



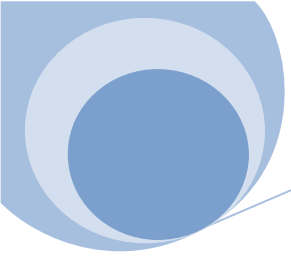
DEPARTMENT OF FINANCE
Financial Management Improvement Programme
Capacity Building Programme Phase 22

2012
Financial Management Workshop



AUTONOMOUS GOVERNMENT
OF
BOUGANVILLE

26th - 30th March'2012



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BUKA WORKSHOP
SUPPORT TO NON-PCaB SUPPORTED PROVINCE.

1. Introduction

1.1 Purpose

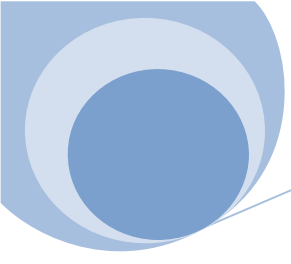
The purpose of this Training/workshop was aimed at addressing capacity gaps identified by the PCaBII Management. The support to Autonomous Region of Bougainville started on the 26th and ended on the 30th of March and the facilitators were:-

- ◆ Training Co-ordination Support Advisor
- ◆ PSA – East New Britain
- ◆ DLSA – East New Britain.

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

1.2 Staff who took part in this workshop.

| NO | NAME | DESIGNATION | OFFICE | ATTENDANCE |
|----|------------------|-----------------------|-----------------------------------|----------------------|
| 1 | Paul Amera | Provincial Treasurer | PHQ Treasury | With Auditors |
| 2 | Maureen Lalu | Accountant | PHQ Treasury | Fully Attended |
| 3 | Maureen Sali | Examiner | PHQ Treasury | Fully Attended |
| 4 | Michael Mastoana | District Treasurer | DT North | Fully Attended |
| 5 | Dinah Tsirikou | District Accountant | DT North | Fully Attended |
| 6 | Clement Noruka | District Treasurer | DT Central | Fully Attended |
| 7 | Thomas Itona | District Accountant | DT Central | Fully Attended |
| 8 | Mallinson Kipau | District Treasurer | DT South | Fully Attended |
| 9 | Benedict Keremea | District Accountant | DT South | Fully Attended |
| 10 | Hipilei Gimots | Senior Budget Officer | ABG Planning | Never attended |
| 11 | Dimitirius Kili | Budget Officer | ABG Planning | Did not fully attend |
| 12 | John Konnou | Program coordinator | Kina for kina Scheme | Fully Attended |
| 13 | Elsie Rerevairi | Program Officer | Kina for Kina Scheme | Did not attend |
| 14 | Jimmy Biribudo | Accountant | ABG Dept of Mining | Fully Attended |
| 15 | Joanita Viore | Admin Officer | ABG Dept of Mining | Fully Attended |
| 16 | Stobbins Kangku | Finance Officer | IDIB World Bank Funded Program | Did not fully attend |



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Venue.

UNDP OFFICE – Conference Centre.

Date:

26th March to 30th March 2012

The Workshop/Training on the first day was officially opened by the resident UNDP Officer, Mr. Anthony Ayguenta in the presence of the Provincial Treasurer and all the Participants.

2. Daily Sessions

2.1 Day One (Monday – 26th/3/2012).

Basically, we had to conduct interview with Provincial Treasury Staff and the District Treasury Staff. Their setup is quite different from other provinces and therefore to really know there situation before we could tailor the workshop/training based on their requirements.

Problems and issues were openly discussed during this meeting.

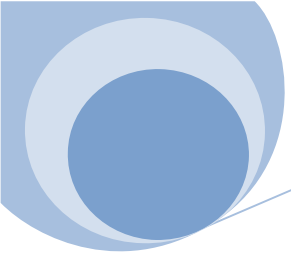
Problem identified were;

- ◆ PGAS Bank Reconciliation Done using old formats
- ◆ AFS manually done
- ◆ Lack of PGAS Knowledge (Bank Reconciliation Module)
- ◆ Lack of PGAS Knowledge
- ◆ Lack of Basic ICT Knowledge
- ◆ Huge listing of un-reconciled items yet to be cleared off.
- ◆ Improvements in memoranda records register such as Fixed assets, advances, investments etc.
- ◆ Procurement Procedures

Though the Districts had two accounts only in terms of producing Monthly Bank Reconciliation and Annually Financial Statements, all reports are manually produced and accuracy, completeness and quality is still a problem.

The programe for the next four days was re-programmed to suit the participant's requirements and also we had to consider other participants from other organizations and divisions.

1. Tuesday and Wednesday was dedicated to Annual Financial Statement and PGAS Bank Reconciliation
2. Thursday was on Executive Briefs and Workbook
3. Wednesday Night was PGAS. Basically it was on PGAS Download procedures.
4. Friday was on MYOB – DSIP Reporting



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Facilitators are:

1. Training Co-ordination Support Advisor
 - Annual Financial Statement
 - PGAS Bank Reconciliation
 - PGAS Session
 - MYOB – DSIP Reporting
2. PSA East New Britain
 - Executive Briefs
3. DLSA East New Britain
 - Workbooks

All the sessions were mixture of theory sessions and practical sessions, focusing in the latter. The participants brought their respective data at the second day of the workshop.

2.2 Day Two & Three (Tuesday 27th & Wednesday 28th)

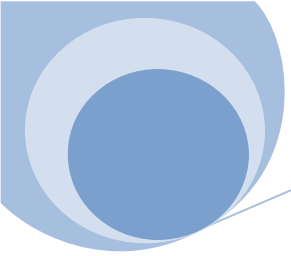
Annual Financial Statement / PGAS Bank Reconciliation.

Unfortunately the Districts were not able to download data from their PGAS Machines because they only use the Main PGAS Server Screen to run PGAS operations. Data can only be downloaded if only PGAS is connected to other Standalone PC's or Laptops.

Secondly, District Treasurers and accountants were not well versed in PGAS Download procedures.

Due to that reason sample data was used as a training data. All of Tuesday and half of Wednesday was hands on practical exercise on how to compile the Annual Financial Statement. Unfortunately, participants expressed their thoughts that the one and half day on Annual Financial Statement was not adequate. They needed at least 3 – 4 days.

The next half of Wednesday was on PGAS Bank Reconciliation. Again actual data was used on hands on exercise. Again the half a day session was not enough.



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Wednesday night Session ~ PGAS.

Wednesday night session was for two hour session (7:00pm – 9:00pm). Again we had to use the Provincial Treasury PGAS setup to run demonstration session to all participants on how to download PGAS Data.

Participants were given soft copies of the new software called “Core FTP” were they can download to their standalone PC’s once they are hooked to the main PGAS Server.

- ◆ Demonstration on how to download Core FTP Software on to the Standalone PC’s or the Laptop.
- ◆ How to configure the Core FTP software once it is installed.
- ◆ How to use the Core FTP software to download data.

2.3 Day Four (Thursday 29th)

Executive Brief.

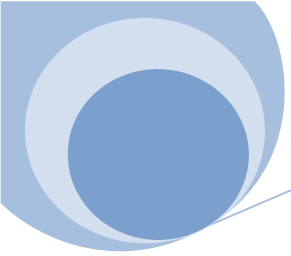
PSA – East New Britain was the facilitator who conducted the session on executive brief. It was a half a day session. During this session other senior managers from other divisions were invited to part take in this session. Hands on exercise were done and participants did some presentations.

It was noted that the subject of Finance Executive Brief was a well received and over due FM quarterly activity the ARB Administration & Government had been missing (benefit) from in the past. But now that the PTO and DTO had been inducted and template given out, the PT and DTs will attempt to produce their first report for the PA and DA deliberations, covering Jan – March 2012 quarter.

Annual Work Book.

DLSA – East New Britain was the facilitator who conducted the session on Annual Work Book. After the theory session participants were grouped into their respective group.

Copies of the workbook was copied to each group. Each groups were tasked to come up with a annual work plan.



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Again the participants were asked to do a presentation based on the workplan that was developed.

2.4 Day Five (Friday 30th, March 2012)

Session for the last day was on MYOB. Copies of the software were distributed amongst the participants.

Participants were taken through the various steps on how to set up DSIP Accounts using MYOB.

- ◆ How to create a new company
- ◆ How to create a new chart of accounts for DSIP
- ◆ How to delete existing chart of accounts and replacing it with a new one
- ◆ How to do a payment by way of writing a cheques (capturing payments)
- ◆ How to do receipting (capturing revenue)
- ◆ How to create Job List – *Tracking down of all payments related to activities that is related to specific project.*
- ◆ How to produce reports.

This software was introduced to complement records that are currently kept in PGAS. Though it is a commercial package, it can be modified to suit your requirements. Setting up DSIP Accounts was a classical example.

For other participants from other divisions this session was very well received. They are now able to use MYOB to set-up chart of accounts and keep records that suited their requirements or operations.

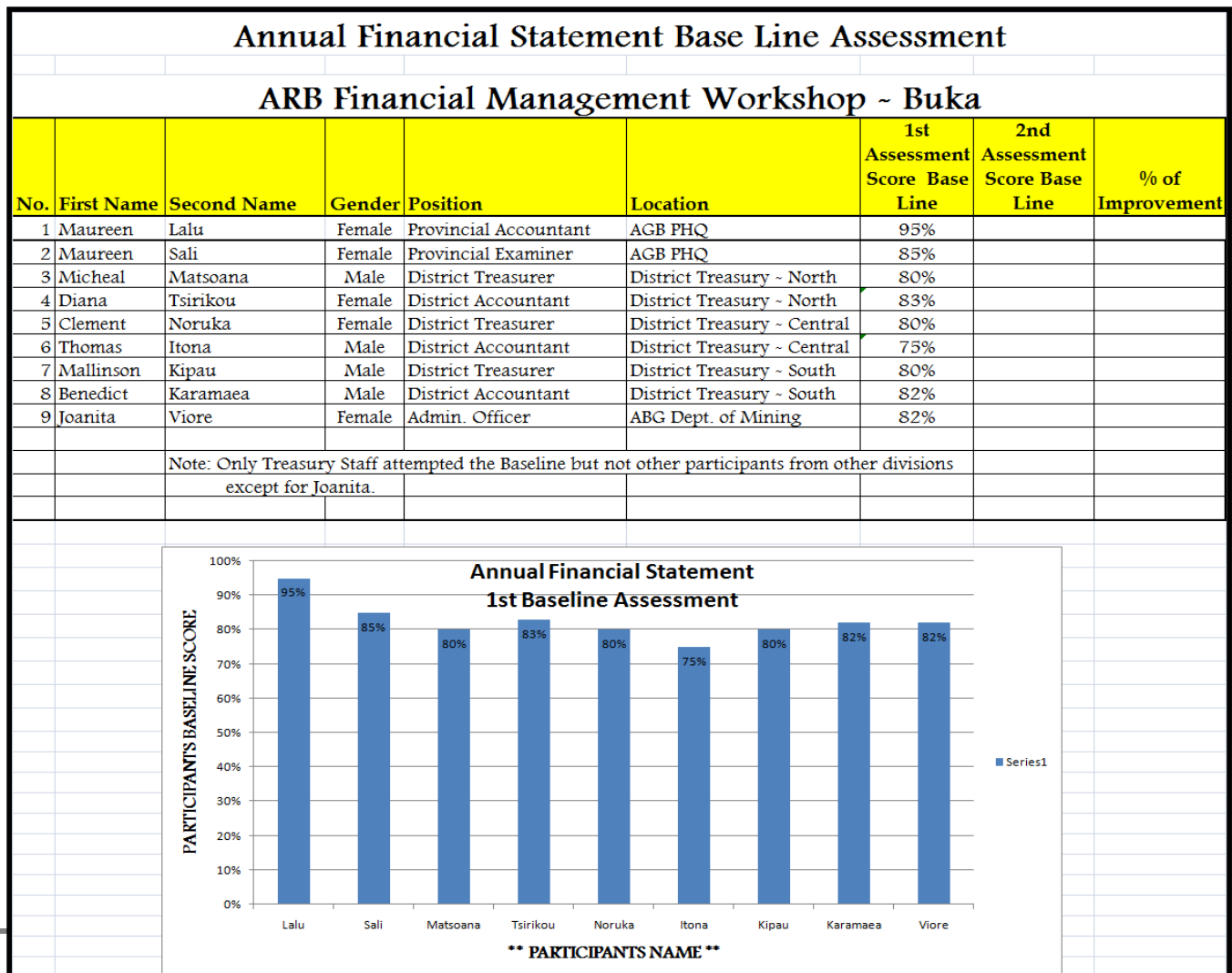
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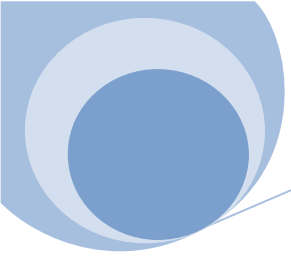
3. Baseline Assessments

In order to have a clear understanding of the current levels in knowledge and skill in AFS, Bank Reconciliation, Executive brief and Annual work plan using the work book, the mission team took a pre-test assessment (through questionnaires adequately designed for the event). This exercise will serve to PCaB programme to have a baseline status of current capacity (and gaps) in the mentioned areas.

The following results are shown by each specific area:

3.1 AFS/Bank Reconciliation.





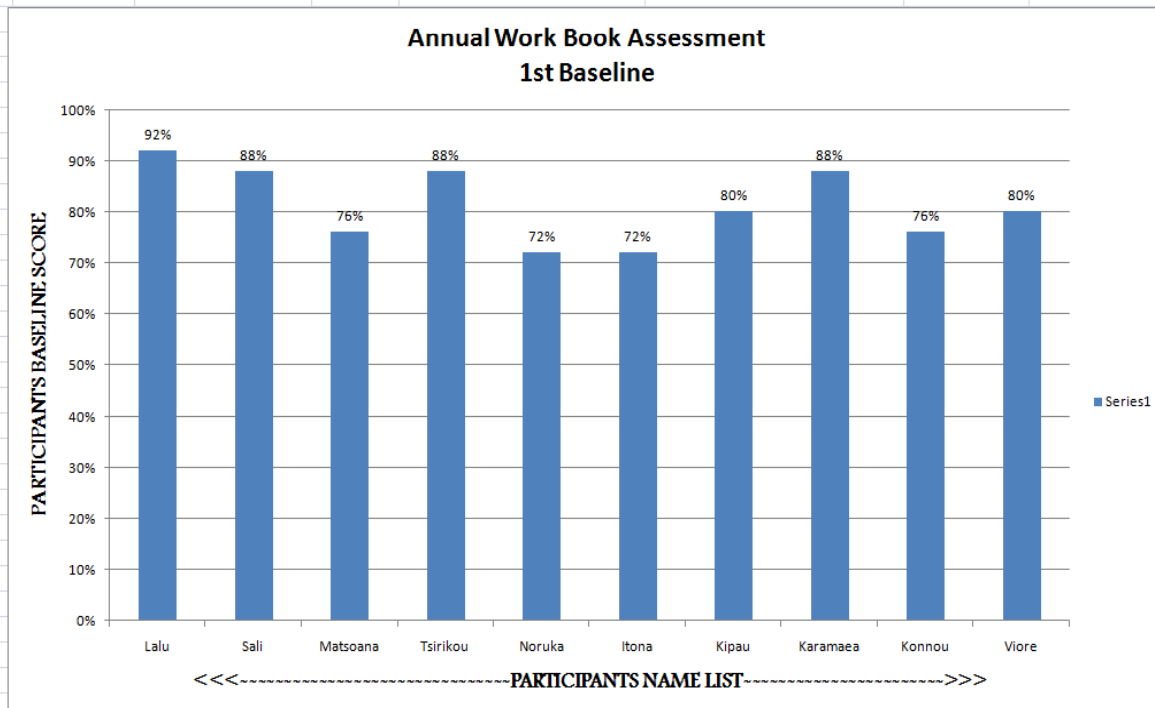
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3.2 Annual Workbook.

Annual Work Plan Base Line Assessment

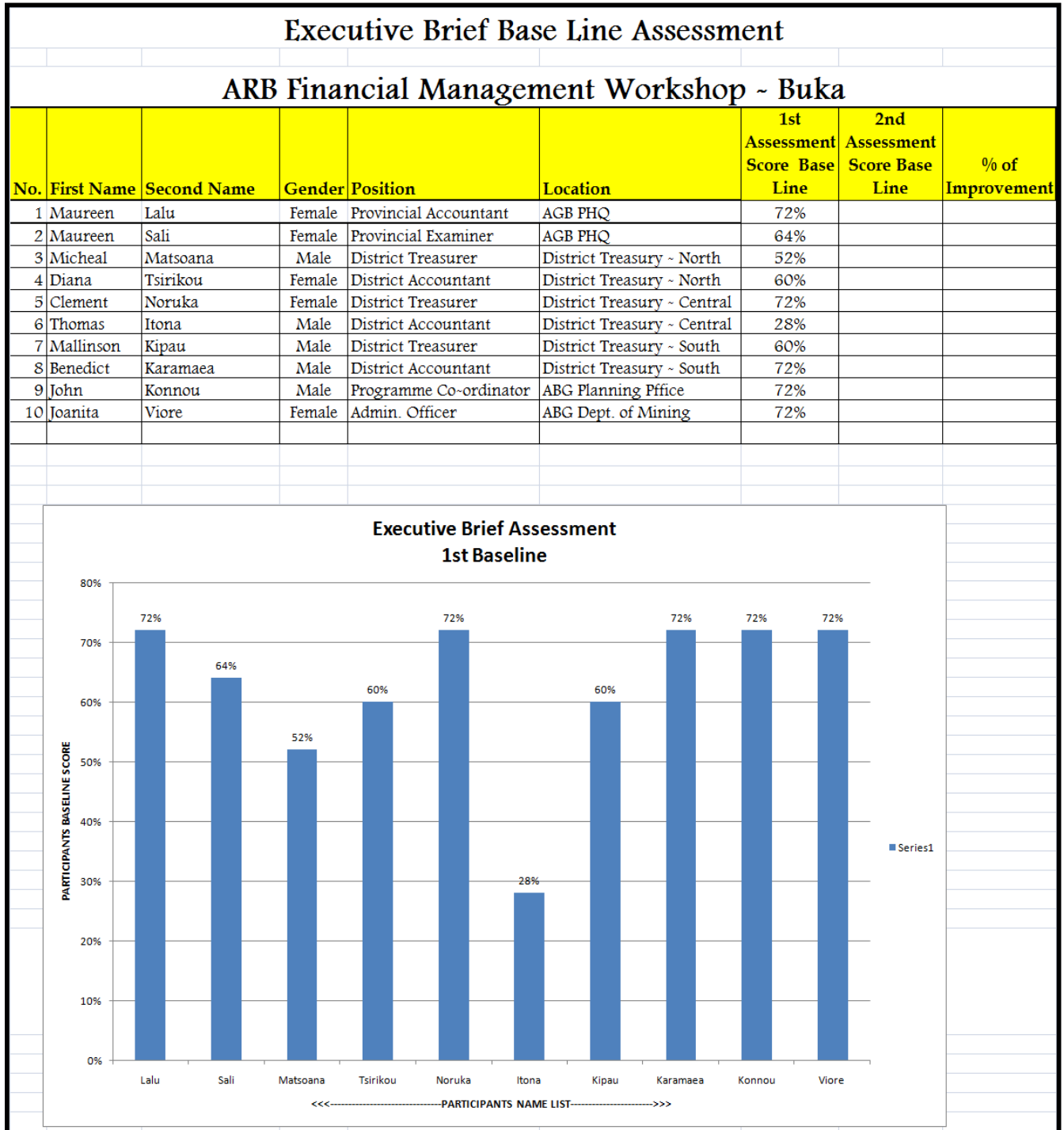
ARB Financial Management Workshop - Buka

| No. | First Name | Second Name | Gender | Position | Location | 1st Assessment Score Base Line | 2nd Assessment Score Base Line | % of Improvement |
|-----|------------|-------------|--------|------------------------|-----------------------------|--------------------------------|--------------------------------|------------------|
| 1 | Maureen | Lalu | Female | Provincial Accountant | AGB PHQ | 92% | | |
| 2 | Maureen | Sali | Female | Provincial Examiner | AGB PHQ | 88% | | |
| 3 | Micheal | Matsoana | Male | District Treasurer | District Treasury - North | 76% | | |
| 4 | Diana | Tsirikou | Female | District Accountant | District Treasury - North | 88% | | |
| 5 | Clement | Noruka | Female | District Treasurer | District Treasury - Central | 72% | | |
| 6 | Thomas | Itona | Male | District Accountant | District Treasury - Central | 72% | | |
| 7 | Mallinson | Kipau | Male | District Treasurer | District Treasury - South | 80% | | |
| 8 | Benedict | Karamaea | Male | District Accountant | District Treasury - South | 88% | | |
| 9 | John | Konnou | Male | Programme Co-ordinator | ABG Planning Pffice | 76% | | |
| 10 | Joanita | Viore | Female | Admin. Officer | ABG Dept. of Mining | 80% | | |



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3.3 Executive Brief.



4. Issues/Observations

4.1 Summary

1. 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.
2. 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
3. Outputs
 - a) Skills & Knowledge Transfer

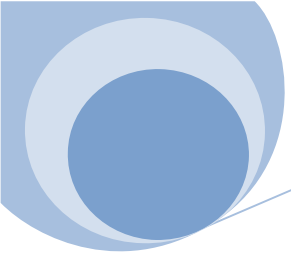
The following skills & knowledge were transferred to the officers.

 - 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
 - v) New skills imparted on how to formulate a Yearly Work plan using the concept of Work Book.
 - vi) New skills imparted on how to produce a executive summary report for the stakeholders
 - vii) How to use MYOB to maintain a DSIP Accounts.

5. Way Forward.

5.1 Observations

- 5.1.1 It was noted that the subject of Finance Executive Brief was a well received and over due FM quarterly activity the ARB Administration & Government had been missing (benefit) from in the past. But now that the PTO and DTO had been inducted and template given out, the PT and DTs will attempt to produce their first report for the PA and DA deliberations, covering Jan – March 2012 quarter.
- 5.1.2 Liaison, networking and team work amongst ground stakeholders is a challenge that can be overcome if the PTO and DTO are pro active to initiate problem solving activities. There are a lot of Advisors from other projects readily on the ground to accord assistance.
- 5.1.3 The PTO, DTO and PAO officers in the ARB are willing to participate in PCaB TCM activities and the ABG request for our support should be continued.
- 5.1.4 All LLGs in ARB are not utilizing the already set up & functioning District Treasury offices in the three Districts, therefore, the status of financial management for the LLGs is not known. According to the Chief Executive Officer (CEO) who was our guest for the FEB session, he will be initiating a policy paper for the accounts of LLGs to be maintained from the DTOs.
- 5.1.5 We, the PCaB trainers enjoyed the one week activities because it is known that ARB has amongst other Advisors from other organizations, Ms Rei Melepia a SNS based advisor is directly attached to the PT office to support on financial management related capacity building activities. PCaB management needs to establish the boundaries so that we do not overstep to her core area of responsibilities. Or we should reach mutual agreement on what activities we should combine our efforts on.
- 5.1.6 When we arrived in Buka, a lot of logistic requirements were not ready, Rei and the CEO for Division of Finance were off on official duties to POM. May be for other non PCaB Provinces to receive our support in future, one of the regional PCaB advisors should travel to that Province to work with the host PT to finalize & and confirm all arrangements, before conducting of workshop.



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5.2 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.

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

5.3 Other Work Shops.

There is a need for a Problem solving workshop on Procurement Procedures as well as in PBAR refreshment training highlighted during the workshop.