**Advantage Africa Partners’ Workshop**

**Handout 12.1: Finance Quiz**

Name…………….. Organisation………………….

1. List five reasons why organisations need to keep accounts

1. Are any of these reasons a legal requirement?

1. Name five personal qualities of a Treasurer or Finance Officer?

1. Accounting records can be kept in a paper cashbook, using Excel or on a computer program especially for this purpose. How do you keep your records now?

1. What are the pros and cons of this method?

1. What is your preferred method for the future?
2. Your cash account balance does not reconcile with the amount in your cashbook. What would you do? How would you check the details of an individual transaction in your from two months ago in your cashbook?

1. Do you do *analysed* accounts? What is meant by this term?
2. What are the benefits of this method?

1. Does your organisation produce *annual* accounts?
2. What might be the benefits of doing so?

1. Do you prepare financial reports?
2. What information do they contain?
3. Who are they for?
4. Is the financial information you need to run your organisation readily available? Explain your answer.
5. Does anyone check your accounts? Who? How often?
6. How could you improve your organisation’s financial management?
7. How could Advantage Africa help with this?  
   Make any other final comments here too.