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Volunteer Name: Lynnette Asselin

Country: Ethiopia

Country project: Grain Production and
Sector Support

Host: Gion Farmers' Cooperative Union

Venue: GFCU Offices, Dejen

Audience: CFCU Staff and Experts

Number of people: 13

Date: September 26, 2017



1. Assignment Objectives as in SOW

- Objective 1: : Introduce beneficiaries to a computerized financial data management system and software to enhance efficiency when it comes to
 - auditing
 - loan disbursement and collection
 - faster and efficient processing of information;
 - automatic generation of accounting documents.

- Objective 2: Help beneficiaries understand the necessary preparations for transition to digital financial management.
- Objective 3: Train beneficiaries in management position on the different aspects of leadership (in the context of Ethiopia)

2. Achievement of the assignment objectives

Objective 1:

- Gion Farmers' Cooperative Union has installed Peachtree Accounting System and are in the process of entering basic financial data into the system. We reviewed what they had entered and planned for next steps.

2. Achievement of the assignment objectives (con't)

- Objective 2: We worked on Excel with the Finance Staff accountants, accounting assistance, and cashier. Some of the staff do not speak English and do have little IT experience. Since Excel is an excellent basic IT program, we are translating curriculum and list of commands into Amharic.

2. Achievement of the assignment objectives (con't)

- Objective 3: Using the thesis, Leadership in Ethiopian Agricultural Cooperatives, group looked at findings of report and also the 10 components of Leadership. Very short time for meaningful impact.

3. Recommendations to the host with regards to the assignment



- Ensure that the SOW is up-to-date and actual prior to Volunteer's assignment.
- Assess level of English on impact of assistance (African multi-language environment)

Recommendations to the host with regards to the assignment (con't)

- Task the Host Organization with more responsibility in locating and contracting with locally available translator/interpreter.
- If working with a Host Organization's Finance Department, try not to schedule at the end-of-year closing and reporting

4. Anticipated Impact

- Provision of Excel commands and curriculum in Amharic will provide needed emphasis on bringing those in Finance and other departments up to current IT basic program literacy.
- Recognition of GFCU Manager of need to make all staff more IT proficient.

Anticipated Impact (con't)

- Ability to get management reports as well as financial reports from Peachtree Accounting Software in timely manner.
- Importance of backing up all IT programs in view of intermittent power surges.
- Commitment of Host Organization to more time with volunteer.

5. Recommended future volunteer Assistance

- Provide translations of Excel commands and curriculum via internet.
- Leadership training by department; i.e. more focused, and availability of staff to attend and be unavailable for daily responsibilities.

6. Recommendations to other non-host stakeholders

Action plan for host recommendations

Recommendation	Specific Action	Responsible person	By when
1. Produce Year End Financial Statements	Finish entering data for Employees, Payroll, Customers, Vendors.	Lemlem Adugnaw, Accountant and Kiros Asres, Accountant	March 2018
	Produce Peachtree Reports for Accounts Payable, Accounts Receivable, Payroll, Reconciling Bank Statements.	Lemlum Adugnaw, Accountant and Kiros Asres, Accountant	April – September 2018
	Produce Balance Sheet and Income Statement using Peachtree Accounting Software.	Likinaw Abere Finance Manager	October 2018
2. Execute Excel training plan	Develop and prepare class for Excel and list of vocabulary in English and Amharic	Likinaw Abere, Finance Manger and Lynnette, Volunteer	December 2017
	Provide training to all accountants, assistants and cashier in using Excel for all reports	Likinaw Abere, Finance Manager and Lemlum, Accountant	March 2018

Action plan for host recommendations

Recommendation	Specific Action	Responsible person	By when
3. Strengthen Finance Office Organizational Operations	Purchase and install Back-up System for Peachtree	Biazin Mekonneh, GFCU Manager and Likinaw Abere, Finance	October 2017
	Ensure separation of accounting duties for good internal control	Likinaw Abere, Finance Manager	October 2017
	Provide additional training in Peachtree when all data entered and when preparing first official Financial Statements	Likinaw Abere, Finance Manager and Peachtree trainers.	March 2018 September 2018
	Review and consider revising Chart of Accounts for broader application in Peachtree	Likinaw Abere, Finance Manager	December 2018

7. How can CRS improve future volunteer experience

- Clear description of reality at the Host Organization location including language capabilities, estimated time availability, location and availability of printing, internet, etc. (business centers).
- Better explanation by CRS F2F staff of logistics. Eg. Dongle and minutes.

Thank You!

