

# FM Toolkits

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79th International Council Meeting

16.04.2021

14h30 - 16h00

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# Financial Management

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## Handbooks & Guides

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### EDF

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### Grants

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### FM Toolkit

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### FM Presentations

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### #FM\_Webinar

# FM Toolkit

[Account Book Template](#)

[Accounting Template for Local Groups](#)

[Accounting Template for National Groups](#)

[Budget Template for ELSA Groups – Version 1](#)

[Budget Template for ELSA Groups – Version 2](#)

[Cash Management Tool – Areas](#)

[Cash Management Tool – Projects](#)

[EDF Template for Conferences \(after final accounting\)](#)

[EDF Template for Conferences](#)

[EDF Template for EHRMCC \(after final accounting\)](#)

[EDF Template for EHRMCC](#)

[EDF Template for ICM](#)

[EDF Template for Law Schools \(after final accounting\)](#)

[EDF Template for Law Schools](#)

[EDF Template for Other Projects](#)

[EDF Template for Trainings](#)

[FM Calendar](#)

[Invoice Template for ELSA Groups – Version 1](#)

[Invoice Template for ELSA Groups – Version 2](#)

**Practical Cases**

[Case](#)

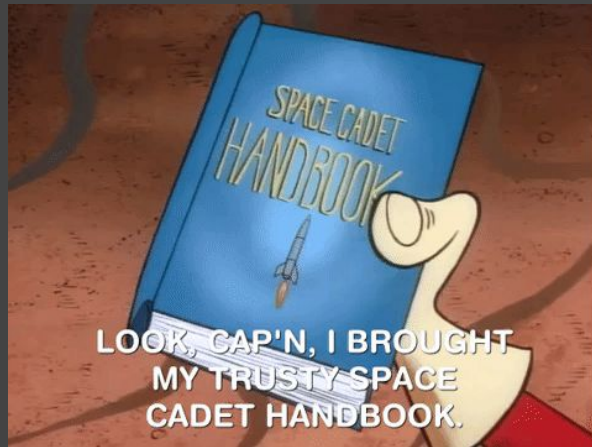
[Expected Cash Flow](#)

[Accounting Entries](#)



# **ELSA WIKI vs FM Handbook**

# FM Handbook



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# Importance of FM Handbook

- Lack of theoretical knowledge in the Officers Portal.
- Technical that requires guidance.
- Law students are not graduated in Finances.

# Structure of FM Handbook

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I. Acknowledgement - *Mentioning who created;*

II. Foreword - *Message to the network;*

III. Glossary - *Abbreviations;*

## IV. ELSA

- A. History
- B. ELSA as a Non-Profit Organisation
- C. ELSA as a Non-Governmental Association

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# Structure of FM Handbook

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## V. Financial Management

- A. **What is FM?** - *Explaining every dimensions of the FM to ensure goals.*
- B. **What is the job of an FM Officer?** - general overview of the duties and responsibilities of the Financial Management.



# Structure of FM Handbook

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## VI. Understanding Daily Responsibilities

### A. Budgeting - Answering the following questions:

- What is a budget?
- How do I get started on budgeting?
- What budgets need to be prepared and how often?
- Main recommendations.



# Structure of FM Handbook

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## B. Management- *Exploring the following points:*

- Profit and Loss evaluation;
- Evaluation of cash flows,
- Crisis management.



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# Structure of FM Handbook

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## C. Accounting - Exploring the following points:

- What is Accounting?
- Accounting vs Bookkeeping.
- Accounting Cycles.
- Financial statements: the balance sheet, income statement, and cash flow statement
- Tax information.

# Structure of FM Handbook

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## D. Financial Reporting- *Exploring the following points:*

- What is? How it works?
- Why is important to have a Financial Report?
- Structure of the Financial Report.
  - Profit and Loss statement;
  - Balance Sheet;
  - Realisation of the Budget.



# Structure of FM Handbook

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## VII. Stages of Improvement

### A. Transition

- Information to be shared;
- Goals.

### B. Knowledge Management

- Recommendation of more sources of information.

### C. Communication

- Tips for FM Network management.

# Structure of FM Handbook

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## VIII. Long-term financial planning

### A. Financial Strategy

- What it is?
- Why is important?
- Attachment of the Financial Strategy draft.



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# Structure of FM Handbook

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## IX. Synergies

- A. BEE
- B. IM
- C. MKT
- D. AA
- E. MCC
- F. S&C
- G. PD



*\*It will be dependent on the results of the Board Reform.*

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# Structure of FM Handbook

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## X. Auditing - *Exploring the following points:*

- What is Auditing?
- Internal Audit vs External Audit.
- How to have an efficient checklist.
- Forward to the Auditors Guideline.



# Structure of FM Handbook

## XI. ELSA Development Foundation

- General information.
- Mentioning the concrete information is in the EDF Guidelines.



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# Q&A



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# Roundtable.



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