

Minute of The 34th Finance Learning Forum “General Internal Control System”

6th March 2025, 8:00 AM – 17:00 PM

Venue: Tonle Bassac2

Hybrid platform

Total participant is 143 people (111 female)



I. Introduction

The Cooperation Committee for Cambodia (CCC) is the largest membership-based organization for civil society organizations in Cambodia, with nearly 200 Foreign (FNGO) and Domestic non-governmental organizations (DNGO) as members, and around 300 local organizations as partners and beneficiaries. CCC is currently implementing Phase V of its Governance Hub Program (GHP 2024-2028), an initiative intended to foster inclusive partnerships to promote good governance, a strong enabling environment, and ensure the sustainability of civil society organizations (CSOs) in Cambodia.

In response to the need of the CSOs in Cambodia for increasing their capacity in better preparation

for the internal control system, CCC will organize its 34th Finance Learning Forum on the topic of **“General Internal Control System”** which will be organized on 6th March 2025 with support from Finance Working Group Members who has many experiences on this to host the learning forum.

II. Objectives of the Learning Forum

For the whole day, the participant will:

- Strengthening their capacity on internal control system
- Understanding the demands and requirements from funding partners.
- Improving their practicality within their organization and complying with donor requirements & local standards.
- Aware of accounting software to contribute to their organization’s internal control

Opening remarks by **Mr. Ou Saorn**, Head of Operations from CCC:

Through active participation from CCC’s members and kind support from Finance working group members, CCC has prepared many learning forums. This forum take lead to share many important topics such as E-filling for CSOs, Cambodian Financial Reporting Standard, Legal Compliance for Accounting and Auditing for Non-for-profit organization, Internal control, and compliance, Practical on reporting on Taxation & ACAR and How to prepare for Auditing. As Today, CCC provides its 34th Finance Learning forum on the topic of “General Internal Control System” which was facilitated by **finance working group member** who will share responsible parts to lead each session to make this forum more benefit and relevant to our CCC’s members.

I would like to say thanks to all finance working group members who always share their expertise for facilitating and sharing best practice during CCC’s learning forum. Finally, I would like to thank all participants and all CCC’s members for participating in our learning forum today and I wish you all the best. Thank you.

***Sharing on Funding Partners Compliance by Mr. Keo Rasmey, Financial Monitoring officer from ERIKS and Finance working group members of CCC:**

“Funding partner compliance” Is about maintaining a healthy partnership and trust between partner organizations and funding partners.

Two main factors to remember:

1. To make an organization develop and grow.
2. To respond to a particular funding partner’s expectations and requirements.

Importance of Funding Partners Compliance

1. To make an organization develop and grow

- ❖ To be a capable organization.
- ❖ To develop and apply relevant organization’s policies and regulations effectively.

- ❖ Consider all compliance to be for the organizational development, not just for funding partners.

2. Response to funding partners' expectations in the agreement

2.1. Organizational governance and leadership

- ❖ Organizational Governance
- ❖ Democratic value and participatory approach
- ❖ Accountable and transparent leadership
- ❖ Apply Compliance and response mechanism effectively.

2.2. Budget and Financial Management

- ❖ Apply sound financial policy
- ❖ Appropriate internal control system mechanism.
- ❖ Using trustfulness of audit firm that recognized by donors
- ❖ Apply transparency budget and internal financial management.
- ❖ Utilize funds in a transparent and appropriate manner.
- ❖ Apply appropriate procurement procedures.
- ❖ Provide financial reports in timely manner.
- ❖ Apply policies and mechanisms to prevent corruption, mismanagement, and conflict of interest.

2.3. Program Management

- ❖ Clear vision, mission, goal and strategies.
- ❖ Programme/Project planning with outcome based.
- ❖ Programme implementation with flexible and adaptive capacity.
- ❖ Regular harvesting/project outcome.
- ❖ Provide progress report with focus on outcomes in a timely manner.

2.4. Communication

- ❖ Effective and responsive communication.
- ❖ Be open for feedback and comments for learning.

- ❖ Communicating and sharing organization's issues transparently and committing to improve.
- I have a question related to the compliance for annual report submission to relevant ministries for NGOs? (=> Mol for local NGOs, Ministry for Foreign Affairs and International Cooperation for FNGOs).
- How are the internal control monitored and evaluated for effectiveness? (It is based on the internal Financial Policy in your organization and regularly UpToDate). Moreover, the behavior of staff and their practices in the organization to follow the policy is also important for effective internal control.

*** Fund Management facilitated by Mr. Khoun Bunsang, Finance and Award Manager from HKI and Finance Working Group Members of CCC.**

Divide participants into 4 groups: To discuss the question of Where is my money going?

- We must be clear of what our internal control is and what are the requirements in our contract with donors. And is it a response to the needs or not yet.
- Here is my answer: At HTK, we make sure every dollar makes the biggest impact possible. Your contribution helps teach kids essential water safety skills, provides swimming lessons, and supports community programs to prevent childhood drownings across Cambodia. Since we're volunteer-run with no paid staff, we keep our costs super low, so most of the funds go straight to the programs that save lives.
For one year, we've reached over 1,500 children, giving them the knowledge and skills to stay safe around water. We have 20 amazing volunteer trainers and 34 dedicated schoolteachers who bring the program to life in classrooms and communities. We're always happy to share updates, stories, or even invite you to see the work in action if you'd like. Provide monthly reports, M & E and audit. Thank you.
- Suggestion for "Best practice for NGOs in accounting" to share in the next forum. Then participants can apply based on their context.

*** Mr. Nil Vannak, Project Finance Officer from Netherlands Development Organization and Finance working group members of CCC.**

1. What is accounting software?

Accounting software is a type of application software that maintains a record and does processing on accounting transactions within functional modules related to accounts. It functions as an accounting information system.

QuickBooks, Quicken, MYOB, Sage 50, Sun, Zero , APAC, Netsuite, Wave, Freshbook, Agresso, SAP, Agresso, Oracle, Microsoft Dynamics 365 Business Central etc,

Banji, Closo, LocalizeBook, MAQSU, CAS-BIZ Technology, ConicalHat, Blue Technology etc.

2. Important of accounting software

- Save time and reduce manual Error
- Reality and accurate

- More efficiency
- All data transactions in one place
- Live Dashboard
- Quick prepare financial reports as required
- Many features to optimize the business
- Multi-currencies
- Build trust from management, BoD, donors, and stakeholders

3. Type of accounting software

There are several types of accounting software catering to various business needs. These include desktop-based accounting software installed on a single computer or server; cloud-based accounting software, accessible from any internet-connected device; Enterprise Resource Planning Software and industry-specific software.

1. Basic or desktop accounting software
2. Cloud-based accounting software
3. ERP Accounting Software
4. Industry specific software

Is Microsoft Excel accounting software?

Excel is not accounting software, but it's a programme to support all accountants and finance staff to analyse and transform data for specific report templates of donors.

Formulas:

1. Sumif
2. Sumifs
3. If, Iferror, ifand
1. Concatenate
2. Xlookup, H or Vlookup
3. Left, Right, mid
4. Filter and Short, trim, len etc

Functions:

1. Filter and Short
2. Pivot table
3. Fill (Down, Right, Up and Left
4. Flash
5. Conditional Formatting
6. Macro

7. Basic VBA

VI. Detailed Agenda

Date/Time	Content	Responsible by:
8:00AM – 8:30AM	Registration	CCC
8:30AM – 8:40AM	Open Remarks	CCC
8:40AM -10:00AM	<p>Sharing on:</p> <ul style="list-style-type: none"> - Funding partners compliance Q&A 	<p>Mr. Keo Rasmey</p> <p>Financial Monitoring officer from ERIKS and Finance working group members of CCC</p>
10:00 AM- 10:15 AM	Break	All
10:15 AM- 12:00 PM	<p>share on:</p> <ul style="list-style-type: none"> - Fund Management Q&A 	<p>Mr. Khuon Bunsang</p> <p>Finance and Award Manager from HKI and Finance working group members of CCC</p>
12:00 PM- 1:30 PM	Lunch	All
1:30 PM-3:00 PM	<p>share on:</p> <ul style="list-style-type: none"> - Relevant Supporting Documents Group Discussion (Q&A) 	<p>Mr. Ok Libounna</p> <p>Finance Coordinator from KPY and Finance working group members of CCC</p>
3:00 PM - 3:15 PM	Break	All
3:15 PM- 4:40PM	<ul style="list-style-type: none"> - Accounting software (ERP system, general accounting software) Q&A 	<p>Mr. Nil Vannak</p> <p>Project Finance Officer From Netherlands Development Organization and Finance working group members of CCC</p>
4:40PM - 5:00PM	Recap and closing remarks	

Note: CCC will use the event photos from the learning forum for posting on CCC's website and other official use. CCC reserves the right to change the agenda based on the availability of the speakers and time constraints.