



VOLUNTEER REPORT FORMAT

To be submitted to CRS at the end of volunteer assignment and shared with the Host

1.1 Assignment information

- a) Volunteer Name: Troy Emory
- b) Host Organization: Catholic Diocese of Moshi, Kilacha Production and Training Center (KPTC)
- c) State of origin: Tanzania
 - o Assignment: Enhance the capacity of staff in the management of KPTC funds through training the accounting staff on the best accounting practices
 - o Introduce and train on appropriate accounting software that will have capacity to accommodate the whole of Kilacha Projects accounts
- d) Train staff on the best practices of preparing final statements of accounts for Audit Reports.
- e) Dates of Assignment: Nov 29 to Dec 16
- f) Number of days worked: 12

1.2.1 Objective 1 in your SOW : Enhance the capacity of staff in the management of KPTC funds through training the accounting staff on the best accounting practices

- a) Progress with the objective – Several items appearing in the existing financial statements did not follow GAAP (Generally Accepted Accounting Principles). For example, money given internally to administration was booked as income to admin and expensed to the entity giving the money. This increased expenses and income for the organization. Such presentation does not give a true picture of how the organization is performing.
- b) Expected impacts/results – Accounting for internal transactions according to GAAP
- c) Recommendations¹ - We reversed the entries in prior periods and the organization has two options in the future: (1) Do not book the transfer since the money stays in the same bank account, (2) Allow the entry to be booked, but set up reversal accounts to show the elimination of the effect of the entries. Option b is only required if the organization wants to see the amounts sent to admin each month.
- d)
 - o 1.2.2 Objective 2 in your SOW - With a few clicks, accountant will be able to create summary and detailed reports for the prior years. This will make preparation of Business and Income Taxes a lot easier and faster.

- a) Progress with the objective – We installed QuickBooks as the financial accounting package because of its ease of use and affordability. I had a license left on my QuickBooks contract, so I let the organization use that license. We entered data for the current year, but not the past year. I can follow up with the organization to get prior year information into the system. Prior year and current year information could not be loaded in 2 weeks. The organization has 12 business

¹**Note:** Only make not more than 6 recommendations. The most useful recommendations for hosts are ones that they can implement themselves with minimal expense. For example, a cooperative might change its financial reporting procedures or hold more regular meetings of its board. Broad recommendations on tax or credit reform, changes in government policy, or investment in large-scale equipment, are usually not within the host organization's reach.

centers that it operates and must report results of operations for each. We set up these business units with the basics to expand forward or to include prior years.

- b) Expected impacts/results – Maintain the majority of financial information in QuickBooks by 1/1/2016 with proficiency. The staff will improve in maintaining the system each month.
 - c) Recommendations – I have set up remote access software and communication software to continue training and help with design changes. We will meet remotely at least twice a week for training and solve quick book problems. The staff is to understand that it may take a year to be completely comfortable with the new system. Patience and persistence is absolutely necessary.
- o 1.2.3 Objective 3 in your SOW - The work of the accountant of preparing statements of accounts for auditing will be easy and fast right from Receipts/Payment Vouchers, Cash books, Ledgers, I&E, Bank Statements, Balance Sheet as well in report making.

- a) Progress with the objective -The staff was trained to produce the necessary reports for auditing purposes. We did not review documents for audit as the accounting system design and implementation was all that time would allow. However, the current Microsoft Access system can be used to help locate documents and to support the underlying accounting detail. The old system should be phase out after a few months or fiscal year end at the latest.
- b) Expected impacts/results – I expect proper use of the system such that income statements by business segments are easily provided. Also, we designed inventory tracking directly from QuickBooks. No need to use the extensive spreadsheets to re-key numbers to produce financial results. The accounting system will do the calculations to easily report the results of operations.
- c) Recommendations- Staff should continue to enter data in the accounting system and confidence will grow each day. I have seen steady improvement in their ability to enter transactions. Continued training with us will improve accounting and management skills.

1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
1. Follow GAAP Accounting guidelines	1. Eliminate internal accounting entries 2. Correctly book refunds 3. Ensure all cash receipts and payments are properly accounted.	Jacinter	12/31/2015
2. Enter December Transactions	AR and AP Transactions need to be entered for December	Jacenter	01/10/2016

3. Continue to determine cost per item purchased and sold to reflect good cost of goods sold	Constantly determine the cost of each item sold to carry proper inventory amounts	Jecinter	3/31/2016
4. Reconcile Bank Accounts	Reconcile bank accounts after year end using Quickbooks	Jacinter	1/31/2016
5. Examine income statements for all 12 business segments	Print and adjust all 12 classes for December	Jacinter	2/15/2016
6. Finalized year-end balance sheet	Obtain value of all fixed assets and other depreciable assets. Finalize year-end balance sheet	Jacinter	2/28/2016

1.4 Number of people Assisted

- a) Through formal training 3
- b) Through direct technical assistance (Do not double count) 3
- c) Out of these above, number of host staffs 3
- d) Training/assistance by field 0

Category	Total	Males	Females
Members/ owners	0	0	0
Employees	3	0	3
Clients/ Suppliers	0	0	0
Family Members	0	0	3
Total	3	0	3

1.5 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How? God mixture of males and females. Both groups are very knowledgeable
- b) How might CRS or the host organization improve opportunities for the women in this host or host community? The organization must commit financial resources for continuous and formal accounting training. Would be a great goal if at least one of the accounting staff studies for the CPA exam. This would bring tremendous value to the organization and ensure that the company's books and records obtain unqualified opinions from external auditors.

1.6 Value of volunteer contribution in \$5,000 usd based on similar projects

- a. Hours volunteer spent preparing for assignment. 80



- b. Estimated value of all material contributions volunteer contributed to host during assignment \$7,000.

1.7 Value of hosts' contribution in \$ (Please consult the host as well)

- a) Meals \$50/day usd
- b) Transportation 0.
- c) Lodging \$50/day usd
- d) Translation \$100/day
- e) Other (Specify) Management support: Unlimited, Donated software license \$150

1.8 Host Profile Data:

Did you obtain any data that supplements or corrects the data in the existing host information as detailed in the SOW? Please list it. To obtain maximum benefit, this type of project requires 2 volunteers. One person to build the accounting system and the other trains in formal accounting, how to use the system, and formulate written policy and procedures. I feel that I did not have time to train and ensure that each staff member knew how to function with competence and confidence. Although, I tried my very best.

1.9 Recommendations for CRS:

To obtain maximum benefit, this type of project requires 2 volunteers. One person to build the accounting system and the other trains in formal accounting, how to use the system, and formulate written policy and procedures. To compensate for this, I have set up remote access and communication tools to continue training when I return home. We will have 2 conference calls via skype or appropriate tool the staff is comfortable with the system.

1.10 Press Release

FOR IMMEDIATE RELEASE

VOLUNTEER CONTACT: Troy Emory
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**Washington, DC Area Volunteer Travels to Tanzania to Share Skills
with Local Farmers**

**Farmer to Farmer program promotes economic growth and
agricultural development in East Africa**

FOR IMMEDIATE RELEASE

CONTACT: [Name]
[Title]
[Phone]
[E-mail]



Washington, DC Area Volunteer Travels to Tanzania to Share Skills with Local Farmers

Farmer to Farmer program promotes economic growth and Agricultural development in East Africa

Troy Emory, a CPA from **Greenbelt, MD** travelled to **Tanzania** for **2** weeks to share his/her technical skills and expertise with local farmers. Troy's assignment is part of Catholic Relief Services' Farmer-to-Farmer (FTF) program that promotes economic growth, food security, and agricultural development in East Africa.

“Great opportunity lend a helping hand” said **Troy Emory**.

Funded by the U.S. Agency for International Development (USAID), the five-year program matches the technical assistance of U.S. farmers, agribusinesses, cooperatives, and universities to help farmers in developing countries improve agricultural productivity, access new markets, and increase their incomes.

In **Tanzania**, **Troy** worked with **Kilacha** Production and Training Center in Accounting training and giving technical assistance to **the accounting staff** to enable them to improve financial reporting capability. Up to **25** beneficiaries were reached.

Troy's volunteer assignment is one of nearly 500 assignments that focus on agriculture, food security and nutrition in Ethiopia, Tanzania, Kenya and Uganda. This is the first time CRS has been involved in the 28-year-old Farmer-to-Farmer Program funded by the U.S. government.

CRS is partnering with five U.S. institutions to tap into the rich diversity of the U.S. agriculture community: the National Catholic Rural Life Conference, Foods Resource Bank, National Association of Agricultural Educators, American Agri-Women, and the University of Illinois' College of Agricultural, Consumer and Environmental Sciences.

The U.S. volunteers will travel to East Africa for anywhere from one to six weeks, their expenses covered by USAID.

“One thing we are certain of is that this program will be beneficial not just to the farmers in East Africa, but also to the volunteers from America,” said Bruce White, CRS' director for the program. “It's going to make the world a little bit smaller for everyone involved.”

For more information, visit farmertofarmer.crs.org

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Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. The agency alleviates suffering and provides assistance to people in need in nearly 100 countries, without regard to race, religion or nationality. For more information, please visit crs.org or crsespanol.org.