

# Build Your own Financial Management System

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This exercise is designed to help you to:

- a) assess your organisation's financial practices
- b) identify the features of a financial management system which are already in place
- c) note what needs improvement or introduction
- d) and, state what you'll do next to strengthen the financial management of your organisation.

## **Objective:**

Identify the financial management systems of your own group and create a simple action plan to make it real.

## **Players:**

2–4 participants per team (can be done in pairs or small groups)

## **Time Needed:**

30–40 minutes total (25 minutes game time + 10–15 minutes presentation)

## **Game Instructions:**

1. Form your group and assign a note-taker and presenter
2. Review each feature/principle listed in the table below.
3. Discuss: What do we currently have in place? What's missing? What will we do next?
4. Fill in the table with your responses. Be realistic and honest!
5. Share one insight from your table during the group debrief.

How does your organization operate today?

What We Have Now	YES/NO	What's Missing / Needs Improvement	What We'll Do Next (Action Step)	Who Will Lead	When
Defined roles and responsibilities	YES NO				
Constitution / Charter	YES NO				
Officer Corps (Bookkeeper, Treasurer etc.)	YES NO				
Authorised signatories	YES NO				
Defined reporting relationships	YES NO				
Internal controls and policies	YES NO				
Approval procedures	YES NO				
Transaction approval limits	YES NO				
Two or more signatories for bank account	YES NO				
Cash transactions limits	YES NO				
Conflict of interest and other policies	YES NO				

What We Have Now	YES/NO	What's Missing / Needs Improvement	What We'll Do Next (Action Step)	Who Will Lead	When
<b>Budgeting and Planning</b>	YES NO				
Standard budget template, which features:	YES NO				
Identification of restricted and unrestricted funds if applicable	YES NO				
Description of budgeted activities	YES NO				
Operational costs	YES NO				
Administrative costs	YES NO				
Donor-aligned (meets donor requirements)	YES NO				
Scheduled budget reviews	YES NO				
Estimates which are marked up for unexpected price changes	YES NO				
Monthly reviews of expenditure against budget	YES NO				

What We Have Now	YES/NO	What's Missing / Needs Improvement	What We'll Do Next (Action Step)	Who Will Lead	When
<b>FINANCIAL RECORDS KEEPING AND REPORTS</b>	YES NO				
Method of copying and storing receipts	YES NO				
Method of filing receipts (date, activity, type expense, receipt numbers etc.)	YES NO				
List of accounts for tracking income and expenses	YES NO				
Petty cash voucher	YES NO				
Petty cash log	YES NO				
Real time record keeping	YES NO				
Budget vs. actual reports and variance tracking	YES NO				
Cash flow monitoring	YES NO				
Simple financial KPIs (e.g., admin cost limits)	YES NO				
Use of accessible tools (Excel, Google Sheets, or paper ledgers).	YES NO				
Templates and guides for their everyday use (e.g., reimbursement forms).	YES NO				