

Donor Funded Project Financial Systems Development

1. Understanding accounts

- Why keep them?
- Accounting methods
- Which records to keep?

2. Designing the right system

- Structures-**Multi donor reporting**
- Activities
- Volumes & Types of transaction
- Reporting
- Resources

3. Financial Reporting and Documentation

- Donor reporting requirement and timeline
- Financial reporting templates and formula
- Documentation and record keeping
- Preparation of financial reports
- Transparency and accountability

4. Compliance and Risk Management

- Donor special regulations and guidelines
- Internal controls and financial integrity
- Fraud prevention and detection
- Procurement and financial audit

5. Work planning

- Financial accounting routines
- Reporting schedules
- Budgetary procedures
- Reviews
- Year-end procedures

6. Promoting management accountability

- Principles of financial management
- Five Internal control objectives
- Fraud and other irregularities

7. Managing audit

- Donor audit
- External/ Statutory audit
- Internal audit

FEES: The course attracts a fee of **K550,000** per participant inclusive of tuition, morning & afternoon teas, lunch, certification, and reference materials.