

**FIELD ACTIVITY REPORT OCTOBER 2017**



**TRAINING REPORT FOR THE MONTH OF OCTOBER 2017**

**PROGRAMME: STRENGTHING LIVELIHOODS CAPACITIES OF REFUGEES AND HOST COMMUNITIES IN RHINO SETTLEMENT CAMP –ARUA**

**FUNDER: EUROPEAN UNION**

**PARTNER( s): DANISH REFUGEE COUNCIL**

**Facilitator(s)**

- 1) MR. ALBERT OGWIRI
- 2) MR. ASAU SUNDAY
- 3) MR. ADRIKO

**Programme overview**

<b>Program Overview</b>	This is ECHO project funded by European Union and is being implemented by Danish Refugee Council in Rhino Camp, Arua-West Nile Uganda. The project aims to build the Livelihoods Capacities of community groups mainly Refugees and Host communities.		
<b>Project Name</b>	ECHO		
<b>Activity (s) conducted</b>	Phase two (3) Group training on Financial Literacy		
<b>Project Duration</b>			
<b>Training Venue</b>	OFUA ( 1,3 and Tika (1).		
<b>Target Group (s)</b>	Refugees and Host communities (Women, Men and Youth)		
<b>Date</b>	25 <sup>th</sup> -28 <sup>th</sup> , Oct, 2017		
<b>Attendance</b>	60		
<b>Reported by</b>	MR. Albert Ogwiri	MR. Asau Sunday	Mr. Adriko Robert
<b>Position</b>	<b>Facilitator</b>	<b>Date .....</b>	<b>Sign.....</b>
<b>Verified by</b>	<b>Juliet Ochaya</b>	<b>Date .....</b>	<b>Sign.....</b>
<b>Submitted to</b>	<b>Patrick Ogwee</b>		

		<b>Date .....</b>	<b>Sign.....</b>
<b>Date</b>	<b>1<sup>st</sup> Nov, 2017</b>		

**Introduction**

This ECHO project is funded by the European Union under the theme “*Strengthening Support for South Sudan Refugees and Host communities in Northern Uganda*”. It is being implemented by Danish Refugee Council in Rhino Camp Refugee Settlement, Arua-West Nile Uganda. The project aims at building the Livelihood Capacities of Refugees and Host communities within Ofua and Tika zones. The fundamental objective of the training was to equip participants with basic financial literacy/skills:

**Specific objectives**

(a) To enable participants make their sales, cost and cash flow plans (b) to make participants understand the importance of financial planning in their businesses and (c) to help participants explain a few steps in making sales and cash flow plan for sustainable businesses with

**Training GOAL:**

Build capacity of participants to effectively record and maintain financial transactions so as to sustain their businesses more profitably and transparently.

**Training Methodology (s)**

- Question and Answer sessions engaged the participants in active debate, probed understanding and was a useful tool of needs assessment throughout each stage of the training
- Sessions of group discussion to generate participant’s deeper understanding, reflections & self-analysis, offered an opportunity for deeper sharing of financial literacy and skills, experiences as well as how to record and maintain financial discipline.
- Participatory lectures and Brainstorming sessions to deliver training content, stimulate interest, build active participation for all participants.
- Exercises generated the level of understanding of the content delivered.
- Sharing of personal experiences presented an opportunity for both Refugees and Nationals who tried and succeeded in recording business financial records

## **Topics discussed during the proceedings**

- 1) What and why financial management
- 2) Accounting records for group enterprises
- 3) Managing accounts
- 4) Managing cash
- 5) Cash flow statement
- 6) Managing credit
- 7) What constitutes group enterprise accountability

## **Discussions, presentation, out puts and emerging issues**

- All the targeted 60 participants attended training in the three venues of Ofua 1&3 and Tika 1
- Financial management was defined as process of planning, controlling and making decisions on the use of funds
- Participants were asked to make work plans and budgets detailing activities and associated costs before utilizing group funds. This ensures effective control of the flow of funds in and out of the group accounts
- Participants discussed the different forms of accounts to operate i.e. (cash book, sales record, credit record, debtor record, membership record, inventory record)
- Participants were also guided on how to open and operate enterprise accounts e.g. (a) accounts should be opened in a reputable commercial bank (b) the chairperson, treasurer and a focal person be signatories to the account (c) all the aforementioned three persons to sign on all transactions on the account, and the enterprise account be reconciled every month
- The groups were offered some guidelines on how use enterprise funds as below:-
  - Funds must not be used for any other activities other than those approved in the enterprise work plan
  - Borrowing from the enterprise account be forbidden under all circumstances
  - The group should never borrow any funds from elsewhere to implement enterprise activities
  - Enterprise funds not be used to pay sitting allowance for members meetings
  - No other funds be banked on the enterprise account
  - The group should avoid keeping cash money at hand
  - Cash withdrawal must be for specific and approved activity and also be spent accordingly

## **Accounting records at group level**

- All groups were urged to maintain simple and standard accounting records that are easy to update

- A simplified membership book, cash book, inventory, debtors record, creditor record, balance sheet and support documents be minimum requirements for each group
- Group enterprises will however be encouraged and supported to keep more accounting books

### Challenges Encountered in the training

1. Food distribution by UNHCR at training Venues occasionally disrupted concentration of participants during the training in especially Tika cluster.
2. Rainy weather badly affected transport as many sections of the roads were rendered impassable due to mud
3. The partly thatched buildings that acted as training venues (Tika 1) were equally uncomfortable during showers as they leaked heavily and disrupted order in class
4. Time management was poor on the part of food provider hence late meals.
5. Women are yet to wake up to the call of active participation during meetings and any other social activities like the training offered

### SUMMARY OF ACTION PLAN

S/N	LOCATION	ACTIVITY	TIME FRAME	RESPONSIBLE PERSONS
01	Ofua 1,3 and TIKA 1	1.Group members to continue holding their scheduled meetings regularly	November/December 2017	Group leaders
		2.all groups to continue collecting local savings from members to raise start up capital and foster harmony/cohesion	“	“
		3.DRC Community based workers to closely monitor and mentor the groups to achieve project goals and objectives	“	“
		4:DRC to fast track on the registration of the groups with sub county local governments to	“	“

		legalize their operations 5:DRC to again move faster and open group accounts and release the grant (13 million UGX) promised 6: The training facilitators be given another chance to make follow up and correct mistakes by back stopping on technical areas	“  “	“  “
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**Recommendations**

- Groups should continue working together to foster harmony between the Refugees and the Host community.
- More new beneficiaries be identified and supported to expand on the impact of the project.
- Refresher training be given to the participants after six months to address areas of weaknesses
- Prior dates (7 days notice) be given for facilitators to prepare better