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FINANCIAL MANAGEMENT ASSIGNMENT

Essential Practices for Community Organizations

Name: _____ Date: _____

Instructions: Answer all questions based on the workshop materials.

PART A: CORE CONCEPTS (30 POINTS)

1. The Four Pillars (8 points)

List the four pillars of financial management:

1. _____
2. _____
3. _____
4. _____

2. Budgeting Basics (6 points)

What is a budget and why does it matter?

List three key budgeting practices:

- _____
- _____
- _____

3. Bookkeeping Best Practices (6 points)

List four best practices for record-keeping:

- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____

4. Transparency & Accountability (6 points)

Explain three key accountability practices:

Practice	Why It Matters
Separation of Duties	
Authorization Protocols	
Regular Reviews	

5. Financial Reporting (4 points)

Name three common financial reports:

1. _____
2. _____
3. _____

Why should reports be tailored to different audiences?

PART B: CASE STUDY ANALYSIS (50 POINTS)

Read the article "When Good Intentions Meet Poor Financial Management" and answer:

1. Identify the Problems (15 points)

What financial management failures occurred in this case? List at least FIVE problems.

Problem	Which Pillar Does It Violate?
1.	
2.	
3.	
4.	
5.	

2. The Four Pillars Analysis (20 points)

For each pillar, explain what SHOULD have been in place:

Pillar	What Should Have Been Done
Budgeting	
Bookkeeping	
Transparent Procedures	
Financial Reporting	

3. Trust and Consequences (8 points)

The article mentions the organization "lost everything." How did poor financial management destroy trust with each stakeholder?

Stakeholder

How Trust Was Broken

Donors

Community members

Staff/volunteers

Partner organizations

4. Lessons Learned (7 points)

If you were brought in as a consultant to help this organization start over, what THREE things would you insist they do differently?

1. _____
 2. _____
 3. _____
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PART C: APPLY WHAT YOU LEARNED (20 POINTS)

You are the new Finance Officer for a small youth organization with an annual budget of \$25,000.

1. Create a Simple Budget (8 points)

List four expense categories this organization might have and estimate the percentage of budget for each:

Expense Category	% of Budget
TOTAL	100%

2. Design a Simple Procedure (6 points)

Describe a clear authorization protocol for expenses:

Expense Amount	Who Can Approve
Under \$50	
\$50 - \$200	
Over \$200	

3. Transparency Commitment (6 points)

Write one paragraph explaining to your community how your organization will manage money transparently. Use plain language they will understand.

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|| "Good financial management strengthens your organization and its mission" ||
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