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Volunteer Name: Steven Schneider

Country: Tanzania

Country project: TZ 57

Host: Mr. Peter Sanga/Khebandza Co Ltd

Venue: Mbeya, TZ

Audience: Management Team

Number of people :5

Date: Jan 10-27, 2016



1. Assignment Objectives as in SOW

1. Evaluate Financial management and accounting system and processes.
2. Educate team on accounting best practices and review financial Basics of running a company.
3. Determine best approach to strengthen the financial operations to build clear informative information.
4. Implement new accounting system.
5. Train personnel on new accounting system.
6. Ensure 2015 results are implemented in new system
7. Ensure staff is fully functional on a go forward basis.

2. Achievement of the assignment objectives

1. Evaluated the current state of the company's financial affairs and systems.
2. Educated the team on best practices and highlighted areas requiring change.
3. Determined a proper accounting system was required.
4. Implemented Quick Books by loading in all transactions in 2015.
5. Once the data was completed, training began on how to use the system and how to fully utilize the reporting capabilities.
6. Worked with staff to reconcile outstanding accounting items.
7. Introduced new processes for tracking and accounting for Sales including working with sales personnel on more robust reporting.
8. Ensured the accounting team and the Director were comfortable using the new system live in 2016.

3. Recommendations to the host with regards to the assignment

1. Try and be better organized with work papers to help the volunteer be most effective.
2. Implement a more controlled process for tracking transactions as detailed in flow chart provided. Also, more frequent sales reporting is needed.
3. Continue to use the new digital accounting software, Quickbooks and reconcile its accounts monthly.
4. Upgrade staff if processes can not be implemented.

4. Anticipated Impact

1. Financial management of the company will go from being non-existent to a fully functional finance function.
2. Better controls and less loss of money in terms of cash.
3. Better decisions on management of the firm.
4. Improved Sales production and profitability.
5. Higher production of Miaze and sunflower oil.
6. Improved financial performance
7. Higher probability of growth and success.
8. Cost savings on accounting and tax preparation.

5. Recommended future volunteer Assistance

1. As the firm grows, they will need to be skilled in operations management. They will need to be able to manage large inventories of raw materials with large orders and more clients.
2. Additional Training on the new accounting system may be needed. I worry the staff will fall back on old habits of poor accounting practices.
3. Organizational development assistance. How to best structure the firm with proper processes. These will become critical as the firm expands. This includes training staff.
4. Cash Management. They need to be more skilled in managing cash flows. This will come with the new financial system but as the business becomes more complex, they will need to be more strategic in their cash flows.
5. Profitability Analysis. Similar to #4 above, more advanced financial metrics will be needed.

6. Recommendations to other non-host stakeholders

1. Transaction Management: It appears the economy, especially in the agricultural sector, is very cash oriented. Moving away from cash toward electronic fund transfers or checks is needed.
2. Education: The employees as well as the company's vendors and customers lack the proper educational prowess to make real strides in their standard of living.
3. Automation: Processes are very labor intensive. The use of computers is limited and could transform how business gets done. Of course the education needs to come first.

Action plan for host recommendations

Recommendation	Specific Action	Responsible person	By when
1.Implement new accounting system.	Implement QB	Completed by Volunteer and staff	Completed
2.Begin posting all transactions weekly	Post all transaction into QB	Accountant	On going
3. Initiate full sales and purchase reporting from the factory to the accountants and management	Sales are not reported. This must be fixed by creating journals that are completed each week.	Sales and Accountant	January and on going
4. Utilize Banking Services	Ensure all transactions are brought to the bank and recorded	Peter Sanga	On going
5. Reconcile Bank accounts with GL	Use Quick books and reconcile bank statements	Accountants	On going
6.Improve mgmt and reporting	Produce weekly and monthly financial reports	Accountants	On going

7. How can CRS improve future volunteer experience

1. Try and provide more detailed information on the host and the condition of the entity. This will result in a more efficient project execution. For example, tax returns or other official doc's.
2. Provide feedback from host so the volunteer can make adjustments and improvements for the next assignment.

