

Agenda for Financial Management Training

Topic	Lesson	Day	
1	NGO Business Models	1	
	Why is this important for Financial Management		
2	Business Systems		
	What is a business system		
	Need of policies and procedures		
	Internal controls		
	Due diligence		
3	Budgeting		
	Why we need a budget		
	How to prepare a budget		
	Budgeting methods		
	Deriving costs		
4	Procurement		2
	Procurement policies & procedures		
	Procurement planning		
	Types of procurmentes		
	Procurement Due Diligence		
5	Accounting & Finance		
	Financial Accounting		
	Excel best practices		
	Staff competences		
	Cash Management		
	Financial Communication and Reporting		
6	Budget Monitoring	3	
	Importance of monitoring		
	Activities and process of budget monitoring		
7	HR+Payroll		
	HR best practices		
	HR Manual		
	Payroll risk and responsibilities		
8	Guatemala Taxation		4
	Taxes relevant to NGOs		
9	Grants & Regulatory Framework		
	Organizational responsibility		
	Compliance		

Note: this curriculum is only a guide and can be changed (expanded or reduced) at the discretion of the mentor according to the progress he sees in the students.