

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: Michael Mayott
- b) Host Organization: Catholic Diocese of Moshi, Kilacha Production and Training Center (KPTC)
- c) Assignment: To build the KPTC accounting staff capacity in building and using the recently installed quick-books accounting system as well as formulating user friendly written procedures and policies for its' application
- d) Dates of Assignment: 20 NOV 2016 – 9 DEC 2016
- e) Number of days worked: 19

1.2.1 Objective 1 in your SOW

- a) Enhance the capacity of staff in the management of KPTC funds through training the accounting staff on the best accounting practices
- b) Expected impacts/results:
 - a. Installation of QuickBooks 2014 Enterprise Edition
 - i. All financial entries to the books and records entered into a single source financial accounting database reducing accounting errors.
 - ii. Standardization of Chart of Accounts, Departments (Class List) and Items in the accounts of KPTC
 - b. Training Accounts Section staff on the use of QuickBooks 2014 Enterprise Edition
 - i. Detail training of Finance Manager, Accountant and Assistant Accountant in the operation and functionalities of QuickBooks 2014 Enterprise Edition using a practical exercise and KPTC daily financial entries.
 - c. Implementation of QuickBooks 2014 Enterprise Edition.
 - i. The combining all accounting functions, except for physical inventory count, into a business Accounting software package.
 - ii. Daily input of all accounting transactions resulting in accurate financial management of KPTC.
- c) Recommendations¹
 - 1. Obtain training using the physical inventory function of QuickBooks and integrate it into the daily accounting function of KPTC
 - 2. Create an update plan to a QuickBooks Enterprise edition that is capable of running on Microsoft Windows 10 Platform (2014 Enterprise does not run on Windows 10)
 - 3. Establish historical value of assets and calculate accumulated depreciation to create an accurate balance sheet of KPTC

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.

4. Purchase Uninterruptable Power Supplies (UPS) for all computers. The inconsistent power supply at KPTC results in unexpected loss of power several times daily. Computers without UPS incur a violent shut down that results in loss data and the threat of hard drive corruption resulting in the loss of data critical to the operation of KPTC.

1.2.2 Objective 2 in your SOW

- a) Train staff on the best practices of preparing final statements of accounts for Audit Reports
- b) Expected impacts/results:
 - ii. Template reports were created for:
 1. Budgets by Department
 2. Profit and Loss by Department
- c) Recommendations
 - iii. Create additional report templates are needed

1.2.3 Objective 3 in your SOW

- i. Formulate appropriate written procedures and policies on the KPTC accounting system.
- b) Expected impacts/results
 - iv. Draft QuickBooks procedure manual was created during the assignment.
- c) Recommendations
 - i. Update procedure manual as needed.

1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
QuickBooks Training on Physical Inventory	Expert on Physical Inventory to convert from Access Database	Finance Manager	1 July 2016
Update QuickBooks to Version supported by Microsoft Windows 10	QuickBooks 2016 Enterprise or above	Finance Manager	1 July 2017
Asset Values	Establish historical value and compute accumulated depreciation of all assets in use.	Accountant	Immediately
Backup Power for Computers	Uninterruptable Power Supplies	General Manager	Immediately
Standardized Folder Structure for Data Files	Each Computer must maintain data files in a standardized Structure	Operations Manager	Immediately

Data Backup Policy	All computers data files must be backed up on a set schedule to prevent catastrophic data loss	Operational Manager	Immediately
Computer Virus Software	Update all computers to a current version of a virus software	Operational Manager	Immediately

1.4 Number of people Assisted

- a) Through formal training: 3
- b) Through direct technical assistance (Do not double count) 2
- c) Out of these above, number of host staffs: 5
- d) Training/assistance by field

Category	Total	Males	Females
Members/ owners			
Employees	5	3	2
Clients/ Suppliers			
Family Members			
Total	5	3	2

1.5 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How?

KPTC is a Catholic Diocesan run enterprise which utilizes Diocesan, Religious and lay employees at all levels of its activities. The General Manager is a priest of the Diocese. The Operations Manager is a male lay member of the church. The Finance Manager is a female religious. The accountant is a male and the Assistant (Jr. Accountant) is a female. The five out of six Accounts Section employees are female.

- b) How might CRS or the host organization improve opportunities for the women in this host or host community?
 - a. The host organization could adopt a mentoring program for women to rise to the role of General Manager and/or Operations Manager
 - i. Fr. Landeline Makiluli has been proactive in assisting employees to advance their class through attendance to the Kilacha Agricultural and Livestock Training Institute.
 - b. CRS could develop mentoring programs for women providing them with a path for advancement.



1.6 Value of volunteer contribution in

- a. Hours volunteer spent preparing for assignment: 100+
- b. Estimated value of all material contributions volunteer contributed to host during assignment: \$300 USD (training and reference materials.)

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

- a) Meals
- b) Transportation
- c) Lodging
- d) Translation
- e) Other (Specify)

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.

1.9 Recommendations for CRS:

1.10 Press Release

FOR IMMEDIATE RELEASE

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[City] Area Volunteer Travels to Uganda to Share Skills with Local Farmers

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

Michael Mayott, a **volunteer** from **Billings, MT** travelled to **Tanzania** for **3** weeks to share his technical skills and expertise with local farmers. Mike'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.

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**, **Mike** worked with **Kilacha Production & training Center** implementation and training on QuickBooks 2014 Enterprise Edition and giving technical assistance to **their staff and Board of Directors** to enable them to **automate their accounting records**.

Mike'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.