

TUONG LAI CENTRE

Green House Building, 184/1A Le Van Sy Street,
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ENROLLING ANNOUNCEMENT IN FINANCIAL MANAGEMENT TRAINING COURSE FOR NON-PROFIT ORGANIZATIONS

I. Information of the course:

Time: From 3rd to 5th December, 2013

Location: Tuong Lai Centre - 2B Floor, Green House Building, 184/1A Le Van Sy Street, Ward 10, Phu Nhuan District, Ho Chi Minh City.

Trainers: Ex-auditors Le Minh Trung and Nguyen Thi Tuong Oanh

II. **Fee:** 1,500,000 đ per pax for the course within 03 days (including tuition fee, documents, school supplies, cake and beverage for break, certificate)

III. **Participants:** Accounting staff, Coordinator, the managers relevant to financial accounting from NGO's project.

IV. **Course Objectives:** After completing this course, participants can:

- Prepare the detailed financing plan
- Describe the financial management process
- Settle financial monitoring tools
- Implement financial management solutions to minimize the risks
- Prepare Financial Statement
- Flexible in using computer tricks to serve the financial management
- Know how to work with auditor

V. Trainers:

- Mr. Le Minh Trung ex-auditor from Deloitte Vietnam Audit firm who has nearly 05 years experience (2008 – 2012) in auditing for Trading, Manufacturing, Construction and NGO's project field; and 5 years experience in accounting and

CONTACT

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taxation. In the working process, he was professional and depth researcher, constantly updating the new policies field. With the knowledge and skills, he always share with the learners the solving problem skill to clear the troubleshoots in financial management.

- Ms. Nguyen Thi Tuong Oanh, Founder - Chairman of Tuong Lai Center' Board of Members has 20 experience years in financial management, especially in non-profit organizations field.

During training process, Ms. Oanh focus on guiding practical lessons incorporated into theory knowledge to help students practice immediately and easily applied on the job.

VI. Program:

TIME	CONTENTS	TRAINER
First day: Tuesday, December 3rd, 2013		
8:00- 8:15	<i>Welcome participants</i>	Tuong Lai Center' board of directors
8:15- 8:30	<i>Opening the course</i>	
8:30-10:00	Presentation: <i>Overview of financial management (FM) for Non-profit organizations</i> - <i>Discussion Questions</i> - <i>Demand Survey</i>	Ms. Nguyen Thi Tuong Oanh
10:00-10:15	Break time	
10:15-12:00	Presentation: <i>The Importance of FM in non-profit organizations</i> - <i>The key principles of FM</i> - <i>FM Tools</i>	Ms. Nguyen Thi Tuong Oanh
12:00-13:30	Have lunch	
13:30- 15:00	Presentation: <i>Financial Planning</i> - <i>The process of financial planning</i> - <i>The terms of charges</i> - <i>The price factors</i> - <i>Practice for financial planning details (partial)</i>	Ms. Nguyen Thi Tuong Oanh
15:00-15:15	Break time	

15:15-17:00	<ul style="list-style-type: none"> - <i>Complete the project budget (total)</i> - <i>Introduce about Budget</i> - <i>Budget Classification</i> - <i>Budgeting Techniques</i> - <i>Budget Completing</i> - <i>Budget Monitoring</i> - <i>Milestone lessons, additional adjustments to ensure the implementation</i> 	Ms. Nguyen Thi Tuong Oanh
Second day: Wednesday, December 4th, 2013		
8:00-10:00	<ul style="list-style-type: none"> - <i>Presented: Organize Finance / Accounting apparatus</i> - <i>Design System</i> - <i>Build guidelines process</i> 	Ms. Nguyen Thi Tuong Oanh
10:00- 10:15	Break time	
10:15-12:00	Presentation: <i>Asset Management</i> <ul style="list-style-type: none"> - <i>Internal Risk Management</i> - <i>Monetary management, asset management, document management</i> 	Mr. Le Minh Trung
12:00-13:30	Have lunch	
13:30-15:00	<i>The procedures for internal control: delegation of tasks, reconciliation, review and approval process</i>	Mr. Le Minh Trung
15:00-15:15	Break time	
15:15-17:00	<i>The tricks on the computer serving for financial management</i>	Mr. Le Minh Trung
Third day: Thursday, December 5th, 2013		
8:00-10:00	<ul style="list-style-type: none"> - <i>Exercise: Arranged systematically</i> - <i>Accounting Process</i> - <i>Make Accounting profile</i> 	Ms. Nguyen Thi Tuong Oanh
10:00-10:15	Break time	
10:15-12:00	- <i>Works before Financial Statement issuance</i>	Mr. Le Minh Trung

	<ul style="list-style-type: none"> - <i>Analyze the Financial Report</i> - <i>Analyze the deviations - Exercise: Arranged systematically</i> - <i>Accounting Process</i> - <i>Make Accounting profile</i> 	
12:00-13:30	Have lunch	
13:30-15:00	<p>Audit</p> <ul style="list-style-type: none"> - <i>External Audit and Internal Audit</i> - <i>The requirement of audit</i> - <i>Checklist of audit</i> 	Mr. Le Minh Trung
15:00-15:15	Break time	
15:15-16:15	<i>Troubleshooting - share practical experience related to financial management of non-profit organizations.</i>	<p>Ms. Nguyen Thi Tuong Oanh</p> <p>Mr. Le Minh Trung</p>
16:15-17:00	<p>Closing ceremonies</p> <ul style="list-style-type: none"> - <i>Review course (10 minutes)</i> - <i>Acknowledgements</i> - <i>Awarding certificates</i> 	Tuong Lai Center' board of directors