



DEPARTMENT OF FINANCE
Financial Management Improvement Programme
Capacity Building Programme Phase 99

Support to Enga Province



**11th - 15th
JUNE, 2012**

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1.1 Purpose

The purpose of this visit to Enga Province was to provide:-

- ◆ Technical Support to Provincial & District Treasury Office.
- ◆ Assist – Coach & Mentor Provincial Treasury Staff on how to prepare Annual Financial Statement.

This was aimed at addressing capacity gaps identified by the PCaBII Management. The support to Enga Province started on the 11th and ended on the 15th of June.

This was part of the program’s implementation of the “Exit Strategy” to progressively offer the support to non PCaB Provinces identified by PDFMD.

1.2 Staff whom I have coach & mentored.

NO	NAME	DESIGNATION	OFFICE	ATTENDANCE
1	Joe Warapeo	Provincial Treasurer	PHQ Treasury	3 Days
2	Nathan	Postal Agency Officer	Kandep District Treasury	½ Day
3	George	District Treasurer	Wapenamanda D/T	1 Day
4	Pricilla	PGAS Machinist	Wapenamanda D/T	1 Day

Venue.

- i) Provincial Treasury Office
- ii) Wabag District Treasury Office
- iii) Wapenamanda District Treasury Office.

Date:

11th June to 15th June 2012

2.1 Day one (Monday – 11th/6/2012).

Monday (Queens Birthday), this was a public holiday. The Provincial Treasurer picked me up at Wapenamanda Airport at about 12:00 noon and we arrived up at Wabag at 2:30pm.

Since, it was a public holiday we did not do anything.

2.2 Day Two (Tuesday – 12th /6/2012)

Annual Financial Statement.

Tuesday was spent on training the Provincial Treasurer on how to compile the Annual Financial Statement.

It was a one to one On-The-Job training, coaching and mentoring approach which I took. Sample data was used during this session. Provincial Treasurer was taken through the steps on how to prepare the Annual Financial Statement. A sample data was used during the practical session and by the end of first half of the second day a sample Annual Financial Statement was produced.

2.3 Day Two (Wednesday – 13th /6/2012)

Annual Financial Statement / Data Download Procedures.

First half of Wednesday we continued on the Annual Financial Statement and eventually, the Provincial Treasurer had the chance of completing the sample Annual Financial Statement.

Second half of the day was spent on how to download data from the PGAS. Again, this session was conducted on one-to-one basis. All afternoon was on-the-job training, coaching & mentoring. Downloading of data is more technical and so we had to spend the all afternoon on that session.

Whilst in the process of doing that exercise, the Provincial Treasurer noted that, it was a very important tool that was introduced to him and from the data downloaded he realized that he can be able to convert data and used that data to compile executive briefs for the Provincial Administrator and other stakeholders.

As a result of that, I introduced to him some templates that he could use in assisting him in producing Executive Brief for the Provincial Administrator and the other stakeholders. Unfortunately, the time was against us and we did not do any practical exercise on how to compile the executive brief. That was what he really needed most.

2.4 Day Four (Thursday 14th /6/2012)

Morning Session – Kandep District Treasury.

I had to spent time with Kandep District Treasury Staff as per their request. Coaching, mentoring and On-The-Job training was conducted on Annual Financial Statement. Because of time factor we did not complete all the topics that needed to be covered.

Afternoon session, I continued on with the Provincial Treasurer with executive brief and downloading session.

2.5 Day Five (Friday 15th/6/ 2012)

Visit to Wapenmanda District Treasury

It was about 2 hours drive from Wabag.

Those who participated where;-

- i) District Treasurer
- ii) PGAS Machinist.

The most important task was to properly train the PGAS Machinist on how to download data from PGAS. Again, it is a technical subject and therefore I had to spent about 2 and half hours on this session.

The sessions conducted whilst in Wapenamanda District Treasury Office are:-

- i) Procedures on how to download PGAS Data
- ii) Introducing PGAS Bank Reconciliation and Annual Financial Templates.
- iii) Overview on how to compile Annual Financial Statement.

Again time was against us and as such I had to download data for the four accounts for Wapenamanda District and bring it back with me to Wabag.

Their Annual Financial Statements were not done since 2008 (16 Accounts)

1. Wapenamanda District Treasury Operating Account (DSG)
2008, 2009, 2010, 2011
2. Wapenamanda District Treasury – DSIP Account
2008, 2009, 2010, 2011
3. Wapenamanda District – Tsak Local Level Government
2008, 2009, 2010, 2011
4. Wapenamanda District – Wapenamanda Local Level Government
2008, 2009, 2010, 2011

I had to assist them in compiling those Annual Financial Statements and by Saturday morning I completed the sixteen accounts Annual Financial Statement for Wapenamanda District Treasury.

3.1 Summary

The main purpose for me to visit Enga Province was to assist in preparing Enga Provincial Governments 2011 Annual Financial Statement and revisit the 2010 Annual Financial Statement as per Provincial Treasurers request.

Whilst doing that, at the same time I had to attend to other issues and request such as:-

- i) Provide – On-The-Job training with the Provincial Treasurer
 - o Annual Financial Statement
 - o Data Download Procedures
 - o Executive Briefs
- ii) Provide assistance to Kandep District Treasury
 - Training conducted on how to prepare Annual Financial Statement
- iii) Provide and Assist in preparing Annual Financial Statements for the Four Accounts – Wapenamanda District Treasury.

Outcome:

- i) 2010 Enga Provincial Government Annual Financial Statement reviewed and compiled.
- ii) 2011 Enga Provincial Government Annual Statement Compiled.
- iii) Wapenamanda District Treasury – Total of sixteen (16) Annual Financial Statement Compiled for the four (4) Accounts back dating to 2008.

3.2 Issues

- ◆ Lack of Basic Computing Knowledge
- ◆ Lack of PGAS Bank Reconciliation process in the system
- ◆ PGAS Related Problems
 - i) PGAS Cheque Reconciliation Listing
 - ii) Cash Book
 - iii) Month end roll over's
 - iv) Managing Advances and etc.
 - v) PGAS Data Load Procedures etc..

3.3 Outputs

Skills & Knowledge Transfer

The following skills & knowledge were transferred to the officers.

- i) New skills imparted on how to compile Annual Financial Statements especially the Control Sheet which was introduced by Accounting Framework.

4.1 Observations

- i) From my visits to the two Districts and even the Provincial Head Quarters, I have noted that, the Provincial Treasury Staff including the District Treasury staff don't have any knowledge of compiling Annual Financial Statement.
- ii) Though it was the election period, when District Treasurers and Accountants heard that, I was in Wabag they all came in with their data but I was not able to attend to them all. In-fact they were all disappointed.
- iii) Memoranda Records not properly kept
 - Advance Register
 - Assets
 - DSIP Records
 - Losses & Deficiency Registers etc.
- iv) Lack of Basic Accounting knowledge

4.2 Workshop/ Training Coaching, OJT & Mentoring

There is a high demand for workshop, training and on-the-job training Coaching/Mentoring on these key areas:-

1. Annual Financial Statement
2. PGAS Bank Reconciliation
3. PGAS Operations.
4. Basic Accounting Concepts

To enhance skills or transfer skills and knowledge would be through

- ◆ On-The-Job Training
- ◆ Coaching
- ◆ Mentoring

At least one or two more visits to the Province to conduct OJT and Coaching/Mentoring is highly recommended.