

# Temotu Finance Department Capacity Building Exercise

## Report 2

Charles Sisimia, Provincial Capacity Development Advisor



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## TPG Revenue Section Exercise- Completing a Revenue Collector's Cashbook

### **1.1. Background to the Exercise;**

Temotu Provincial Treasury for the last 10 years or so ceased the regular use of this Revenue Collector's Cash Book. This Cash book was a government approved template used by authorized Revenue Collectors to systematically document the records of all government revenue before the revenues were launched to Cashier for banking. It is a standard Treasury Template handed to us since government started. Way back in the 1980's and 1990's the use of this document was common as it is manually administered.

When the use of computers was introduced to the Provincial Treasury, the use of this form gradually loses away until 2017 when only 1 Revenue Collector in Bekapoa is still using the book. The absence of using this form created problems within the Treasury such as (i) there is no systematic flow of administering local revenue resulting in revenues not properly registered, (ii) increasing Miscellaneous receipts as a result of no proper registration, (iii) missing revenues, (iv) increase in audit queries on the management of local revenues.

In search for ways to address these issues, discussions were held internally with long serving experiences Treasury staff and the recommendation to revert back to this best practice was suggested a way forward to reducing the audit issues on Revenue Management. That proposal, made the Revenue Division to revisit the template, customize it and requested PS approval to produce booklets for initial use. On the Provincial Secretary's endorsement, the books were produced in Honiara and were delivered to the Provincial Treasury on the day the exercise was held.

### **1.2. Purpose of the Exercise;**

The purpose of this exercise was to:

1. Explain to Treasury and Home Affairs Officers, the use and purpose of a Revenue Collector's Cash Book;
2. Demonstrate to the Officers how to correctly fill the Cash Book template;
3. Give officers an opportunity to practice using real exercises on filling the template;
4. Re commission the use of this Cash Book Template

Photo 1: Blank template of the Revenue Collector's Cash Book.

[illegible]

### 1.2. Key expected outputs of the Exercise;

It is anticipated this exercise was expected to derive the following outputs:

- Treasury and Home Affairs Officers increased their awareness on the purpose and use of a Revenue Collector's Cash Book;
- Treasury and Home Affairs learn and understand the process to correctly administer the cashbook;
- Officers were actually guided to conduct a real practice on filling correctly the cash book;

### 1.3. Key expected outcomes of the Exercise;

It is anticipated the re-introduction of this Revenue Collector's cashbook would help to:

- Systematically administer the local revenue of TPG in the medium and long term;
- Reduce the prevailing fiduciary risks faced by the Provincial Revenue Department;
- Reduce audit issues on local revenue management;
- Enable TPG to improve its performance in oncoming PCDF Assessments.



Photo 2: A completed template of the Revenue Collector's Cash Book<sup>1</sup>.

TEMOTU PROVINCIAL GOVERNMENT																					
REVENUE COLLECTORS CASH BOOK																					
Month 20																					
Date	Received from	Receipt Numbers	Head 4-020		Head 4-054		Head 4-300		Head 4-317		Head 4-021		Head 4-016		Head 4-001		Head 4-300		Head 4-319		TOTAL
			Sub Head 4-020	Sub Head 4-054	Sub Head 4-311	Sub Head 4-317	Sub Head 4-021	Sub Head 4-016	Sub Head 4-001	Sub Head 4-319											
			\$	c	\$	c	\$	c	\$	c	\$	c	\$	c	\$	c	\$	c	\$	c	
30/11/17	Allan Yapela	810176	500-00																	500-	
1/12/17	Moffat Maake	810177			250-00															250	
04/12/17	Moffat Maake	810178			250-00															250	
04/12/17	Atakan Meyomne	810179			500-00															500-	
05/12/17	Allan Medirka	810180					400-00													400	
5/12/17	BSP Commission	810181							2513-											2513	
05/12/17	YAO Construction	810182									3000									3000	
05/12/17	S.I. Gov't grants	810183										87507-								87507	
6/12/17	Moffat Maake	810184			250-00															250	
6/12/17	Watamapwe Ent	810185											12-							12-	
7/12/17	Atakan Meyomne	810186			250-00															250	
7/12/17	Valentine Ole	810187	1000												1000-					1000	
7/12/17	MARK Havy	810188												1000						1000	
7/12/17	TEK East Computer	810189													1000	1000				1000	
7/12/17	Jet Sectorial Service	810190																400-00		400	
TOTAL			500-00		1510-		400		2513		3000		87507		1012-		1000-				
13/02/2018																					

#### 1.4. Key issues discussed during the workshop;

Key issues during the exercise covers:

- The need to be accurate in the recording of details on the cash book's columns- Account Heads and Subheads and amounts in the rows adding vertically (downward) and horizontally (across).
- The need to ensure the total of figures in vertical columns must reconcile or equal to the value of figures in horizontal lines.
- The need to write in clear legible handwriting when filling up the cashbook;

#### 1.5. Approach taken in the Exercise;

The approach taken to do this exercise was on an Action Learning orientation based on the Adult Learning principle of Andragogy. Officers were introduced briefly to the theoretical background of the cashbook, thereafter they were given real life practical exercise to reinforce the new knowledge they have learnt.

#### 1.6. General Observations;

Feedback received from the three officers was that they enjoyed learning in a collaborative manner. This exercise encourages teamwork and group learning. Using real life examples, Officers were able to blend and relate their new knowledge learnt back to their duties as Revenue Collectors. It was

<sup>1</sup> Courtesy of Ms Pricilla Lirms and Ms Maylyn Teao.

revealed the Officers collecting revenue from the two provincial markets are now submitting this cashbook with their collections for last week ending 16<sup>th</sup> February 2018.

### 1.7. Recommendations for future Exercises;

The officers highly appreciated the value of this exercise and requested more internal training exercises be encouraged on other areas of the Provincial Administration.

#### Annex

Photo 3 & 4: Officers doing real exercises on completing a Revenue Collector's Cash Book Template of the Revenue Collector's Cash Book<sup>2</sup>.



### TPG Revenue Section Exercise- Completing a Revenue Collector's Cashbook

*Date: Wednesday, 13<sup>th</sup> February 2018. Venue: Provincial Conference Room*

#### *Participants:*

- 1. John Chris Pokiati—Senior Accountant—Cashier,*
- 2. Doreen Faka—Payroll Clerk'*
- 3. Mayleen Teao—Revenue Intern,*
- 4. Pricilla Lirms—Asset Officer*
- 5. Moffat Ma'ake—Market Master,*
- 6. Lydia Palenga—Market Mistress,*
- 7. Charles Sisimia—PCDA & Facilitator*

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<sup>2</sup> **Photo 3:** Left: Ms. Pricilla Lirms, Ms Maylyn Teao, Mr Chris Pokiati. **Photo 4:** Mrs Lydia Palenga, Mr Moffat Ma'ake.