared why they need to

spend, who will approve on the cash vouchers, and other questions related to financial management.

- If there are changes in the policies of the organization, it must be decided by the whole body.
- Keeping records is a way towards transparency. Donors, for example, is always looking for the records of an organization. In that way, organizations with records can easily accommodate the donors on what they are looking for.
- An organization with records has always its integrity. If there is an anomaly in the organization in respect with the financial matters, of course this organization will lose its integrity.
- Summarized records per month are important especially during meetings of the organization so that all members, not only the officers, are informed to the financial aspects of the organization.
- The members should decide who will purchase using the money of the organization, not only one or the officers of the organization. The same as everybody should know what will the organization will purchase.
- An organization should have a budget every month so that the organization will not lose its track. This budgetary plan must be clear to all members of the organization.
- The one who holds the money of the organization and the one who records all transactions must be two different members of the organizations.
- Records must be checked all the time.
- Cash must be kept either in bank or cooperative for security purposes.
- The transactions recorded must be in chronological order. Every time the organization would spend, the receipts should be put on top so that the first expense for the month would be on the bottom of the file.
- Dates are very important in all documents.

SESSION 2: Discussions on Cash book

Trainer/Facilitator: Rose Mendoza-Mandocdoc, Blanca Samson

Key Messages & Concepts of the Session & Activity

- The seminar encourages all present organizations to have their own cash books so that they could monitor the transactions within the organization. Also, cash books could help in maintaining proper order of the finances of the organizations.
- Make sure that all transactions are recorded correctly.
- Documents like official receipts should have signatures of the authorized persons, must be kept, and must follow the numbering pre-numbered to avoid confusion.
- It is good to have a receipt because it serves as a proof.
- Official receipts can also be named as cash invoice or cash receipt.
- Regarding cash vouchers, these should be prepared by the organization's treasurer or anyone who is skilled to fill up cash vouchers as long as he/she is the one who is appointed by the organization.
- Upon filling up cash vouchers, description should be very particular and clear.
- Through financial reports, an organization can determine if their budget is worthy. In addition, an organization should have a computation how much they are earning or losing.

Activity 1: Filling-up of Official Receipt

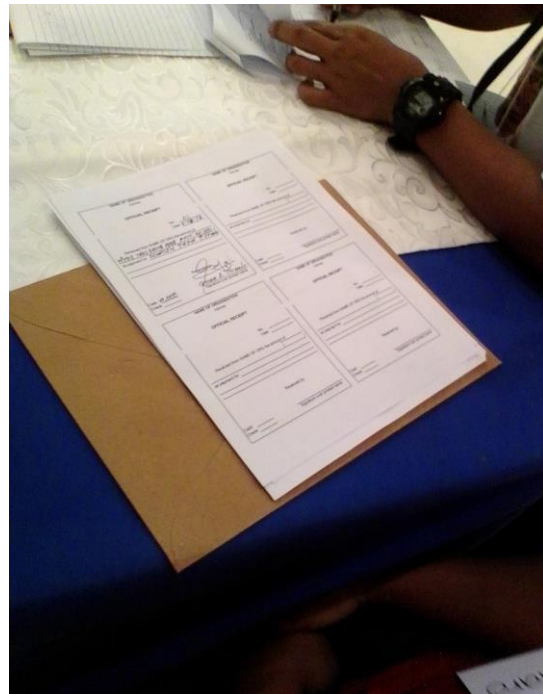
The participants were instructed to fill up the sample official receipt with the following details:

 Their organization received a donation from Oxfam worth 50,000 pesos.

The participants were guided by the trainer and facilitator.

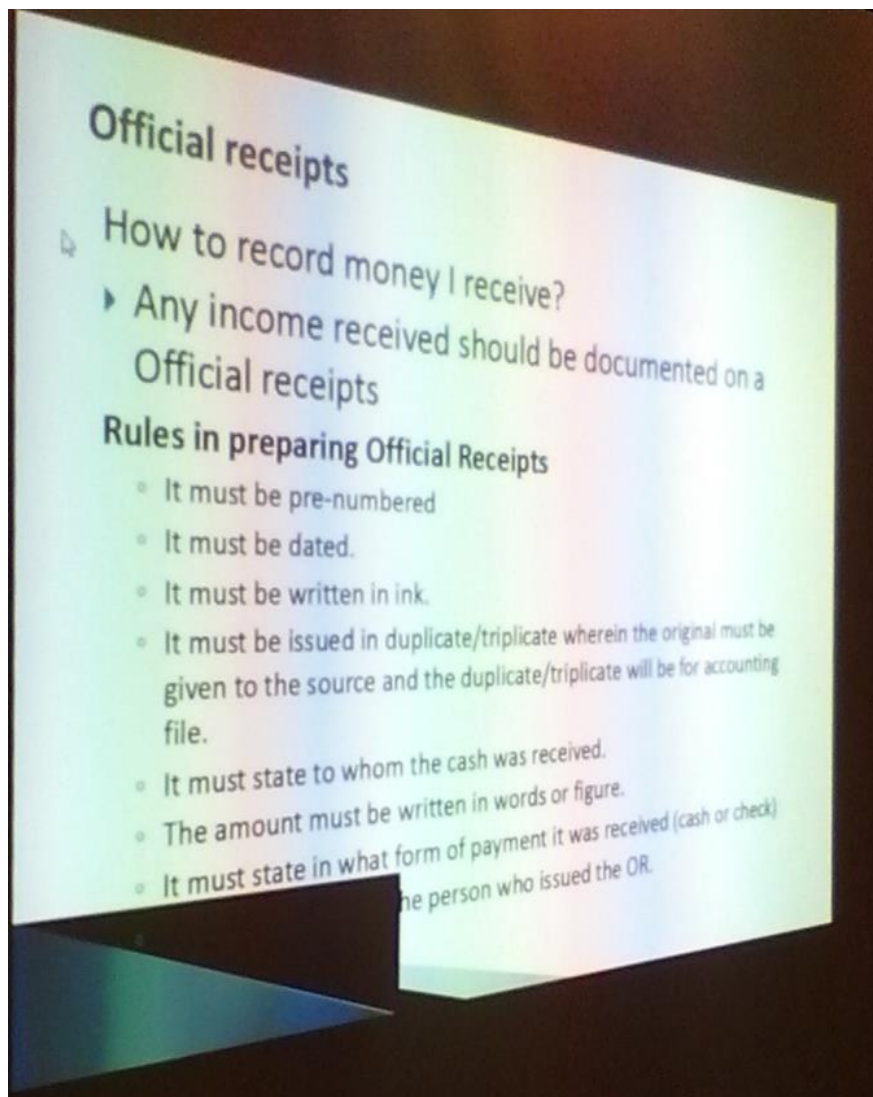


Saleha Badidles of Rural Improvement Club scans the sample official receipt.



One of the participants is already done with his official receipt.

NAME OF ORGANIZATION	
Address	
OFFICIAL RECEIPT	
No. <u>01</u>	
Date <u>07/28/16</u>	
Received from NAME OF ORG the amount of <u>FIFTY THOUSAND PESOS</u>	
<u>ONLY (50,000)</u> as payment for <u>DONATION FROM OXFAM</u>	
Cash <u>50,000</u>	SIGNATURE OVER PRINTED NAME
Check _____	



Activity 2: Filling-up of Cash Voucher

The participants were instructed to fill up the sample cash voucher with the following details:

Their organization president will travel to attend the meeting in the provincial level, spending 250 pesos.

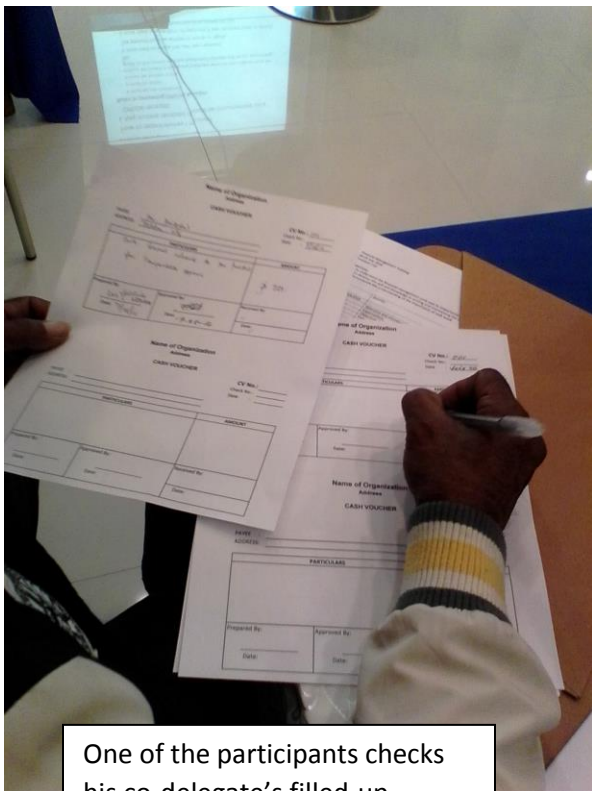
The participants were guided by the trainor, together with the NFR staff.



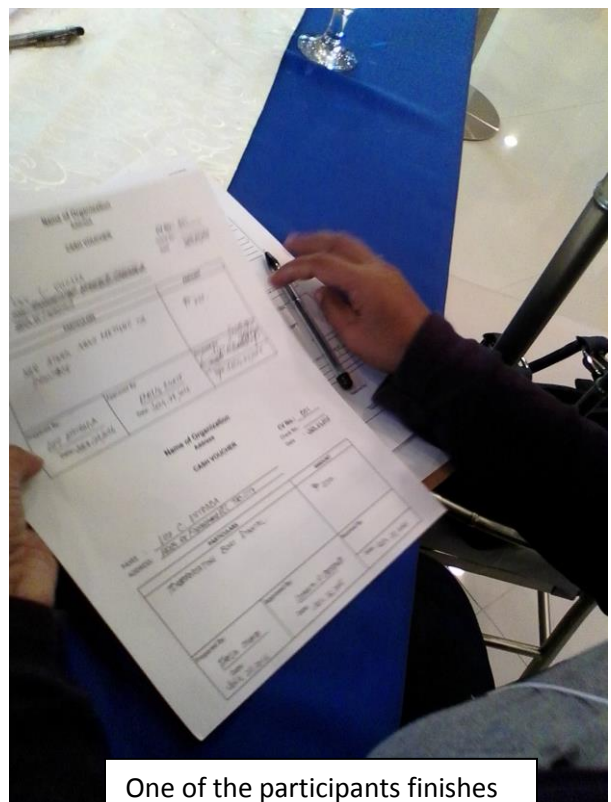
The trainor guides a delegate in filling up her voucher.



NRF Staff checks the delegate's voucher.



One of the participants checks his co-delegate's filled-up sample cash voucher.



One of the participants finishes her filled-up sample cash voucher.

Name of the Organization

Address

CASH VOUCHER

CV No.: 001

Check No.: 00

Date: 7/28/2016

Payee: Saleha Badidles

Address: Burayan, San Jose, Tacloban City

PARTICULARS		AMOUNT
TRANSPORTATION FOR PROVINCIAL MEETING OF THE ORGANIZATION PRESIDENT		P 250.00
Prepared by:	Approved by:	Received by:
Date:	Date:	Date:

Activity 3: Cash book Making

The participants were instructed to make a cash book using a spreadsheet with the details used on the past activities.

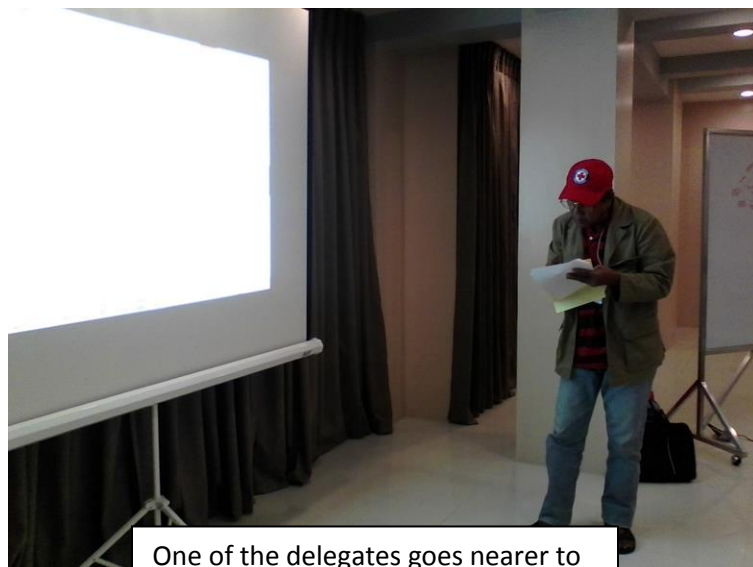
The participants were guided by the trainor, together with the NFR staff.



The trainor helps a participant in filling up her cash book.



Delegates from Brgy 75 Fisherfolks Association are filling up their own cash books.



One of the delegates goes nearer to the projected sample cash book for clearer vision.

Date	Description/Particular	OR#	CV#	In	Out	Balance
28-Jul-16	Donation from Oxfam	01		50,000.00		50,000.00
28-Jul-16	Transportation exp of President in attending meeting in the provincial level - Mr.		001		250.00	48,750.00
29-Jul-16	Purchase 1 sack of feeds		002		1,200.00	48,550.00
29-Jul-16	Membership dues	02		300.00		48,850.00

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28-Jul-16	Donation form Oxfam	01		50,000.00		50,000.00
28-Jul-16	Transportation exp of President in attending meeting in the provincial level- Mr.		001		250.00	48,750.00
29-Jul-16	Purchase 1 sack of feeds		002		1,200.00	48,550.00
29-Jul-16	Membership dues	02		300.00		48,850.00

Day 1 ends at exactly 5:22 pm, completing the topics on Financial Management Cycle and Discussions on Cashbook. It is expected on

Day 2 to discuss about Account Title and Codes. Also, workshop and evaluation are expected to happen in Day 2.

Day 2

The day 2 started at 9:16 am

SESSION 3: Recap of the Discussion during Day 1

Trainor/Facilitator: Rose Mendoza-Mandocdoc, Blanca Samson

Key Messages & Concepts of the Session

- Participants were asked by the trainor what did they learn during Day 1.
- Genaro Obera said that the seminar gave clear view on financial management. He even said that he already had the interest on financial management. He thought before that these things are only for Accountancy majors but gladly, the seminar invited not only the treasurers of different association, but also others who are willing to learn.
- Luz Estrada learned that through organized reports, their organization can determine if they have big accountability or savings. She also mentioned that holding the fund of an organization is not an easy thing to do. She is very grateful that she learn these things that she could apply to their association since she is their association's treasurer.
- Losanto Castillo, Jr. is very thankful that NFR brought the knowledge discussed in the seminar in Tacloban City. After day 1, he believes that not only treasurer, bookkeeper, and auditor but all members of the organization must know something about financial management.
- Lito Balangbang learned that if you know where the money goes, it is easy to compute the money of the organization.

- Saleha Badidles understood that all that they learned in Day 1 is a big thing knowing to her that only those who are trained in school are the ones who can do what they did in Day 1.

SESSION 3: Continuation of Discussion on Cashbook

Trainor/Facilitator: Rose Mendoza-Mandocdoc, Blanca Samson

Key Messages & Concepts of the Session

- In record-keeping, it is only “record-keeping”. Through record-keeping, the livelihood would be easier to sustain.
- Make sure that the treasurer of the organization is qualified, that he/she must have the knowledge to record and understand what he/she is recording.
- It is acceptable to add some columns in cash books. It is also acceptable to make separate records for expenses and savings. Transactions going in can be record using the cash receipt while transactions going out can be record using the cash disbursement.
- There must an individual cash vouchers for every laborer. However, it is also acceptable to use one cash voucher for all laborers, given that there should be an attached paper where the names and signatures of the laborers can be found.
- Double entry bookkeeping is an advanced level of record keeping. However, double entry bookkeeping was not discussed in the seminar due to time constraints.
- In record keeping, organizations can use the power of technology through computers and laptops where they can electronically records all transactions of the organization.
- Account codes can also be used as categories in summarized cash books. However, it may be confusing sometimes. Therefore, it is still recommendable to use account titles instead.
- Regarding donations, organizations should determine the worth of the donations given to them because donations serve as investments for the

organizations. If the donors do not want to state the worth of the donations, it is the organization's job to determine it through researching and/or canvassing.

SESSION 4/Activity 3: Workshop (Financial Report Making)

The participants were instructed to make a financial report using the following details:

June 1, 2016	Received grant from XYZ Foundation - P300,000.00
June 5, 2016	The treasurer received donation from Mr. Allan Salazar - P5000.00
June 10, 2016	The organization held the monthly meeting, paid meals worth P775.00
June 14, 2016	The chairman attended a meeting in the province. Transportation expense P462.00
June 22, 2016	The treasurer paid fingerlings, P17,500
June 24, 2016	The treasurer paid feeds to Tateh , 90,000
June 30, 2016	Paid labor, 50,000
June 30, 2016	Transportation expense for the fish cage project, P40,000

The participants were given sample official receipts and sample cash vouchers to be filled up before putting all transactions in a cash book and finally, in a financial report.



Participants starting the workshop by filling up their sample vouchers



One of the participants reporting his answer in front of his co-participants

CASH BOOK

June 1-30, 2016

Date	Description / Particular	OR#	CV#	In	Out	Balance
01-Jun-16	Grant from XYZ Foundation	01				
05-Jun-16	Donation from Mr. Allan Salazar	02		300,000.00		300,000.00
10-Jun-16	Paid meals for monthly meetings - Ms. XXX		001	5,000.00		305,000.00
14-Jun-16	Transportation expenses for Chairman during meeting at the province - Mr. YYY		002		775.00	304,225.00
22-Jun-16	Paid fingerlings - Ms. MMM		003		462.00	303,763.00
24-Jun-16	Paid Tatch for the feeds		004		17,500.00	286,263.00
30-Jun-16	Paid labor of the members for monitoring of the project - Mr. Lopez		005		90,000.00	196,263.00
30-Jun-16	Transportation expenses of the members during monitoring of the project -		006		50,000.00	146,263.00
30-Jun-16					40,000.00	106,263.00

The cash book for the workshop.

Summary Report:

Total Income:

1. Grant - 300,000 -
2. Donation - 5,000 -

Total Income = 305,000 -

Less Expenses:

1. Transportation - 40,462 -
2. Feeds - 90,000 -
3. Fingerlings - 17,500 -
4. Labor - 30,000 -
5. Meetings - 775 -

Total Expenses = 198,737 -

Total Balance = Total Income less Total Exp.

Total Bal. = 106,263.00

The summary report for the workshop

SESSION 5/Activity 4: Evaluation

The participants were asked to write in a cut-out cartolina what they can say about the two-day financial management training.

Here are the insights of the participants:

MARAMING SALAMAT
SA DAG-DAG KAALAMAN
REGARDING Legal Record
ABOUT OF# CV#

NGR PAPA SAMAT, PAPA KALIKI
SKING NATOTONAN SA SIMINAR
limits MARAMING SALAMAT PO.
(SA DOULITIN)

THANK YOU FOR SHARING MO
YOUR KNOWLEDGE REGARDING
OF# CV# I KNOW EVERYTHING
ABOUT MONTHLY REPORT

Salamat kay Maam Hanna
Maam BLANKA AT MAAM
ROSE At lalong Lalo na
Sa NFR EXCELENT.

lectures are properly discuss, it gives
me additional knowledge in recording
incoming and outgoing transactions
of money of the organization. THANKS!..

MAAM SALAMAT SA INYO DANIEL
MARAMING RIN ANG NATUTUNAN NAMIN
SA INYO
MARAMING SALAMAT

THANK YOU!!

more knowledge you
Gives me. *[Signature]*

Salamat sa NFR nato to ako
ng Kaunting Accounting at
book Keeping.

Malaking tulong po ito
Sa Aming Association Sa Finance
At management. kami po ay
Natiuto Sa Management.

MARAMING SALAMAT
SA N.F.R SA AMING NALA-
MAN SA FINANCIAL STATEMENT

SALAMAT SA Training Damo
AKong natutunan AT masarap
ANG pagkain

Maraming Salamat sa libat ng na totonan ko
sa inyo sana may karoon patayo ng mas
makalim na matutunan. tulongkul sa pag
Kwenta o sa Pag budget.

SALAMAT SA FINANCIAL Management
Training marami akong natutunan
Nadagdagan ang kaalaman ko
sa pag manage ng pera.

Marami po kami
natutunan sa Training
SALAMAT PO SA NFR.

Sana magpa training pa
ulat pana sa Book keeping
double Entry po.
Salamat sa NFR.

KAILANGAN PA NANG FISHERFOLKS
NANG TRAINING LEADER SHIP
PARA MAG PATOLUY ANG ORG.

SANA MAG PATOLUY PA ANG
TRAINING NANG N.F.R SA
FISHERFOLKS. PARA SA SUSTAINABLE
LIVE LIHOOD

Sana magpa Training pa
sa double Entry kasi
Hinde pa namin Alam ang
double entry.

Day 2 ended at 4:10 pm.

APPENDIX

APPENDIX A

The Trainors and Facilitators

TRAINOR/ FACILITATOR	SESSIONS DISCUSSED	AGENCY/ ORGANIZATION & Designation
 <p>Rose Mendoza- Mandocdoc</p>	<p>Financial Management Cycle</p> <p>Discussions on Cashbook</p>	<p>CERD Finance Officer</p>
 <p>Blanca Samson</p>	<p>Financial Management Cycle</p> <p>Discussions on Cashbook</p>	<p>NGOs for Fisheries Reform Finance Officer</p>

APPENDIX B

Photos of the Participating Representatives of Fisherfolk Associations



Participants from Tacloban Urban Fisherfolks Association with the trainor and facilitator (L-R Rose Mandocdoc, Luz Estrada, Losanto Castillo, Jr., and Blanca Samson)



Participants from Rural Improvement Club with the trainor and facilitator (L-R Rose Mandocdoc, Saleha Badidles, Zenaida Malate, and Blanca Samson)



Participants from Brgy 75 Fisherfolks Association with the trainor and facilitator (L-R Rose Mandocdoc, Marlon Batic, Genaro Obera, and Blanca Samson)



Participants from Cabalawan Fisherfolks Association with the trainor and facilitator (L-R Rose Mandocdoc, Benjamin Caneda, Cosme Mlate, Eduardo Padayao, Lito Balangbang, and Blanca Samson)