



CSBM
CAMPUS

Effective Finance for Finance and Non-Finance Professionals in Tea Factories in Sri Lanka

**A Hands-On Workshop for
Tea Factory Professionals**

Effective Finance for Finance and Non-Finance Professionals in Tea Factories in Sri Lanka: A Hands-On Workshop for Tea Factory Professionals

Offered By,

Colombo School of Business and Management (CSBM) was established with the patronage of prominent corporate leaders and institutions in Sri Lanka intending to promote a novelty in higher education, professional, executive training, career development, research, business support, and consultancy.

CSBM Campus is committed to empowering you with these to better face the business environment and challenges with confidence through our unique solutions in academic and professional programs in business and management. Each of these programs is designed by experts with key learning outcomes incorporated to ensure effectiveness and delivery quality. Our renowned faculty members are veterans in their field who are both practitioners and academics; their strong links with a large number of key organizations mean that you will benefit from their business experience as well as their innovative research knowledge.

CSBM is a certificate-awarding institution under the Tertiary and Vocational Education Commission of Sri Lanka (TVE) (Amendment) Act No 50 of 1999. All our educational programs follow the Sri Lanka Qualification Framework (SLQF).

Overview

This workshop is designed to provide tea factory professionals, finance managers, and operational staff in Sri Lanka's thriving tea industry with essential knowledge and skills to optimize financial management and operational efficiency within tea factories. Sri Lanka, renowned for its lush tea plantations and exceptional tea production, plays a pivotal role in the global tea market. The success of tea factories in Sri Lanka relies heavily on the integration of finance and operations to ensure sustainable growth, maintain product quality, and meet market demands.

This will assist them in comprehending the company's financial situation, profitability, and liquidity. It will boost your business and financial literacy, resulting in well-informed economic decisions. The workshop starts by introducing accounting basics and helps to understand financial statements. Then participants will learn about financial reports including the Balance Sheet, Income Statement and Cash Flow. Accordingly, that will enable participants to determine when and how to utilize financial analysis and terms procedures.

Why need to be Attended?

The employees of the tea factories rely on financial information to make business decisions, with the aim of improving business performance. Unfortunately, financial reports, and even finance colleagues, are often misunderstood. This course will explain the "mysterious" basis on which financial statements are prepared and show how the information can be used as a tool for business decision-making. The participants will learn to apply the fundamentals of finance to improve budget management, increase potential profits, and assess the financial performance of business activities. They will also understand the terminology used by accounting and finance staff and will feel more confident when being involved with them or using them.

Workshop Objective.

This workshop is aimed at equipping non-finance employees with the finance skills they need to better understand the financial implications of their decisions, whatever discipline they may be from. More importantly, it is not trying to make people into accountants; rather it aims to give business people the tools to understand the numbers in order to help them make better business decisions.

Learning Outcomes.

By the end of the course, participants will be able to:

- Distinguish between accounting and finance and explain finance's role in running businesses.
- Define the four key financial statements: balance sheet, income statement, cash flow and changes in owner equity as well as key financial terms such as profit, margins and leverage used in organizations.
- Demonstrate a range of methods, tools, and techniques available to manage financial risks in the tea industry.
- Prepare a company's operating budget and relate it to the organization's strategic objectives.
- Apply capital budgeting techniques and cost-volume-profit analysis to enhance decision making.

Teaching and Learning Activities

Module No	Workshop Topic	Workshop Content	Learning Outcome
01	Accounting & Finance Reports	<p>01. Profit & Loss Account.</p> <ul style="list-style-type: none"> • Month (Budget Vs Actual with variance) • Cumulative (Budget Vs Actual with variance) • Last Month • Last year same month <p>02. Balance Sheet.</p> <ul style="list-style-type: none"> • Fixed Assets (Additions & Disposals) • Current Assets • Current Liabilities • Long term Liabilities • Share capital & Equity <p>03. Cash flow statement (Operating/Non-Operating).</p> <ul style="list-style-type: none"> • Balance sheet to Balance sheet (Operating, Finance & Investing Activities) • Bank statement & Main cash/Petty Cash <p>04. Manure profit & loss Account, Balance Sheet, Cashflow statement.</p>	<p>This module teaches the importance of analyzing a Profit & Loss Account, Balance Sheet, and Cash Flow Statement to assess a company's financial health, identify strengths and weaknesses, and understand the importance of cash flow management. They will also learn to communicate a company's financial health to stakeholders, perform financial ratio analysis, trend analysis, and comparative analysis, and identify financial risks and opportunities.</p>
02	CROP Report & analysis Part I	<p>01. Month (Budget, Revised or Amended Budget Vs Actual with variance)</p>	<p>Analyzing a Community of Practice (COP) is a valuable learning process that enhances collaborative knowledge-sharing within a group.</p>

		02. Cumulative (Revised/Amended Budget Vs Actual with variance) 03. Last three Month - Actuals 04. Last year same month-Actuals	This knowledge helps identify factors contributing to or hindering COP success.
03	Daily Activity Report on Green Leaf and Inventory		The daily activity report on Green Leaf includes tracking and documenting the organization's sustainability efforts, while the inventory learning outcome focuses on improving inventory management skills and optimizing resource allocation.
04	CROP Report & analysis II	01. Rout summery with budget and actuals <ul style="list-style-type: none"> • Budget Planning • Actual Expenses • Budget vs. Actual Analysis 	The Crop Report Summary is an essential educational resource that equips students with the necessary skills to navigate the complex world of agriculture, fostering sustainable development.
05	Green Leaf Cost Analysis & Reports		The learning outcome for Green Leaf Cost Analysis & Reports is to enable participants to proficiently analyze costs and generate comprehensive reports related to green leaf production and sustainability practices within a specific context.
06	Labor Cost & Output Details Analysis		Ability to assess and optimize workforce efficiency, resource allocation, and cost-effectiveness to enhance productivity and profitability.

07	Firewood Cost & Output Details Analysis		Gain a comprehensive understanding of the financial aspects and efficiency of firewood production and consumption, enabling informed decision-making and resource optimization.
08	Transport Cost	01. Cost per KM - Route wise & Vehicle wise 02. Cost per KG - Route wise & Vehicle wise.	The study on transport cost teaches learners to understand, analyze, calculate, and evaluate cost reduction strategies, including optimizing routes, choosing efficient modes, and utilizing technology solutions.
09	Factory Data History	<ul style="list-style-type: none"> • CROP • NSA • Out Turn • Fired Tea • Made Tea • Refuse Tea • Man. COP 	This module equips individuals with the skills to utilize historical factory data for optimizing operations, reducing costs, and making data-driven decisions in a manufacturing setting.
10	Inventory Analysis and Reports (Factory Stocks, Broker Stocks, Firewood, Packing, Fuel etc.)	01. Made Tea (Factory/Broker) 02. Manure stock 03. Firewood stock 04. Diesel/Fuel 05. Spare parts	Stock physical verification reports offer practical learning opportunities, enhancing financial literacy and problem-solving skills, ultimately contributing to more efficient and accurate inventory management practices.
11	Trade Creditors with Age Analysis		The study of trade creditors with age analysis provides valuable insights into financial management and accounting practices.

12	Green leaf creditor		The Green Leaf Debtors module aims to equip participants with the skills to navigate finance and sustainability, promoting responsible financial practices for a sustainable future.
13	Current Liability Analysis		Enable students or individuals to effectively assess, manage, and make informed decisions regarding a company's short-term obligations and financial health.
14	Invoice check list		An Invoice Checklist can provide valuable skills, knowledge, and competencies for various professional and personal contexts beyond simple invoice verification.
15	Long Term Loans and Liabilities	01. Opening balance 02. New loans during the month 03. Payments during the months 04. Closing balance	Upon completing a study on loans and leases, learners should be able to, Evaluate Financial Risk, Apply Accounting Principles, Analyze Lease Structures and to Optimize Financial Strategy:
16	Loan, Leases, Bank Charges calculations as per FOL & Bank statements.		Upon completing the module, learners will be able to: Analyze Financial Statements, Calculate Loan and Lease Payments, Interpret Bank Statements, Evaluate Lease vs. Buy Decisions and Make Informed Financial Decisions
17	Working Capital Statement	01. Gross Working Capital – Current Assets (Inventory, Receivables, Deposit & Pre Payments, Cash & Bank)	Mastering the concept and preparation of a working capital statement equips individuals with

		<p>02. Net Working Capital – Gross Working Capital – Current Liabilities (Trade Payables, accrued expenditure, provisions, Bank OD)</p> <p>03. Liquid Assets = Net Working Capital + Inventory</p>	critical financial management skills, allowing them to assess, plan, and optimize a company's short-term financial position, ultimately contributing to its long-term success.
18	Bank Reconciliation Statements on bank wise	<p>01. Unpresented Cheques</p> <p>02. Unrealized Cheques</p> <p>03. Over six-month Cheques</p>	Learning bank reconciliation statements is crucial for financial skills, record accuracy, and better decision-making in individuals and businesses.
19	Ratio Analysis	<p>01. GP %</p> <p>02. NP %</p> <p>03. EBIT</p> <p>04. Stock Turnover ratio/Period</p> <p>05. Debtors Turnover ratio/Period</p> <p>06. Creditors Turnover ratio/Period</p> <p>07. ROI/ROE/ROCE</p>	Learning about ratio analysis is a crucial skill for individuals to analyze financial data, extract valuable insights, and aid in financial decision-making in both professional and personal contexts.
20	Forecasted Cashflow – Monthly / Weekly basis		Mastering monthly or weekly cash flow forecasting equips individuals with a comprehensive skill set that can benefit businesses and financial decision-making across tea factories.
21	Statutory Payments Check list	<p>01. EPF, ETF, PAYE, IT</p> <p>02. Month, Due Date, Payment Date</p>	Upon completing the module, learners should be able to: Demonstrate Compliance, efficient Documentation Proficiency and Timely Reporting.

22	Income Tax Liabilities (quarterly basis)	Mastering income tax liabilities involves a thorough understanding of tax principles, compliance with tax laws, strategic tax planning, and ethical considerations, ultimately enabling individuals and businesses to navigate the complexities of taxation effectively.
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Who Should Attend?

The workshop is suitable for the management or staff from any functional area including factory owners, finance, and factory operational who have a significant role in ensuring the success of their organization and wish to expand their knowledge and understanding of accounting and finance. These could include staff in the areas of:

The managers and other relevant staff in the factory need to understand the financial impact of their decisions.

Fee & Reimbursement

The investment per workshop is Rs. 200,000.00 which includes study materials, coursework, post-course support, and certification of completion. Partnered certification is available for group enrolments from Factory.

The transport and meal costs should be borne by the Factory.

Workshop duration

One day – 9.00 AM to 5.00 PM

Medium of instruction.

English/Sinhala

Resource Personal



Pradeep Alexander

Director/CEO

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MA in Fin. Economics UoC,

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ICMA, CILT, CA-Inter, ACCA-Final

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