



INCLEN Leadership & Management Program

Resource Guide 1
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Financial Management

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Financial Management Resource Guide

Introduction

This Resource Guide is intended to point users to existing practical and learning resources related to Financial Management. Unlike the Modules in the LAMP series, it does not itself provide a tutorial on the topic.

Learning resources contained in this Guide are grouped under two headings: on-line resources and print resources. In preparing both lists, the goal was to be selective rather than exhaustive. A lengthy compendium was not felt to be useful to busy INCLEN faculty who do not have time to track down or read numerous articles. On-line resources were chosen for their quality and low- or no-cost accessibility. Print resources were selected with the expectation that if users of this Guide were to invest time and money in only one book, then any of those recommended must (i) be easy to obtain/order no matter what part of the world the user lives in, (ii) available at a reasonable cost and (iii) provide a good understanding of “the basics.”

1.0 Online Resources

11 Management Sciences for Health (MSH) Manager's Electronic Resource Center

The Manager's ERC is a web-based library of resources for building individual management skills and strengthening management systems. Developed for family planning health managers and providers, researchers and practitioners in other health areas will nonetheless find them very helpful. Featured are online versions of MSH's quarterly publication, *The Manager*, two of its most popular publications, *Family Planning Manager's Handbook* and the *International Drug Price Indicator Guide*, as well as a collection of 42 field-tested management tools developed in collaboration with health organizations around the world. Resources are organized and easily located by the following topics: Managing Human Resources, Managing Your Organization's Finances, Managing Information, Keeping Your Organization Sustainable, Managing Community Health Services, Planning for Your Organization, Reforming Health Systems and Programs, Managing Drugs and Supplies, Managing Quality and Clinical Services, and General Management Topics. Some materials are available in French and Spanish as well as English. Message boards allow ERC visitors to share their experiences, discuss the challenges they face in their work, and get feedback from colleagues all over the globe.

1.1.1 Managing Your Organization's Finances

Available: <http://erc.msh.org/mainpage.cfm?file=2.2.0.htm&module=finance&language=English>

Table of Contents

Introduction

Preparing a Budget

Tools and Techniques: Factors to Take into Account during Budget Preparation

Example from Rwanda – Variable Cost Budget Worksheet

Tools and Techniques: Tips for Budget Preparation

Projecting Revenues and Monitoring Cash Flow

How to...Develop a Cash Flow Projections Worksheet

Tools and Techniques: Cash Flow Projections Worksheet

Controlling and Managing Funds

Vignette: Authorizing and Tracking Expenditures

Authorizing Purchases

Manager's Checklist to Ensure Good Financial Control

Managing Small Amounts of Money and Service-Generated Income

Example from Swaziland – Monitoring the Receipt of Fees in a Public System

How to...Set Up and Manage a Petty Cash Imprest Fund

Monitoring Finances: Comparing Results With Budget Projections

How to...Create a Budget Performance Report

How to...Develop a Flexible Chart of Accounts

Example from Liberia – Family Planning Association of Liberia Community-Based Distribution Project

Determining and Comparing the Cost of Services

Example from Bolivia – PORSALUD Cost Account and Cost-Effectiveness

Reporting

Tools and Techniques: Advantages and Disadvantages of Some Common Cost-Effectiveness Indicators

Meeting Both Donor and Institutional Reporting Requirements

Understanding and Using Financial Reports for Decision-Making

Tools and Techniques: Reports that Managers Can Develop and Use to Monitor Plans and Measure Performance Against Expectations.

Example from Zimbabwe

Example from Liberia: CBD Monthly Sales Report

Checklist

Glossary of Terms

1.2 Free Management Library Available: <http://www.mapnp.org/library/>

Hosted by the Management Assistance Programme for Nonprofits, this on-line library of resources provides leaders and managers (especially those with very limited resources) basic and practical information about business, management and organizations. Seventy-two management and leadership topics are covered, including Finances.

1.3 INCLLEN Budgeting and Accounting Manual

Available: <http://www.inclenrust.org>

The document provides guidance on submitting INCLLEN-related reports, workplans and budgets as well as on general record keeping and accounting procedures.

2.0 Print Resources

2.1 Wolf, J.A., Suttentfield, L., Binzen, S.C. 1991. The Family Planning Manager's Handbook: Basic Sills and Tools for Managing Family Planning Programs. Kumarian Press, Inc.

The Family Planning Manager's Handbook is a standard text in management training courses around the world and has received wide recognition as a practical guide for managers of health and family planning programs. A full text version of this award-winning handbook is available online in English, French and Spanish as part of The Manager's Electronic Resource Center. Each chapter provides information on a different aspect of program management, including planning, coordination, logistics, and sustainability. The book's practical approach is appropriate for all types of health managers. You can access the online version of *The Family Planning Manager's Handbook* at:

<http://erc.msh.org/mainpage.cfm?file=handbook2.htm&module=enhancement%20other&language=English> or order a print copy through MSH's eBookstore.

2.2 Brookson, S. 2000. Managing Budgets. London: Dorling Kindersley. Price: £4.99. Can be ordered at www.dk.com.

This 72-page pocket-sized book provides a good introduction to the basics of preparing and monitoring a budget. Typeset in colour in the well-recognized Dorling Kindersley style on glossy paper with lots of illustrations, it contains a number of simple checklists, diagrams and flow charts that make the book highly readable.