

Program Guide

Modules:	Topics:
Welcome and Overview	<ul style="list-style-type: none"> • Introductions, expectations and program overview
Key Principles & Concepts	<ul style="list-style-type: none"> • What is Financial Management and why is it important for political parties? • Structure and governance of a political party: roles and responsibilities • Good practice systems: Seven Principles and Four Building Blocks of financial management • Getting organized, coding structures
Financial Planning	<ul style="list-style-type: none"> • Financial planning process • Functions and types of budgets • Practical approaches to building good budgets • Cash flow forecasting • Consolidated budgets
Accounting Records	<ul style="list-style-type: none"> • Which records should you keep? • The accounting process: cash or accruals • Practical accounting: completing the cashbook • Bank reconciliation • Procurement - steps, people and paperwork
Financial Monitoring, Internal controls, audit, fraud	<ul style="list-style-type: none"> • Who needs reports? • Budget monitoring and variance analysis • Protecting assets and staff: Internal controls • Audit – what it is and why it is important • Role of the external auditor and auditor’s report • Policy development • Fraud – impact and warning signs, anti-fraud policy • Humentum’s Finance Health Check • Summary quiz, action planning and close