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## *MODULE 1 Assignments*

1. What are the main principles of Management?

The term principles of mananagement according Steve Jobs is defined as activities that plan, organize and control the operation of the basic elements such as peopple, materials, machines, methods and money providing direction and coordination and giving leadership to human efforts so as to achieve the sought objectives of the organization.

There are so many principles of management as far as entire management is concerned but the main ones according to the question are:

Planning:

This is the process of choosing appropriate goals actions to pursue and then determine what strategies to use, what actions to take and what resources are needed to achieve the set goals and objectives of that particular organization.

Organization: This is the process of establishing worker relationships to allow workers to work together to achieve the organizational goals and objectives.

Leading:

This function involves articulating a vision, energizing, employees, inspiring and motivating people using vision, influence, persuaion and effective communication.

Controlling:

This is to evalaute how well an organization or an individual is achieving goals, improve performances and taking actions in a well defined manner. Further more, it is to put process in place to help individual or organization to establish standards that can be measured, cmpared and make decisions.

Staffing:

This is aprocess of recruiting and selecting employess for position within the company, teams and departments.

1. Explain what is meant by Coordination.

The word coordination refers to the organization of different elements of a complex body or activity so as enable to work together effectively. It is defined as the ability to use different elements together smoothly and efficiently to achieve the set objectives of any management. Hence bringing and intergrating many activities in a defined direction that has results

1. Why is Financial Management core to any business undertaking? Explain five reasons.

The term finacial management is a process of bringing together defferent activities under planning, organizing so as to achieve the set goals of organization.

The five reasons as to why finacial management is core to any business undertaking are:

Planning:

Finacial management is important in finacial plannig. It decides each finacial nescesity associated with business concerned. Therefore finacial management looks at a crucial area associated with business mostly all credits for business success depends on finacial planning of a company.

Safeguarding or protecting funds:

The importance of finacial management includes protecting finance towards achieving business goals. This means that one has to measure the areas where funds are reguired and allocate it well in all areas for smooth functioning of a business.

Allocation of funds:

Finacial management is important in allocationof funds in an organization appropriately. When making a proper allocation of funds to assets enhances the operational proficiency for business concern. This reduces business expenses and increases capital estimated for a company.

Investment opportunties:

A company or person that is good at managing and saving then can get opportunties to explore investment. There are various investment opportunties one or organization can explore like investing in stocks, golds, mutual funds, property, land etc.

Financial decisions:

In management, finacial management is important point in finacial decisions.Once finacial choice according to business concerned has been made, it can not be rewind. This means that finance once spent will not be paid again for any wrong decision made. Others are like in economic growth and stability, improvement in standard of living, valuation of a company, tax planning and capital reserves.

1. Define Budgeting. Give five functions of a budget

Budgeting is the process of preparing detailed projection of future amounts. It is also defined as a process of creating a plan to allocate money in budgetry manner to meet the costs and spend it accordingly.

The five functions of a budget are:

It compels planning.

It improves coordination.

It improves also communication.

It provides a basis for control and performace evaluation.

It measures the income and cost for accurancy.

1. Discuss the importance of cash management (cash flow forecasts).

Cash management is the corporate process of collecting, managing short term investing cash or is a key component of ensuring a company’s finacial stability and solvency.

The importances of cash management are:

It allows adequate cash for purchases and other purposes.

Ability to meet cash flow.

Allows planning for capital expenditure.

It allows for finacing at better terms.

It enables company to make special purchases and take advantage of business opportunties.

It facilitates investment.

1. What are the contents of Balance Sheet?

The term Balance sheet is a finacial statement that shows the finacial position of a business at particular time, date and the year.

The contents of Balance sheet are:

Assets: These are property owned by the business. Assets are divided into two; fixed assets and current assets such as land, building cash, debtors etc.

Liabilities: These are claims against the business. Liabilities are also divided into two; short and long term liabilities such creditors, rent due, bank loan, debenture etc.

Owner’s equity: This is a capital invested into a business by the owner.

1. Differentiate between a Balance sheet and Trial Balance.

The difference between a Balance sheet and a Trial balance is:

Balance sheet is the financial statement that shows the financial position of a business at particular time, date and the year while Trial balance refers to the list of both debits and credits accounts extracted from a ledger or general ledger with the name of each account being detailed with their balances.