



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

**Financial Management Workshop
 &
 Technical Support to
 Sandaun Province.**



**9th - 24th
 April, 2012**

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1.

Introduction

1.1 Purpose

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

- ◆ Training/workshop
- ◆ Technical Support

to Sandaun Provincial Treasury and the District Treasury Staff.

This was aimed at addressing capacity gaps identified by the PCaBII Management. The support to Sandaun Province started on the 09th and ended on the 24th of April.

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 who took part in first week workshop.

NO	NAME	DESIGNATION	OFFICE	ATTENDANCE
1	Binus Naugre	Provincial Treasurer	PHQ Treasury	Fully Attended
2	Bernard Poya	Provincial Accountant	PHQ Treasury	Attended 2 days
3	Elizabeth Wapunai	a/Provincial Accountant	PHQ Treasury	Fully Attended
4	James Manino	a/Certifying Officer	PHQ Treasury	Fully Attended
5	Margaret Paisi	Dist. Accountant	Vanimo Green District	Fully Attended
6	Rhonda Apari	Postal Agency Officer	Vanimo Green District	Fully Attended
7	Joseph Tiyavi	Dist. Treasurer	Aitape District	Fully Attended

Venue.

Sandaun Province – Conference Room.

Date:

26th March to 30th March 2012

2.1 Day One (Monday – 09th/4/2012).

Monday (Easter Monday), this was a public holiday. The Provincial Treasurer and I had a one to one session on Annual Financial Statement. We were able to revisit the 2011 Sandaun Provincial Government Financial Statement which was prepared by the Provincial Treasurer himself.

I was coaching and mentoring him on areas that he was not sure off. He was one of the PT's that I was always assisting by phone only and that was his opportunity for him to be coached and mentored in person.

I did a quality assurance check and did some modification on the 2011 Annual Financial Statement for the province that the Provincial Treasurer prepared.

We started at 9:00am and finished off at 4:30pm.

2.2 Day Two & Three (Tuesday 10th & Wednesday 11th)

Annual Financial Statement.

Data was downloaded from the nearby District Treasury Office (Vanimo/Green) and that was used as a sample data to prepare an Annual Financial Statement for one of the LLG's.

Day two was basically, theory on how to compile the Annual Financial Statement. Though it was a theory session, in between each session there were a lot of hands on practical exercises.

Day three, participants were able to work on their own to complete the Annual Financial Statement by themselves. Because it was a small group it was easy to manage. Those fast learners were able to assist their colleagues as and when required. I only supervised.

2.3 Day Four (Thursday 12th)

Morning Session – AFS & Afternoon Session – Email Accounts.

Annual Financial Statement.

Morning session was basically recapping on the session on Annual Financial Statement and at the same time completing of all the exercises related to Annual Financial Statement.

Email Accounts.

Participants were introduced to:-

- Setting up the Digicel Modem on their Laptops
- How to gain access to internet
- How to set up email logins (account)
- How to use email facility to send & receive emails
- How to use other features such as attachments and etc.

Officers were able to communicate to each other by using their email address which they created. Though the reception/network was quite difficult we managed to successfully complete this session.

2.4 Day Five (Friday 13th, April 2012)

PGAS Bank Reconciliation (Morning Session)

The revised Bank Reconciliation Template was introduced to the participants. A hands on exercise was given to each participants to complete by using the revised template.

As expressed by the participants that, the template was very easy to use and it is user friendly.

3.

Baseline Assessments

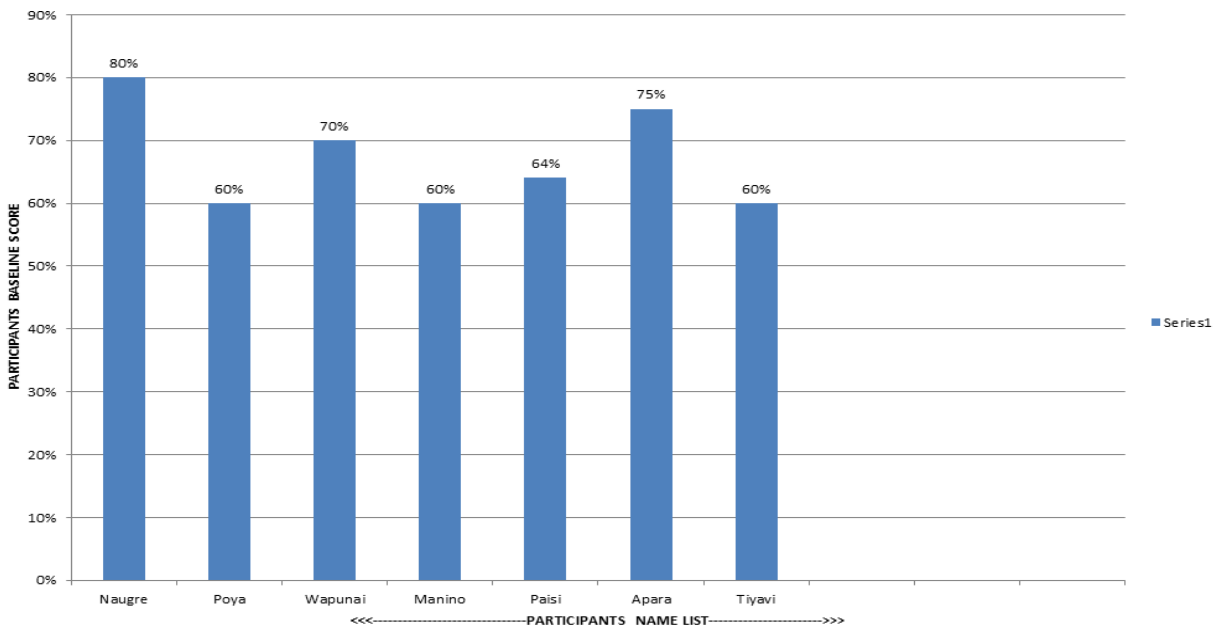
3.1 AFS/Bank Reconciliation.

Annual Financial Assessment

ARB Financial Management Workshop ~ Buka

No.	First Name	Second Name	Gender	Position	Location	1st Assessment Score Base Line	2nd Assessment Score Base Line	% of Improvement
1	Binus	Naugre	Male	Provincial Treasurer	PHQ Treasury	80%		
2	Bernard	Poya	Male	Provincial Accountant	PHQ Treasury	60%		
3	Elizabeth	Wapunai	Female	a/Provincial Accountant	PHQ Treasury	70%		
4	James	Manino	Male	a/Certifying Officer	PHQ Treasury	60%		
5	Margaret	Paisi	Female	Dist. Accountant	Vanimo Green District	64%		
6	Rhonda	Apara	Female	Postal Agency Officer	Vanimo Green District	75%		
7	Joseph	Tiyavi	Male	Dist. Treasurer	Aitape District	60%		

Annual Financial Statement
1st Baseline



4. Technical Support to Telefomin District Treasury.

4.1 Purpose of the Visit to Telefomin District.

On Monday the 16th April, the team from Sandaun Provincial Treasury accompanied Training Co-ordination Support Advisor to Telefomin.

1. Binus Naugre - Provincial Treasurer
2. Rhonda Apará - Postal Agency Officer
3. Ferdinard Rayau - a/District Treasurer (Telefomin)

Rhonda Apará was identified and recommended by Provincial Treasurer to be the Team leader.

The purpose of the visit to Telefomin was to assist in bringing up the status of the Annual Financial Statement & Bank Reconciliation from 2008 to 2011. Unfortunately, all the LLG Database was in a really mess. TCSA had to spend time ensuring that all the cash book balances were in-order before the work commenced.

Those involved in this exercise were:-

1. Provincial Treasurer
2. Rhonda Apará
3. Ferdinard Rayau
4. Weka Frangim
5. TCSA

Provincial Treasurer was assisting in preparing Annual Financial Statement whilst at the same time training, coaching and mentoring the District Treasurer – Ferdinard Rayau and Weka Frangim – who does commitments & printing of Cheques.

Rhoda Apará & TCSA worked on all other accounts. That is updating of all the Annual Financial Statement and the Bank Reconciliation for all the accounts. The worked commenced straight after lunch on Monday.

Monday	1:30 pm to 4:30pm 4:30 pm to 6:30pm Break (Dinner) 7:00 pm to 2:00am
Tuesday	8:30 am to 4:30pm 4:30 pm to 6:30pm Break (Dinner) 7:00 pm to 2:00am
Wednesday	8:30 am to 4:30pm 4:30 pm to 6:30pm Break (Dinner) 7:00 pm to 2:00am

Thursday 1:30 pm to 4:30pm
4:30 pm to 6:30pm Break (Dinner)
7:00 pm to 4:00am

Friday 8:30 am to 3:30pm
4:00pm boarded the flight back to Vanimo.

Note: Power was a big problem up at Telefomin and therefore 80% of the time, we were using the Generator Set.

4.2 Achievements

Team Leader

Ronda Apara can now be competently performing the task of:-

- i) Producing Annual Financial Statement
- ii) Preparation of the Bank Reconciliation

After four days of workshop in Vanimo and Five days of intensive on the job experience in Telefomin, that has really made her competent.

Provincial Treasurer and I have agreed that, she can now lead a team from Provincial Treasury Head Quarter in Vanimo to travel to other District to update all outstanding Annual Financial Statements & outstanding Bank Reconciliation and even coach and mentor district staff.

4.3 Accounts Reconciled & AFS Completed

Within that five days in Telefomin this accounts were reconciled and AFS Completed.

Annual Financial Statement Status

- i) Telefomin District Treasury Operating Account ~ 2008 to 2011
- ii) DSIP – District Service Improvement Program ~ 2008 to 2011
- iii) Telefomin Rural Local Level Government ~ 2008 to 2011
- iv) Oksapmin Rural Local Level Government ~ 2008 to 2011
- v) Yapsie Rural Local Level Government ~ 2008 to 2011
- vi) Namea Rural Local Level Government ~ 2008 to 2011

Bank Reconciliation Status

- i) Telefomin District Treasury Operating Account ~ 2008 to May 2010
- ii) DSIP – District Service Improvement Program ~ 2008 to 2011
- iii) Telefomin Rural Local Level Government ~ 2008 to 2011
- iv) Oksapmin Rural Local Level Government ~ 2008 to 2011
- v) Yapsie Rural Local Level Government ~ 2008 to 2011
- vi) Namea Rural Local Level Government ~ 2008 to 2011

The only major problem encountered while doing PGAS Bank Reconciliation was:-

- i) Missing Bank Statements
- ii) Miss-match of Cash Book Balances.

Note: Telefomin District Treasury Operating Account is still behind because of the missing Bank Statements.

To perform the PGAS Bank Reconciliation there must be a constant Power Supply and it is a really problem here at Telefomin. However to solve this problem, District Treasury has purchased a much bigger and powerful Generator Set which is still in Kiunga to be airlifted to Telefomin.

5. Support Provided to Vanimo/Green District Treasury

From the 23rd to 25th April, 2012 TCSA provided both the Technical Support and at the same time Assisting, Coaching and Mentoring the District Treasury staff on how to prepare Annual Financial Statements.

5.1 Technical Support

TCSA configured all the laptops to have access to PGAS. All their stand-alone PC's are all obsolete. After all their PC's went down they were only able to use only one screen to carry out all PGAS Operations but now Four Laptops are now configured to have access to PGAS.

5.2 Three (3) Days – Training/Workshop

From the 23rd to 24th April, 2012 a refresher on Annual Financial Statement was conducted for the Vanimo/Green District Treasury.

Officers who were inducted were:

1. Lawrence Paofa ~ District Treasurer
2. Margaret Paisi ~ District Accountant
3. Steven Awasi ~ Unattached Support Staff

Whilst the workshop was going on, preparation and compilation of 2011 Vanimo/Green District Treasury Annual Financial Statement was carried out after hours. All the AFS for the district was completed and ready for printing.

1. District Treasury Operating Account ~ 2011 AFS completed
2. DSIP – District Services Improvement Program ~ 2011 AFS Completed
3. Vanimo/Green Rural LLG ~ 2011 AFS Completed
4. Walsa Rural LLG ~ 2011 AFS Completed
5. Vanimo Urban LLG ~ 2011 AFS Completed
6. Bewani/Wutung ~ 2011 AFS Completed
7. Amanab Rural LLG ~ 2011 AFS Completed

On the 25th two session was conducted on this areas:

1. Data download procedures using the new software (CoreFTP) that was installed in the four laptops.
2. Creating and setting up of Email Accounts.

6.1 Summary

The general assessment of knowledge and skill of participants shown that most of them have the knowledge to do their job, but at the same time they encounter some difficulties when they want to produce reports, set specific issues with their current accounts, review PGAS, etc. It seems that a complementary practical training (problem-solving workshops) needs to be developed in a similar way that we performed in this mission.

1. Issues

- Lack of Basic Computing knowledge
- Lack of Basic PGAS Bank Reconciliation process in the System
- PGAS System related problems
 - * Cheque Reconciliation Listing
 - * Cash Book
 - * Month End Roll-Overs
 - * Managing Cash Advance
 - * Maintaining of DSIP Ledgers
 - * PGAS Data Load
 - * Networking of stand-alone PC's & Laptops to the main PGAS Server.
- Provincial / District Management Reporting Formats.
 - * Lack of Basic Knowledge in producing quality Executive Briefs to Stakeholders.
 - * Lack of Basic Knowledge in producing quality Work plans
- Effective way of producing:
 - * Annual Financial Statement
 - * PGAS Bank Reconciliation

2. Outputs

a) Skills & Knowledge Transfer

The following skills & knowledge were transferred to the officers.

- i) Compiling PGAS Bank Reconciliation
- ii) Using PGAS Bank Reconciliation Options in the system to do cheque presentations and eventually obtaining final Cheque Reconciliation Listing (List of unrepresented cheques)
- iii) Basic PGAS skills & knowledge imparted to the participants especially on how to download data.
- iv) New skills imparted on how to compile Annual Financial Statements especially the Control Sheet which was introduced by Accounting Framework.

a. Observations

1. Support given by the Provincial Treasurer and his staff was overwhelming. As shown by the Provincial & District Treasury staff, their eagerness and willingness to learn and whilst working at same time, was very high.
2. Whilst working in the two District Treasury Office, one of the things noted was that, the District and LLG Database was not properly maintained.

Especially, the Cash Book Balances were not properly maintained. That in itself demonstrated that, officers LACK BASIC ACCOUNTING KNOWLEDGE.

3. Memoranda Records not properly kept.

b. OJT & Mentoring

There is a high demand for OJT & 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.

PCaB has a lot to offer to non PCaB Provinces, in terms of ICT training. Templates, fixing or solution finding for finance & accounting matters and management tools.

c. Other Work Shops.

There is a need for a *Accounting Treatment workshop*.

Provincial Treasurer is already working on plans to ensure that this workshop takes place because this workshop is a high priority area.