

LEARNING SESSION:

Developing a Finance Manual for an Effective Financial Management

Wednesday, 31 July 2019

9:00 am – 6:00 pm

11th floor, Aurora Tower, Gen Malvar Ave, Araneta Center, Cubao, QC

Objectives: This Learning Session aims to increase the knowledge of Executive Directors, Program Managers and Finance Heads from non-profit organizations in the development, nature, purpose and importance of the Finance Manual. This session will also discuss the significance of keeping it updated.

Topics to be covered:

- Nature, Purpose, Importance and Challenges of the Finance Manual
- Identify the steps in the preparation and pinpoint areas of improvement of existing Finance Manual
- Know who is in charge?
- What are the categories and elements of a Finance Manual
- Using authorization matrix to formulate policy and procedures
- Discuss the causes of un-updated Finance Manual
- How to draft a Finance policy and procedure



Our Speaker: Helen Rose P. Reyes

Kim Reyes has thirty four (34) years of experiences in the fields of finance, accounting and audit. In her various works, teaching, and consulting experiences, she has been engaged in the various assignments involving financial planning and control measures, management Information system (MIS) planning and design, and financial evaluation.

She is now the Managing Director of Gerry Roxas -Hublag Foundation, Inc. focused on microfinance activities in Capiz, Roxas City. Prior to this she was the Finance and Administration Manager of the \$24M 5-year Philamfund project of Gerry Roxas Foundation.

Counterpart Contribution per Participant:

(covers AM and PM snacks and lunch, flowing coffee, session materials, Certificate, PF of resource speakers & venue rental)

- FuND Phil member: Four Thousand Pesos (Php 4,000.00)
- Non-FuND Phil member: Four Thousand Five Hundred Pesos (Php 4,500.00)

For more inquiries and registration, you can reach us at:
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0949-425-2446 (Smart)

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