



USAID
FROM THE AMERICAN PEOPLE



Volunteer Name: Michael Mayott
Country: Tanzania
Country project: Grains Project
Host: Kilacha Production & Training Center (KPTC)
Venue: Catholic Relief Service
Audience: USAID / CRS
Number of people : 6
Date: 8 December 2016



1. Assignment Objectives as in SOW

- Enhance Staff in Management of KPTC funds on best practices (QuickBooks 2014 Enterprise Edition)
- Best Practices on Final Statements of Accounts for Audit Reports
- Written Procedures and Policies on KPTC accounting system

2. Achievement of the assignment objectives

- Creation of Chart of Accounts / Class List / Item List
- Report Templates Created for Budget and Profit and Loss By Department
- Finance Manager, Accountant & Assistant Accountant Trained on the use of QuickBooks 2014 Enterprise Edition

2. Achievement of the assignment objectives

- Draft User Manual Created
- Data Backup System placed into Operation

3. Recommendations to the host with regards to the assignment

- QB Training on Physical Inventory
- Update QB to 2016 or above Version
- Value and Book Assets
- Backup Power Supplies
- Standardized Data Folder Structure
- Data Backup Policy
- Computer Virus Software Update

4. Anticipated Impact

- Reliability of Financial Data for Management of Funds of KPTC
- Standardization of Accounts / Items / Departments
- Standardization of Recordation of Financial Activities
- Safety and reliability of Computerized Data

5. Recommended future volunteer Assistance

- QuickBooks Physical Inventory Training.
- Data Expert to design and implement a File Server for shared access and control

6. Recommendations to other non-host stakeholders

- None

Action plan for host recommendations

Recommendation	Specific Action	Responsible person	By when
QuickBooks Training on Physical Inventory	Expert on Physical Inventory to convert from Access Databases	Finance Manager	1 July 2017
Update QuickBooks to Version supported by Microsoft Windows 10	QuickBooks 2016 Enterprise or above	Finance Manager	1 July 2018
Asset Values	Establish historical value and compute accumulated depreciation of all assets in use.	Accountant	Immediately

Action plan for host recommendations

Recommendation	Specific Action	Responsible person	By when
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

Action plan for host recommendations

Recommendation	Specific Action	Responsible person	By when
Computer Virus Software	Update all computers to a current version of a virus software	Operational Manager	Immediately

Thank You!