

Concept Note of The 30th Finance Learning Forum “Internal Control and Compliance” More focusing on the communication with audit firm

28th October 2022, 8:30 am – 16:30 pm

Physical at Diakonia Center

I. Introduction

Cooperation Committee for Cambodia (CCC) is the largest and longest membership-based organization in Cambodia. By February 2022, CCC has 185 foreign and domestic NGOs as its members and provincial NGO networks in 15 provincial NGO networks. Currently, CCC is implementing its fourth phase Governance Hub Program (GHP 2021-2023) which consists of two goals: 1) Improved enabling environment for CSOs; and 2) Sustained functionality of CSO Resource Hub at national and sub national levels.

In response to the need of the CSOs in Cambodia for increasing their capacity in financial control and compliance to the law through survey from the last Finance learning forum in April 2022, the “Internal Control and Compliance” is the required topic from most participants to CCC for organizing the next learning forum. In according to that, CCC will organize this 30th Financial Learning Forum on 28th October 2022 (full day) with support from **Donasco Audit firm** to host this forum at Diakonia Center.

II. Objectives of the Learning Forum

For the whole day, the participant will:

- Share the general concept of internal control that can contribute to effectively financial management for non-profit organization;
- Share the professional communication between audit firm and organization;
- Seek the comments and inputs from finance practionners on the draft practical finance guideline;
- Build up more network and relationship among finance practitioners and professionals for ongoing learning on finance and related issues.

III. Participation and Fee:

Partnerships for Sustainable and Democratic Development in Cambodia

The Finance Learning Forum is offered to the maximum of 100 participants physically from NGOs/Associations who are **Finance practitioners/professionals**. The spaces are prioritized to NGOs/Associations who are CCC's members and the interested participants are required to have a prior online registration.

Physical Joint:

- **For CCC members only:** Two seats are provided free of charge per NGO. And, if there are more than two participants, the fee will be charged USD 25\$ per person/forum (if the space is available).
- **For Non-CCC members:** the fee will be charged USD 50\$ per person/forum (if the space is available)

*****Note:**

- *Prior registration is required for all participants. All successful participants will get confirmation through email from the organizer (CCC) on their eligible on the physical join to the event.*

- Please follow this link below for register:

<https://www.ccc-cambodia.org/kh/resources/event-calendar/2022-10-28/finance-learning-forum-6>

- The deadline for this registration is **on 19th October 2022 at 3PM**. *Late registration will not Acceptable.*
- *This Finance Learning Forum **will be** conducted in **Khmer Language**.*

VI. Detailed Agenda

Time	Key Contents	Resource persons
08:00AM-08:30AM	Register	CCC Team
08:30AM-08:40AM	Introduction objectives and ground rules	CCC Team
08:40AM-08:50AM	Welcome and Opening Remarks	Ms. Sin Putheary Executive Director, CCC
8:50AM-10:00AM	General concept of internal control <ul style="list-style-type: none"> • Definitions and concepts • Component of internal control • Responsibility • Benefit of controls 	Donasco
10:00AM-10:15AM	Break	All
10:15AM-11:30AM	Organizing and Professional Communication between Audit firm and Organization <ul style="list-style-type: none"> • Before auditing, what key tasks/supporting documents shall be done? • During auditing, what the organization shall 	Donasco

	cooperate with the auditor/audit firm <ul style="list-style-type: none"> After auditing, what organization shall pay attention? And why? 	
11:30AM-12:00PM	Questions and answers	
12:00PM-1:30PM	Lunch together	
1:30PM-3:00PM	Present the Draft Practical Finance Guideline <ul style="list-style-type: none"> Key contents of the practical finance guideline The new contents adding on the new practical finance guideline. 	Mr. Sok Monirith Independent Consultant
3:00PM-3:15PM	Break	
3:15PM-4:20PM	<i>Seeking Inputs and comments on the draft finance practical guideline</i> <ul style="list-style-type: none"> What do you think about the new contents of practical guideline? What do you want to add on? 	Mr. Sok Monirith Independent Consultant
4:20PM-4:30PM	Closing Remarks	Mr. Ok Libounna Finance Working Group member and Finance Manager of M'lup Russey Organization

Note: CCC will use the event photos from the learning forum for posting in 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.