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VOLUNTEER REPORT FORMAT

1.1 Assignment information

- a) Volunteer Name: Rose Miller
- b) Host Organization: Nankoma RPO
- c) Assignment: **UG18** Provide technical support in compiling the following financial forms: Income Statement, Balance Sheet, Cash Flow Statement
- d) Dates of Assignment: October 13, 2014 to October 31, 2014
- e) Number of days worked: 19 days

1.2.1 Objective 1 in your SOW: Income Statement

- a) Progress with the objective: Information and explanations given. Each meeting attendee made and compiled their own personal practice Income Statement.
- b) Expected impacts/results: To facilitate the completion of the business plan with necessary financial information.

Recommendations¹: Role models, area people knowledgeable in financial records and/or Board members who themselves begin to compile these financial documents could speak at meetings to help, encourage or advise others facing challenges. Monthly reminders of the importance of keeping financial information records. Help may be needed with the challenges faced by areas farmers in doing so. Examples: hold practice meetings to help farmers who are not used to keeping records; those with literacy challenges (by using symbols or color coding); also address options to keep the costs down of compiling these documents (such as making their own forms instead of photocopying). Note*- for anyone new to keeping these types of financial documents, errors, omissions and a lack of understanding concerning the particulars is not uncommon. Gave and left as much specific information as possible but further help, advice, reminders and encouragement will most likely be needed.

Another matter which may need to be addressed concerns how farmers will store the records they keep. With limited home space and small children in the home, this concern has been expressed multiple times.

Also, as funding and opportunities arise, all farmers should be encouraged to learn how to use computers. The computer room in Nankoma which has reportedly been in existence for four months now can provide area farmers with this opportunity. In addition to opening up information concerning farming,

Internet searches can produce examples and explanations concerning financial information documents such as balance sheets, income statements and cash flow statements.

c)

1.2.2 Objective 2 in your SOW: Balance Sheet

¹ **Note:** 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.

- a) Progress with the objective: Information and explanations given and each meeting attendee made and compiled their own personal practice Balance Sheet
- b) Expected impacts/results: To facilitate the completion of the business plan with necessary financial information.
- c) Recommendations: Same as in objective 1

1.2.3 Objective 3 in your SOW: Cash Flow Statement

- d) Progress with the objective: Information and explanations given and each meeting attendee made and compiled their own personal practice Balance Sheet
- a)
- b) Expected impacts/results: To facilitate the completion of the business plan with necessary financial information.
- c) Recommendations: Same as in objective 1

1.3 Number of people Assisted

- a) Through formal training (all): 40
- b) Through direct technical assistance (Do not double count) 0
- c) Out of these above, number of host staffs: Two (Agnes Nangobi & Moses Makaka)
- d) Total number of women: 7
- e) Training/assistance by field: training/teaching – all 40

Topic/field	Total	Males	Females
Financial Information Forms	40	33	7
Total	40	33	7

1.4 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How? I noticed a variety of gender role situations. For example, when talking about what banks want concerning loans, one man in the class remarked that now banks in Uganda will not give loans without the wife's signature also on the loan. There was some murmuring among some of the men which was negative in nature concerning this requirement. I pointed out that banks in the United States have been requiring the signatures of both the husband and the wife for many, many years as part of loan requirements. One man asked why. I replied that there are several reasons and they relate not only to farming but to businesses in general. Reasons including the fact that banks know that if both the husband and the wife want the loan; if both come in to sign for the loan; if both the husband and the wife work together to plant, care for and harvest the crops; if both take part in the marketing of the crops; and, if both decide how the



money is spent, the farm is more likely to be successful and the loan is more likely to be paid back. After my explanation, one young man made a negative comment at which other young men in the class laughed. I noticed those young men did not return to class the next day.

- b) How might CRS or the host organization improve opportunities for the women in this host or host community? To help women now: -Find out from them what would make it possible for them to attend these types of training programs. Make a special effort to recruit women to attend classes. Some felt they lacked the knowledge, skills or intelligence to be able to attend classes concerning compiling financial information forms. Encouragement and help concerning self-esteem issues will help. Also, one woman brought her baby with her to class. The baby did not interfere with the teaching or functioning of the class. Perhaps if women farmers felt welcome in bringing their children, they might be more likely to attend. Also, highlight, recognize or emphasize the positive female role models such as Agnes Nangobi, the Chair of Nankoma RPO. She works hard, is a good leader and I observed her being very diplomatic concerning gender issues. To help future generations of women: - Consider holding meetings/activities for future farmers (teens and children) both male and female with emphasis on equality in participation, leadership and activities- gender roles start long before adulthood.

1.6 Value of volunteer contribution in \$ Approx. **\$ 2,076.3**

Hours volunteer spent preparing for assignment: Approx. 35 hours preparing form options to meet the specific needs of the group.

- a. Estimated value of all material contributions volunteer contributed to host during assignment: Approx.: \$20 while in the U.S.

1.7 Value of hosts' contribution in \$ (Please consult the host as well): \$ 0

- a) Meals
- b) Transportation: Paid for by CRS
- c) Lodging
- d) Translation
- e) Other (Specify) Provided one Jackfruit on Wednesday, October 22, 2014 after class. Estimated value of Jackfruit: Ushs 1000

1.9 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.

The cost of photocopies is fairly high in this area- especially if the electricity is out (which is often) and the generator is needed to make copies. To save on expenses and thus increase the likelihood that farmers will complete financial forms- attendees were shown how to make as well as complete their own basic financial forms.