**EXERCISE 10. FINANCIAL MANAGEMENT**

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| *OBJECTIVE***After this exercise the participants will be able to:*** Keep financial records
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| *EQUIPMENT NEEDED** 2 flip chart sheets or large pieces of paper, marker pens, several cards
* Dried beans
* Cash box (if the group has already bought one) or a plate (to represent the cash box)
 | *EXPECTED OUTPUTS** Understanding of how to keep financial records
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| *TIME*60 minutes | *PREPARATION*• Draw a table with rows on the flip chart as in the diagram on the next page.• Write on separate cards: “maize”, “bus fare”, “seed” and “fertilizer”. |

*SUGGESTED PROCEDURE*

Manage a role-play where participants act as a (a) maize trader, (b) fertilizer dealer, and (c) seed supplier. The following play themselves: (d) marketing coordinator, (e) production coordinator, (f) group secretary and (g) treasurer. Up to fifteen other participants each play a group member.

1. Explain that each bean represents 10¢ (or use the local currency). Give the maize trader 20 beans. Give the group members one bean each. Put another 30 beans in the cash box in front of the treasurer.
2. Give the “maize” and “bus fare” cards to the marketing coordinator. Give the cards for “seed” to the seed supplier and “fertilizer” to the fertilizer dealer.
3. Invite the treasurer to count the beans in the cash box (30). Ask the secretary to write the balance 300¢ (10¢ per bean) on the paper representing the **cash book**.
4. Each member pays a bean to the treasurer, and the secretary writes the person’s name and amount paid (10¢) in the **member’s register**, plus the balance (also 10¢). When all have paid, the treasurer counts the beans and puts them in the cash box; the secretary writes the total at the bottom of the column and puts “member fees” and the total in the **cash book**.
5. The maize trader buys maize from the marketing coordinator. They negotiate a price; the treasurer accepts payment from the trader; the secretary notes it in the **cash book**.
6. The marketing coordinator claims money for her bus fare. The treasurer pays, and secretary notes the amounts in the cash book.
7. The production coordinator buys seed and fertilizer from the seed supplier and fertilizer dealer. The treasurer pays, and the secretary notes the amounts in the cash book.
8. When all transactions are complete, the treasurer counts the “money” in the cash box and checks it against the balance in the cash book.

**Financial records**

**Cash book**

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| **NO. DATE ITEM PAYMENTS OUT PAYMENTS IN BALANCE (¢)****(¢) (¢)** |
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