

Supporting the next generation of library leaders

INASP professional development grants 2013-14

Report Template

Applicant details	
Country	Malawi
Consortium/Institution name	Malawi Library and Information Consortium
Consortium/Institution address	C/O Kamuzu College of Nursing Library, Private Bag 1, Lilongwe
Applicant's name	Patrick Mapulanga
Applicant's job title	Acting Librarian
Applicant's email address	pmapulanga@kcn.unima.mw
Feedback on activities undertaken	
Date and duration of the activity	Finance for Non Finance Managers Workshop 23 rd -27 th February, 2015
Location (if known/applicable)	Malawi Institute of Management
<p>Summary of activities</p> <p>Please outline in no more than 300 words the three main highlights of your activity. What do you consider the most important achievement and the most memorable experience?</p> <p>One of the three main highlights of the workshop was the ability of the supervisors to recognise the need for financial management which entails planning, organising, controlling and monitoring the financial resources of an organisation in order to achieve its objectives. Principles of financial management learnt were on stewardship, accountability, transparency, constancy, integrity, viability and adhering to accounting standards. The key highlights of this was that there are many users of accounting information ranging from boards, governments, management, shareholders, customers, suppliers, lenders, employees, donors and other partners. Key to satisfying the needs of the users of accounting information to know how to plan through budgets, how to implement plans and keep records through cash books and internal controls and how to report through financial statements.</p> <p>The second highlight of the workshop was on financial reporting. The key aspects of the topic were the ability for the participants to appreciate and understand how organisation formulates statement of comprehensive income and statement of financial position. The lessons learnt has enabled non finance managers to be able to read and understand how statement of</p>	

comprehensive income and statement of financial position are formulated and the purposes they serve in organisations. An extrapolation of the course was on how to come up with statements of cash flows in which the organisation outlines where cash came from during the year and exactly how the cash was used.

The third highlight of the workshop was on internal controls which are policies and procedures that are an integral part of sound financial management such as methods of safeguarding assets, reliability of the accounting data and how the policies and procedures comply with management policies. Of particular importance to the participants were unavailability of internal controls such as delegated authority, separation of powers, reconciliation, cash and physical controls.

<p>What were your expectations as a result of this activity? Have they been met?</p>	<p>The workshop overlooked some aspects which the participants were supposed to be drilled on. For example how to formulate budgets. i.e. capital budgets, operating budgets, staff emoluments, levy and superannuation. Overall the workshop has broadened the understanding of non financial managers to what goes on in the financial and accounting world.</p>
<p>Was there something unexpected you had to face in undertaking your activity?</p>	<p>The presentations involved a lot of calculations especially on cost volume analysis which is more into financial accounting than management accounting. Because of the levels of calculations involved a lot of time was spent in trying to understand the calculations.</p>
<p>What are your hopes for the future as a result of this experience?</p>	<p>The hopes for the future lies in implementing financial management in as far as stewardship, accountability, transparency, constancy, integrity, viability and adhering to accounting standards are concerned. Secondly, there is need to develop and implement internal controls so that consortium resources benefit all.</p>
<p>Any additional information you would like to include?</p>	<p>The most important achievement of this workshop is the better understanding of financial matters. The participants carried out a research on budgeting and financing of academic libraries in Malawi during the masters in library and information studies. The information learnt during the workshop has further enriched the participant ability to comprehend more financial matters ranging from incremental and zero Based Budgets to statements of comprehensive income and financial positions.</p>

The information provided in this report is intended for internal use and will not be used externally without your express permission. However, if you are happy for us to use the comments and information within this report for external publication, please check the box below.

I give INASP permission to use my responses along with my name and affiliation in promotional material, publications or reports

EXPENDITURE REPORT AFTER THE SECONAD WORKSHOP: FINANCE FOR NON
FINANCE MANAGERS
23-27th February, 2015

Item	Course	Amount in US\$	Balance in US\$	Amount in Kwacha	Balance in MK
23/02/2015	Balance from the first workshop	939.61	939.61	370, 993.18	370, 993.18
23/02/2015	Tuition for Finance for Non-Finance Managers	267.60	672.01	105, 661.20	265, 331.98
23/02/2015	Travel expenses, fuel for 5 days to and from the venue of the workshop	126.63	545.38	50, 000.00	215, 331.98
24/02/2015	Handouts, Printing and Photocopying	79.12	466.26	31, 240.00	184, 091.98
27/02/2015	Balance Brought Down for Workshop 3	-	466.26	-	184, 091.98

Exchange rate: As of 1st April, 2013 1 United States Dollars = K394.842 Malawi Kwacha.



MALAWI INSTITUTE OF MANAGEMENT
P.O. Box 30801, LILONGWE 3
Telephone: 01 - 710 866
Fax: 01 - 710 609

No: C.F.

8975

Date:

23/02/15

RECEIPT

Received from

Patrick Mapulanga

Paid by Cash/Cheque No.

Address

The Sum of

One Hundred five
Thousand Kwacha
Hundred sixty one
In payment of Kwacha 20/100

Kwacha

K

t

105661 20

In payment of

Course fees - finance for non finance

Account No.

With Thanks

Ufara

This receipt is not valid without official stamp

Design Printers 0188

544

CASH SALE NO:

KAMBUKU TOTAL SERVICE STATION

P.O. Box 40028

Tel: 01979384

Kanengo, Lilongwe 4

Cell: +265 999944429

Date:

23/02/15

Vehicle No:

PE 1340

Qty	Description	@	K	t
	Total Premium		50000	00
	Total Diesel			
	Paraffin			
	Total Oil			
	TOTAL		50000	00

Attendants Name:

Signature:

Please come again

UNIVERSITY OF MALAWI

Kamuzu College of Nursing

DUPLICATE

Receipt No.

142250

OFFICIAL RECEIPT
CUSTOMER'S COPY

Date:

26/02/15

Received from

P. MAPULANGA

The sum of

Thirty one thousand two
hundred forty Kwacha

Kwacha

Being

Authorizing & printing Expenses

Cheque No./Cash

Cash

ALLOCATION

Cashier

N/Code

Official Stamp

Department

GROUP PHOTOGRAPH FOR PARTICIPANTS TO THE FINANCE FOR NON FINANCE MANAGERS WORKSHOP AT THE MALAWI INSTITUTE OF MANAGEMENT IN LILONGWE ON FRIDAY 27TH FEBRUARY, 2015



Malawi Institute of Management

FINANCE FOR NON-FINANCE MANAGERS COURSE TIME TABLE

23rd – 27th February, 2015

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:30 – 10:00	- Introduction - Expectations - Introduction to Financial Management	Cost Volume Profit Analysis	Financial Reporting	Internal Controls	Working Capital Management
10:00 – 10:30	TEA BREAK				
10:30 – 12:30	Introduction to Financial Management (Cont'd)	Cost Volume Profit Analysis (Cont'd)	Financial Reporting (Cont'd)	Internal Controls (Cont'd)	Working Capital Management (Cont'd)
12:30 – 14:00	LUNCH				
14:00 – 15:00	Budgeting Principles	Capital Expenditure Appraisal	Financial Reporting (Cont'd)	Internal Controls (Cont'd)	Course Evaluation and Closure
15:00 – 15:30	TEA BREAK				
15:30 – 17:00	Budgeting Principles (Cont'd)	Capital Expenditure Appraisal (Cont'd)	Financial Reporting (Cont'd)	Internal Controls (Cont'd)	

Malawi Institute of Management



This is to certify that

Patrick M. Mapulanga

has participated in the following course

Finance for Non Finance Managers

23 – 27 February, 2015

*and has satisfied the requirements of the course
by full attendance and participation*

CHAIRMAN OF THE BOARD

EXECUTIVE DIRECTOR