



SIMPLE BOOKKEEPING TRAINING MODULE

Training Title : SIMPLE BOOKKEEPING MODULE

No. of Days/Hours : 3 days or 24 hours (extended hours maybe required considering workshop sessions necessary for bookkeeping)

Rationale:

Institutions (businesses, NGOs, CBOs, POs, associations, co-operatives) and other organizations are governed, run & managed by their officers, staff and/or owners. One of their major functions is to ensure that the institutions' financial resources are managed effectively and efficiently based on its businesses, programs and projects.

As such, to be able to achieve an efficient program/business implementation and financially sustainable institutions, these organizations' key people must acquire the basic competencies/skills in financial recording and management including but not limited to understanding the how, what, and why of bookkeeping & accounting and the understanding financial reports (analyzing financial statements). This knowledge will enable them to implement financial controls to protect and safeguard their financial resources.

Simple bookkeeping involves the recording on a regular basis, of the organizations'/company's financial transactions. With proper bookkeeping, organizations can track all information on its books of accounts to make key operating, investing, and financing decisions. Bookkeepers and Accountants are individuals who manage all financial data for organizations.

For small organizations and small businesses, simple bookkeeping is a crucial part of running these organizations/businesses. Bookkeeping allows them to organize, store, and analyze financial information. By using this financial information, the owners / officers can accurately draw conclusions about the financial security / stability of the business.

Thus, it is very important for an organization to ensure that bookkeeping processes are implemented where transactions are recorded completely, timely and accurately. Availability of a real time, on-time financial records will always be a determining factor of how people within the organization functions effectively. The credibility and integrity as well as how the public will view the organization, is basically affected by its transparency thru availability and quality of financial reports.

The course on Simple Bookkeeping covers the basic competencies required of a manager, officers, leaders, staff, business owners & key people in generating at timely, complete, and accurate financial statements for their organizations.

Course Objectives

General Objectives

The 3-day training aims to:

- a) Enable the participants to understand the WHAT, WHY and HOW of bookkeeping and accounting the basic transactions in an organization.
- b) Develop their knowledge and skills in the proper recording of transactions and generate Financial Reports needed for effective and efficient management of their financial resources.

Specific Objectives:

After the training, the participants will be able to:

- ✧ Enumerate the basic accounting principles and their relevance to their organizations.
- ✧ Record/Journalize the financial transactions in the books of accounts.
- ✧ Undergo the process of summarizing, recording, posting of transactions and preparation of the Trial Balance; and
- ✧ Prepare the Basic Financial Statements: Cash Flow Statement, Balance Sheet and Income Statement.

Topics/Sessions:

- ✧ Session 1: Simple Bookkeeping, the What and Why of Bookkeeping and Accounting and Its Importance

The session on the why, what, and how of bookkeeping together with accounting is aimed to provide the participants with the basic understanding of bookkeeping and accounting.

Understanding the “why” of bookkeeping helps the participants articulate the importance of maintaining accurate records, the what will equip them of the processes and tools involved and the how will make them undergo the actual processes from beginning until the financial reports are generated.

Knowing the difference between accounting and bookkeeping will also make the participants to realize that there are cases where these two functions intertwined especially for smaller organizations where capacity to hire a full staffing is limited, and the two functions could be done without sacrificing the internal controls that should be in place.

Topics: Definition of Accounting & Bookkeeping
Bookkeeping vs Accounting

- ✧ Session 2: The Accounting Principles and Concepts & Cycle: An Overview

The accounting cycle provides a structured framework of recording, summarizing, posting, and interpreting the financial transactions of the organization. Understanding this cycle ensures that the financial statements and balance sheet accurately reflect their financial position and performance.

Understanding the accounting principles and concepts that is inherent in the accounting cycle will make them appreciate the need of the Books of Accounts to generate an accurate accounting report following the basic accounting framework.

Topics:

- Accounting Principles and Concepts
- The Accounting Cycle
- The Books of Accounts
- The Accounting Reports

✧ Session 3: The Chart of Accounts

This session will enable the participants to understand the Chart of Accounts and its importance to their financial recording. This will also discuss how the Chart of Accounts is designed to facilitate the recording of and summarization of their transactions and the preparation of financial reports.

In this regard understanding the nature of each account and identifying what accounts they will be using in the normal course of their financial operations is necessary to understand the meaning of their financial reports.

Topics:

- The Chart of Accounts (Definition)
- Importance of Chart of Accounts
- Commonly Used Chart of Accounts

✧ Session 4: The Accounting Flow/Process & the Accounting Equation

This session aims to enable the participants to understand and familiarize and discuss in the details the accounting principles and accounting flow/processes, what books of accounts to be maintained and what reports to be generated in real time on time.

The topics also will enable the participants to enumerate the basic forms and supporting documents needed in every accounting transaction embedded in each process, understand the theory of debits and credits and the accounting equation, all of which are vital in record keeping activities.

Topics:

- The Accounting Flow/Process
- The Accounting Equation
- The Theory of Debits and Credit

✧ Session 5: Understanding the basic Financial Statements

Familiarization & understanding the basic Financial Statements such as the Income Statement, Balance Sheet and Cashflows is essential for the organizations' leaders, management, staff, and members for decision-making.

As such, this session will enable the participants to gain more understanding on the importance of these reports, enhance their knowledge on each financial statement and its meaning and/or implications to their existence and sustainability as an organization.

Topics:

- Statement of Cash Flows
- Income Statement
- Balance Sheet

✧ Bookkeeping and Record Keeping Application

This session will enable the participants to acquire skills and experience the whole process of record keeping from Journalizing to Generation of the Financial Reports through case transactions.

Topics: Record keeping:

- Journalizing from Source Documents to Books of Accounts
- Posting from Books of Accounts to the General Ledger
- Generation of Full Trial Balance
- Generation of the Basic Financial Reports

SESSION DESIGN:

Date/ Time	Topic	Learning Objectives	Methodology	Logistics
Day 1				
8:30 – 10:00 (1.5 hour)	<ul style="list-style-type: none"> ❖ Opening Activities <ul style="list-style-type: none"> ○ Prayer ○ National Anthem ○ Opening and Welcome Remarks ❖ Introduction of pax, facilitators and support staff ❖ Expectation Check ❖ Training Orientation, course objectives 	<ul style="list-style-type: none"> ❖ come-up and level off participants' expectations on the training. ❖ Orient the participants on the rationale, objectives of the activity. ❖ level up with administrative (case concerns (host teams, schedules ❖ measures pre-training knowledge about the course 	<ul style="list-style-type: none"> ❖ workshop / group work ❖ discussion ❖ grouping game/workshop ❖ individual work 	<ul style="list-style-type: none"> ❖ meta cards ❖ manila paper ❖ pentel pens ❖ laptop ❖ projector/LCD screen ❖ audio system ❖ pre-test form <p>power point presentation #1</p>

Date/ Time	Topic	Learning Objectives	Methodology	Logistics
	<ul style="list-style-type: none"> ❖ Administrative (House Rules) and schedules ❖ Pre-test 	<ul style="list-style-type: none"> ❖ To measure baseline knowledge of the participants on simple bookkeeping 		
10:00 to 10:15 – am break				
10:15-10:45 (30 min)	Activity 1: Workshop on Issues and concerns in relation to Bookkeeping activities in their respective organizations	<ul style="list-style-type: none"> ❖ Gather issues and concerns of the participants in relation to the bookkeeping training. ❖ To level off if their issues could be / could not be responded by the training. 	<ul style="list-style-type: none"> ❖ Discussion ❖ Q & A/Workshop 	<ul style="list-style-type: none"> ❖ Meta cards ❖ Manila paper ❖ Pentel pens ❖ Masking tapes <p>Power Point #1</p>
10:45 - 11:30 (45 min)	Session 1: Simple Bookkeeping (The what, why of Bookkeeping and Accounting) <ul style="list-style-type: none"> ○ Definition ○ Bookkeeping vs Accounting 	<ul style="list-style-type: none"> ❖ Understand the what, why and how of bookkeeping and accounting. ❖ Define and learn the meaning of accounting and bookkeeping. ❖ Differentiate the areas between bookkeeping and accounting 	<ul style="list-style-type: none"> ❖ Lecture/ discussion ❖ Q and A 	<ul style="list-style-type: none"> ❖ PowerPoint Presentation #2
11:30 to 12:00 (.5 hour)	Session 2: The Accounting Principles and Concepts and the Accounting Cyle <ul style="list-style-type: none"> ○ Accounting Principles and Concepts ○ Accounting Cycle ○ Books of Accounts ○ Accounting Reports 	<ul style="list-style-type: none"> ❖ To understand the accounting Principles and Concepts, Accounting System, and the accounting Cycle. ❖ To familiarize with the books of accounts that should be maintained and what accounting reports to be generated regularly by their organizations. 	<ul style="list-style-type: none"> ❖ Workshop/Group Work on the Accounting System ❖ Lecture / Discussion ❖ Q & A 	<ul style="list-style-type: none"> ❖ Manila Paper ❖ Pentel Pens ❖ laptop and projector ❖ Audio system ❖ Power Point presentation #3
12:00 – 1:00 Noon Break				
1:00 – 1:15 (15 minutes)	<ul style="list-style-type: none"> ❖ Afternoon energizer 	<ul style="list-style-type: none"> ❖ To set a positive atmosphere for the afternoon sessions 	<ul style="list-style-type: none"> ❖ Game 	Host Team
1:15 to 2:00 (45 min)	Session 2: The Accounting Principles, Concepts (continuation)			Power Point Presentation #3

Date/ Time	Topic	Learning Objectives	Methodology	Logistics
2:00 – 3:00 pm (1 hour)	Session 3: The Chart of Accounts <ul style="list-style-type: none"> ❖ What is the Chart of Accounts ❖ Importance of Chart of Accounts Important to record keeping ❖ Commonly used accounts 	<ul style="list-style-type: none"> ❖ To discuss what is the Chart of Accounts, and why it is important in record keeping activities. ❖ To introduce and discuss the different accounts to be used in recording the business transactions. ❖ To understand and familiarize the Account Titles commonly used by their organizations. 	<ul style="list-style-type: none"> ❖ SLE using Mix n Match Exercise ❖ Lecture- Discussion 	<ul style="list-style-type: none"> ❖ Meta-cards, ❖ Pentel pens ❖ Manila Paper ❖ Masking tape Power point presentation #4
3:00 – 3:15 tea/coffee break				
3:15 to 5:15	<ul style="list-style-type: none"> ❖ The Chart of Accounts (continuation) 			
5:15 – 5:30	Synthesis and Closing for the day. <ul style="list-style-type: none"> ❖ Daily Evaluation 	<ul style="list-style-type: none"> ❖ To review the activities and synthesize activities for the day 	<ul style="list-style-type: none"> ❖ Discussion 	<ul style="list-style-type: none"> ❖ Daily Evaluation Form
Day 2				
8:00 – 8:30 (30 minutes)	PEC (Prayer, Energizer, Course Recap)			Host Team
8:30 – 10:00 (90 minutes)	Session 4: The Accounting System, Flow & Processes <ul style="list-style-type: none"> ❖ The Accounting Flow ❖ The Accounting Equation ❖ Theory of Debit and Credit 	<ul style="list-style-type: none"> ❖ To understand and familiarize about the accounting flow & simple record keeping processes. ❖ To understand and enumerate the basic documentation & supporting documents needed in every accounting transaction. ❖ To familiarize with the accounting forms needed within the accounting flow. ❖ To understand the concept of the Accounting Equation 	<ul style="list-style-type: none"> ❖ Lecture / discussion ❖ Q and A ❖ Case transactions 	<ul style="list-style-type: none"> ❖ Lecture/Discussion. ❖ Meta Plan ❖ Sample transactions Power Point Presentation #5

Date/ Time	Topic	Learning Objectives	Methodology	Logistics
		❖ To learn the theory of debit and credit and its importance to record keeping		
10:00 to 10:15 Tea/Coffee Break				
10:15 to 12:00	Session 4: The Accounting Flow/Processes (continuation)			
12:00 – 1:00 pm – Lunch Break				
1:00 – 1:15	Afternoon session - opening	Setting the atmosphere for the afternoon session	Game/exercise	Host team
1:15 - 4:00 pm	Session 5: Understanding Financial Statements ❖ The Basic Financial Statements ❖ Cash Flow Statement ❖ Income Statement ❖ Balance Sheet	❖ To understand and familiarize the participants with the basic financial statements and its importance.	❖ Lecture / Discussion ❖ Q and A ❖ Workshop <i>*Option methodology: BEST Game Module (can cover the next sessions activity)</i>	❖ Computer / LCD Projector ❖ Audio system ❖ Sample format of the Financial Statements (NGO/CSO format) Power Point presentation 6
3:15 - 3:30 pm snacks (insert during the workshop)				
4:00 – 5:15	Session 6: Practicum/ Application on record keeping. ❖ Journalizing	❖ To practice and apply journalizing sample transactions	❖ Case Studies ❖ Sample transactions ❖ Group workshop	❖ Worksheet ❖ Supplies and journal book ❖ Projector and laptop ❖ While board and white board pens
5:15 – 5:30	❖ Day 2. Synthesis and Recap		❖	❖ Host Team
Day 3				
8:00 – 8:30	❖ PEC (prayer/ energizer/course recap)		❖	❖ Host Team
8:30 – 10:00	Session 6: Application (continuation) ❖ Recording ❖ Posting	❖ To practice recording of journalized entries to the books of accounts	❖ Case studies ❖ Sample transactions ❖ Group workshop	❖ Cash transactions ❖ Supplies and journal book

Date/ Time	Topic	Learning Objectives	Methodology	Logistics
10:00 – 10:15 – tea/coffee break				
10:15 – 12:00	Session 6: Record keeping workshop (continuation_) <ul style="list-style-type: none"> ❖ Posting ❖ Generation of Full Trial Balance ❖ Preparation of Financial Statements 	<ul style="list-style-type: none"> ❖ To practice posting of entries from the books of accounts to the General Ledger, ❖ To understand and develop skills in the generation of a Full Trial Balance 	<ul style="list-style-type: none"> ❖ Case studies ❖ Sample transactions ❖ Group workshop 	<ul style="list-style-type: none"> ❖ Cash transactions ❖ Supplies and journal book ❖ calculators
12:00 – 1:00 – Lunch Break				
1:00 – 1:15	<ul style="list-style-type: none"> ❖ Afternoon session opening 		<ul style="list-style-type: none"> ❖ Game/Exercises 	<ul style="list-style-type: none"> ❖
1:15 – 3:00	Session 6: Record keeping. <ul style="list-style-type: none"> ❖ Financial Statement preparation (continuation) 	<ul style="list-style-type: none"> ❖ For the participants acquire skills and be able to generate the Financial Statements from their case transactions. 	<ul style="list-style-type: none"> ❖ 	<ul style="list-style-type: none"> ❖
3:00 – 3:15 Tea/coffee break				
3:15 – 5:00	<ul style="list-style-type: none"> ❖ Processing of Learnings ❖ Question and Answers ❖ Re-entry Planning ❖ Recap and Synthesis ❖ Post test ❖ Course Evaluation ❖ graduation 	<ul style="list-style-type: none"> ❖ To summarize and clarify issues in relation to the training inputs. ❖ To review and recap the training activity and their learnings. ❖ To come-up with a re-entry plan to be implemented when they go back to their respective organizations. ❖ To measure knowledge learned and skills gained from the 3-day training 	<ul style="list-style-type: none"> ❖ Q and A ❖ Workshop (per association) ❖ Lecture/discussion for the recap ❖ Post test (individual test) 	<ul style="list-style-type: none"> ❖ Course Evaluation Form ❖ Power Point presentation ❖ Re-entry plan format ❖ Post test form <p>*Host team for the graduation activity</p>

Note: BEST Game activity is usually done as a SLE for Simple Bookkeeping Workshop as the participants could very well relate and understand the concepts thru this game (simulation of a real business or organizational situation). However, participants should undergo a Training of Facilitators in BEST Game so that they may be able to facilitate this game effectively. Aside from Simple Bookkeeping, other business concepts can also be captured in this game.

Requirements/Profile of the Target Participants:

Simple Bookkeeping Training is envisioned to teach the participants on the correct recording of their financial transactions. As such, the participants will undergo the whole step by step process of the activities related to the accounting cycle from identification of the nature of transactions to generation of the financial statement.

The learning process will cover a lot of knowledge and skills of the participants including their attitudes towards learning as well as patience in analyzing financial transactions and understanding accounting terms and methodologies needed to become an effective bookkeeper.

The training to become an effective learning venue for the participants must have the following minimum requirements:

- The training should be conducted for a minimum of 3 days (with more considering workshops and case transactions and accounting walk thru as a methodology).
- Sample transactions should be related to the current financial transactions of the organization represented by the training participants.
- The venue of the training should be large enough with facilities for effective conduct of workshop groups and SLEs. Location should be far enough to urban centers to minimize going in and out of the participants during the training session.
- There should be a minimum of 20 participants and a maximum of 25 participants to maximize learnings and interactions.
- For each organization, it is recommended that they could send at four (4) to five (5) participants. The functions handled by these participants are all related to financial decision-making and financial reporting:
 - Manager
 - Treasurer
 - Accountant
 - Bookkeeper/Accounting Clerk
 - Chairman or President of the Board and/or BOD member could attend for familiarization purposes.

Minimum Knowledge Requirement for the Participants:

- Familiarity with the financial transactions of their respective organization or his/her function in the organization is related to cash handling and/or cash recording and financial reporting.
- Must have a basic understanding in financial bookkeeping and familiar with accounting forms being used in their organization.
- Have been exposed or familiar on the various financial reporting activities of their respective organizations.
- Must have a background in computer software specifically in basic excel.

Other Requirements:

- Must be willing to learn and appreciate working with numbers.

- With good analytical skills and focused to details.
- Must be patient and consistent in the analysis of data and its implications to the report.
- Willing to ask questions if necessary.
- Willing to attend and have the time to attend in 3-day training in full.
- Must be willing to share and support his/her co-attendees in cases his/her expertise is needed.
- Willing to apply whatever learnings he/she acquired to his/her organization after the training.

Requirements/Qualification of Training Facilitators/Team:

Facilitators to this training module should have sufficient working knowledge experience in Financial Bookkeeping and Accounting so that he/she will be able to efficiently impart relevant inputs theoretically and practically to the participants. The following are the basic requirements to become an effective trainer on simple bookkeeping:

- a) Well versed on bookkeeping and accounting especially on the complexities of double entry bookkeeping, the accounting equation and maintenance of the books of accounts.
- b) Familiar and has experienced in bookkeeping processes and generation of financial statements.

As training facilitators and or part of the facilitating team, they should have the following requirements and qualifications:

- Willing to be trained and learn training facilitation skills and knowledge.
- Right attitude of a facilitator, unbiased and objective in his/her treatment with the participants.
- Has the right mindset and attitude of a facilitator, understand that he/she does not have the monopoly of knowledge but shares ideas and learning and even experiences to the participants.
- Good motivator and encourages participants to participate and learn.
- Use simple and easily understandable language and terms.
- Willing to work as a team and shares information and ideas for the whole team to learn. Good team player. Supports the whole team and works as one, not as an individual.
- Good listening and communication skills. Communicate clearly, audibly both in verbal and non-verbal manner.
- Good organizing skills and open to feedback and constructive criticisms.
- Flexible and ready to adjust based on situations.
- Creative abilities and knowledge to effectively impart ideas and knowledge to the participants.
- Does extra mile to continuously learn and enhance his/her knowledge on the subject matter assigned to him/her.

The training team needs to undergo a Training of Facilitators (ToF) in order to learn the basic principles of training organization and facilitation.

Logistical Needs

Materials and other logistical needs per session for this training program are as follows:

1. Laptop and LCD projector
2. Public address system (microphone, amplifier, etc.)
3. Boards (whiteboard, blackboard, easel board, cork board)
4. PowerPoint presentation materials
5. Visual Aids
6. Hand-outs (set) - based on the number of participants
7. Final course evaluation forms - based on the number of participants
8. Office supplies:
 - a. manila papers -
 - b. cartolina cut into specific sizes (meta cards)
 - c. pentel pens - 12 pcs. (assorted colors)
 - d. whiteboard markers - 6 pcs. (assorted colors)
 - e. masking tapes - 5 rolls
 - f. cutters - 5 pcs.
 - g. scissors - 5 pairs
 - h. crayons - 5 boxes
 - i. pens - based on the number of participants.
 - j. notebooks - based on the number of participants.
 - k. pencils - based on the number of participants.
 - l. meta cards - 200 pcs. (assorted colors)
 - m. attendance sheets - 3 sets
 - n. IDs - based on the number of participants.
 - o. Certificate of attendance - based on the number of participants.
 - p. Journal book - 6 books per organization
 - q. Writing pads /worksheets
 - r. Accounting sample forms – Official receipts, Cash Disbursement Vouchers and Journal vouchers
 - s. Calculators - one per group

Prepared by:



Mary Jane M. Tuares and Yolanda P. Alim
Trainers-Facilitators, ICODE

