



Computerized Budgeting for NGO's

(Resource ID: 333)

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This teaching resource is allocated to following University:

UPHZ - University of Peja "Haxhi Zeka"

Institution:

University Haxhi Zeka

<http://www.sustainicum.at/en/modules/view/333.Computerized-Budgeting-for-NGOs>



Individual work
Group work



5 to 10 students



Up to 3 lecture
units



Internet
connection
necessary



English, Shqip

The learning material includes information regarding the financial management of grant projects. The material is suitable for all the employees of NGOs who are responsible for building and implementing projects or building the organization's global budget

Management of grant projects is a challenging task that requires an efficient and functional approach. The proper management of the financial side is crucial for project success. Nowadays, the budgeting process is computerized, so instead of being primarily concerned with numerical manipulation, employees of NGOs who are responsible for projects-- specifically for preparing the budget -- can be focused and more involved in the planning process because the mathematical aspect of computerized budgeting can be corrected faster and easier.

From this material research, workers of NGOs will be able to enhance their

skills in the implementation of an important part of grant projects, such as the budget, given that the success of the overall project is measured not only by results achieved, but also by the use of available funds. Excel spreadsheets can be used more effectively in budgetary control other than using a sheet of paper and a calculator. Also E-budgeting through the use of web technology completely automates the development of the organization's budget forecast.

Through examples, work groups, discussions, case studies, and practical problem-solving activities, students will be trained in drafting a budget according to a technique based on activities, preparation of the budget by formats (template) that require donors, preparation, and cash flow forecasts that projects identification of different types of alternative approaches to the budget and budget choice.

Training modules will be developed within three days which includes:

Day One: Presentation of the module (budget and financial planning)

Day Two: Examples of good practice for establishing budgets

Students work in groups, and individually. After working in class, students will work individually to create the budget associated with different activities (example: project for organization labour fair, project to increase women's awareness about domestic violence, project for product promotions, etc.), Each student will be assigned an activity, preparing budget and a financial management plan that shows how to classify expenses and how each budget line is shared.

Day Three: Study visit

Students will see how successful NGOs that have implemented numerous projects to prepare the budgets, and how the work of creating a budget can be facilitated through the use of advanced accounting software.

Fourth Day: Conclusions (Summary of key points of learning, work planning, evaluation and conclusion)

Teaching Tools & Methods



Mini-project Written material

Integration of Social Stakeholders

NGO staff who are responsible for the implementation of projects will benefit from considerable knowledge and understand the importance of compiling computerized budgeting to increase the ease of financial management and the creation of sustainable financial resources.

NGO staff will visit NGOs that have successfully implemented projects and learn from their best practices. NGOs will be able to create links and cooperate in future projects and also share their experiences.

Strength

- Knowing different techniques for drawing up the budget
- Training for preparation of the budget according to the template / format of the donors and the master budget
- NGO staff who are responsible for the implementation of projects will benefit from considerable knowledge and understand the importance of compiling computerized budgeting .

Weakness

The lack of readiness of NGO staff to change their traditional practices to prepare the budget

Learning Outcomes

- Budget Development (through five steps: Designation of the person responsible for the preparation of the budget, establishment of the budget calendar, preparation of the budget process, construction of the budget, and monitoring the budget)
- Learn good practices for compiling a budget through the use of advanced technology.
- Prepare budgeting according to technique based activities.

Relevance for Sustainability

Opportunity to increase sustainable funding sources through sound financial management.

Related Teaching Resources

No specific previous knowledge / related resources required

Preparation Efforts

Low

Preparation Efforts Description

4 hours

Access

Free

Assessment

Presenting a budget plan

Credit/Certification Description

No

Sources and Links

- Colin Drury. "Management Accounting for Business", 4th Edition. USA 2009.

- Technical Assistance for Civil society Organizations Kosovo Office. "Practical Manual for Grants – Financial Related Issues"

- http://ec.europa.eu/europeaid/implementation/practical_guide/index_en.htm

- http://international.cengage.com/emea/drury_6e/student/realworldviews/realworldboxes/Real-15.pdf

- https://www.academia.edu/1920616/The_Use_of_Computer_in_Budgetary_Control_at_Local_Government_Level

Funded by

This teaching resource, realised within the project ConSus, has been funded with the support of the TEMPUS of the European Union. The contents reflect the views of the authors, and the European Commission cannot be held responsible for any use which may be made of the information contained therein.