

# Finance Learning Forum

Concept Note

26<sup>th</sup> June 2014

At ICF/KSSA Building

## I. Introduction

As the longest established membership organization in Cambodia, the Cooperation Committee for Cambodia (CCC) has played a unique role since 1990 in strengthening the cooperation, professionalism, accountability, governance, and development effectiveness of the Civil Society Organizations (CSOs) that are working across diverse sectors in Cambodia.

CCC delivers its mission and mandate through a five-year program entitled “**Governance Hub Program (GHP)**” for 2011 – 2015, aiming at building a more cohesive, accountable, transparent NGO sector, contributing more effectively to the development of Cambodia. GHP focuses on three interconnected components: 1) Voluntary Certification Standards of Good Practice; 2) Capacity Development and Learning; and 3) Knowledge management, Advisory, Referral and Linkages.

Responding to its vision which is for a strong and capable civil society, cooperative and responsive to Cambodia’s development challenges, CCC offers a range of capacity development and learning opportunities for NGO staff to influence their thinking and practices and to deliver high quality services appropriately respond to the true needs of those CSO.

One of many activities of the component 2 is to conduct various learning forums for CCC members such as Human Resource Management (HRM), Monitoring and Evaluation (M &E), Information Communication Technology (ICT) and Finance Management forum.

The Finance Learning Forum has established since 2009 and CCC has formed a dynamic working group and technical support from finance professionals and practitioners of CCC members. The overall objectives of finance learning forum is to *1) stimulate action learning to transform knowledge; skills and experiences of individual people and organizations into a community of practices for a betterment of NGO community in Cambodia in the field of finance and 2) build a strong network among finance practitioners and professionals for ongoing learning on finance matters and issues related.*

To continually respond to the needs of the NGO community for good practice within the NGOs, in 2014 CCC will host two full day Finance learning forums for member and nonmember organizations; in which the first forum will be conducted on **26 June 2014** and the second will be on 14 November 2014. The objectives, expected outcome, and agenda for the 1<sup>st</sup> Finance learning forum are as below:

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### Partnerships for Sustainable Development in Cambodia

## II. Objectives of the forum

- To enhance understanding on budget planning for both yearly and operation as well as finance reporting for finance and non-finance manager.
- To discuss among participants to expand their learning insight of the budget planning and financial report format.
- To share the key elements of finance in relation to the code and minimum standards as tool for good practice of the NGO.
- To build up more network and relationship among Finance practitioners and professionals for ongoing learning on Finance matters and related issues.

## III. Expected outputs:

- Participants have better understood about budgeting and finance reporting for finance and non-finance manager.
- Participants have actively involved in class activity and shared knowledge and experience related to finance.
- Participants have enhanced network of finance practitioners and professionals.

## VI. Target Participants

This finance learning forum is offered to a maximum of 120 participants from CCC members and nonmember organizations who are finance practitioners and professionals. Each participant should be assigned by the senior management of their organization and committed to apply what has been learned from the forum to their organization. Participants from non-CCC member are welcomed but are subjected to pay attendance fee as stated in the CCC Policy on Capacity Development and Learning Services as a contribution to support the forum's logistic arrangement.

## V. Detailed Agendas:

Time	Key Contents	Resource persons
07:30-08:00	Registration	<b>Mrs. Sam Vaddthanak</b> , Learning Officer
08:00-08:05	Welcome and Introduction of the forum objectives	<b>Mr. Lim Sokly</b> , Learning Specialist, CCC
08:05-08:15	Opening remarks	<b>Ms. Bou Molika</b> , Executive committee member-at large and Program Coordinator, AVI
08:15-08:45	<b><i>Session1: Review learning points from previous finance learning forum</i></b>	<b>Mr. Try Sokha</b> , Finance Specialist, CCC
08:45-10:00	<b><i>Session 2: "Budgeting and financial reports for finance and non-finance managers"</i></b> <ul style="list-style-type: none"><li>• <b>Budget planning for both yearly and operation</b><ol style="list-style-type: none"><li>1. What is Budget?</li><li>2. Why do we need the budget</li></ol></li></ul>	<b>Mr. Ky Sophan</b> , Finance Working Group Member and Finance Manager, CDPO

	3. Type of Budget	
10:00-10:15	<b>Coffee Break</b>	
10:15-12:00	<ol style="list-style-type: none"> <li>4. Budget development process</li> <li>5. Issue in budget development</li> <li>6. Example of budgeting</li> <li>7. Exercise</li> </ol>	<b>Mr. Ky Sophan</b> , Finance Working Group Member and Finance Manager, CDPO
12:00-01:30	<b>Lunch Break</b>	
01:30-03:30	<ul style="list-style-type: none"> <li>• <b>Financial Reports for management and project/program</b> <ol style="list-style-type: none"> <li>1. Accounting Basis</li> <li>2. Financial Statement</li> <li>3. Budget and Actual Expenditure Report</li> <li>4. Cash Flow Report</li> <li>5. Good Practice in Budget Monitoring</li> </ol> </li> </ul>	<b>Mr. CHHOEU Chhardaphea</b> Finance Working Group Member and Finance Manager, iDE Cambodia
03:30-03:45	<b>Coffee Break</b>	
03:45-04:15	<b><u>Session 3:</u></b> <b>Sound Financial Management of GPP Code</b>	<b>GPP Representative</b>
04:15 – 04:30	Discussion by Table on the Next Topics and Forum Evaluation	<b>Mr. Lim Sokly</b> , Learning Specialist, CCC
04:30-04:40	Conclusion and closing	<b>Mr. Soeung Typo</b> , Research and Learning Manager, CCC.

Note: CCC reserves the rights to change the agenda based on the availability of the speakers and time constraints.