Research Article

Accounting Template for Clubs and Associations (ATCA)

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Abstract: *Accounting information is very important not for business only, but also essential for clubs and associations to plan and manage their financial matters more effectively. However, most student clubs and associations do not keep a proper book of accounts since there is no legal obligation to do so. Another reason is because they perceive accounting is a very difficult process due to the lack of exposure in providing accounting records particularly for non-accounting students. A study also shows lack of accounting knowledge, inadequate training and poor source document keeping are the key factors influencing under-reporting of financial performance among these student clubs and associations. Therefore, there is a need for an innovative solution that can help students to solve the matters by developing a friendly designed template. 'Accounting Template for Clubs and Associations' (ATCA) is simple to understand with a minimal accounting knowledge requirement and it will automatically produce the standard financial report that able to tackle the issue of non-submission or incomplete reporting, transparency and accountability. On annual basis, ATCA of all club associations are monitored by audit team to verify their recorded transaction. The novelty of ATCA lies in its friendly designed template using commonly used Microsoft Excel and to provide them with a proper hand-on training plus supplied with manual instruction ATCA. The commercialization potential of ATCA can be very significant especially to all the internal students' clubs and associations registered under Student Affairs Division for the whole system of UiTM. Moreover, the template also can be commercialised to other clubs and associations outside the system of UiTM such as at other universities, colleges and club societies. There is a possibility also to develop ATCA into a digital platform such as mobile online app in order to increase the accessibility and connectivity by members of the clubs and associations. Overall, ATCA is proven as a valuable tool to solve the problem of non-submission or incomplete of financial reporting by the clubs and associations.*

Keywords: ATCA; incomplete financial report; non-submission.

1. INTRODUCTION

Student clubs and associations are predominantly small non-profit organizations that aim to serve the club members without profit motive. The survivability of these clubs and associations in delivering services to its members highly relies on the fund provided by the Student Affairs Division and the annual fee collected from all members. To ensure the continuous approval and support from the fund providers, it is paramount for these clubs and associations to discharge their accountability towards a wide range of stakeholders in managing the received funds (Verbruggen et al., 2011). Moreover, detail disclosure of financial standing and social performance of the clubs and associations can enhance NPOs credibility, build community trust and demonstrate their responsiveness to their stakeholders (Zainon et al., 2014). In fact, issues on transparency and accountability of NPOs have been emphasized continuously as the key requirement for good governance (Burger & Owens, 2010). If a club or an association is unable to keep an adequate accounting record, the club or association management will face a major problem due to the inability to monitor the financial status. This could ultimately affect the sustainability of the club or association. Therefore, it is essential for clubs and associations to keep all documents properly and record them so that they would be able to produce a complete financial report.

2. METHOD & MATERIAL

An interview on 13 treasurers from 13 students' clubs in UiTM as reported by Karim, M.S., et al (2022) indicate that the lack of accounting knowledge is the main factor contributing to the under-reporting of financial performance. The study also found inadequate training as one of the factors causing the treasurers failed to provide proper accounting records. This was supported with 92 percent of the participants admission that they did not know how to prepare financial report and were never exposed on how to prepare financial reports for club and association. 62 percent of the participants also admitted that they did not keep the source documents which was another factor why the treasurers failed to provide proper financial reports.

Therefore, there is a need for an innovative solution that can help students to solve the matters by developing a friendly design accounting template. Therefore, the 'Accounting Template for Clubs and Associations' (ATCA) in excel format package with manual instruction was developed. The template is simple to understand with a minimal accounting knowledge requirement. The ATCA will automatically produce the standard financial report that able to tackle the issue of non-submission or incomplete reporting, transparency and accountability.

In order to ensure, the students to have the proper knowledge to use ATCA, a hand-on training or workshop has been conducted for them. Subsequently, on annually basis, the ATCA of every club and associations are monitored by audit team amongst the researcher to verify their recorded transaction before they submit their financial report to the Student Affairs Division.

3. FINDINGS

From the series of process in developing ATCA, the following results were captured:

3.1 Accounting Template for Clubs and Associations (ATCA)

ATCA is designed using the commonly known and used Microsoft Excel by all students. All the 13 treasurers from the 13 students' club were the pilot project to testify the templates. Only basic accounting knowledge is necessary. Since the Microsoft Excel is very familiar and friendly to use, it was found not difficult for them to adapt with the templates.

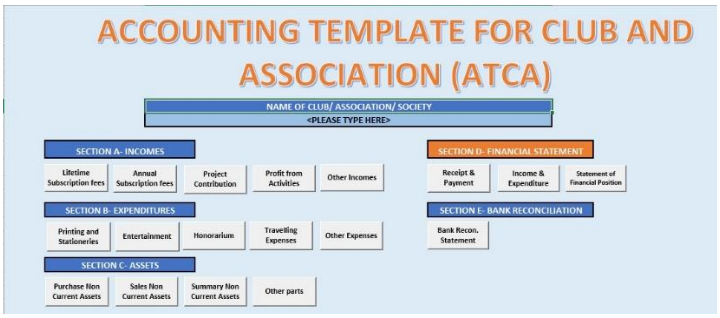

Figure 1: Frontpage ATCA

3.2 Manual instruction

ATCA is package together with the user manual as a guidance. The manual will guide step by step plus with comprehensive example for the students to follow. It was found also very helpful for the students and easy to understand as commented by them.

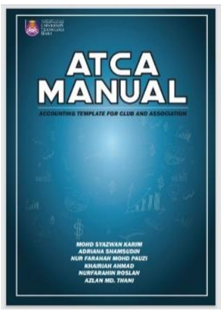

Figure 2: ATCA Manual

3.3 Hand-on training/workshop

Three series hand-on training or workshop has been conducted to the students on 7/9/2021, 6/2/2022 and 1/2/2023. First hand feedbacks had been gathered for improvement through this face-to-face workshop. The students were very well interested and eager to know about ATCA. They also found this very helpful and easy to understand with the proper guidance.

Figure 3: Hand-on training/workshop

3.4 Desk audit

To ensure the students prepare the financial report accordingly with ATCA requirement, monitoring process through desk audit had been conducted on 21/12/2021. This is to ensure the correct procedure of recording and documentation was prepared by the students. Although, it was found some minor mistakes but it was good lesson for them.

Figure 4: Desk audit

4. DISCUSSION

Findings from the study by Karim,M.S., et. al (2022) indicates the lack of accounting knowledge is the main factor contributing to the under-reporting of financial performance. Next factor is inadequate proper training and finally do not keep the source documents amongst the treasurers make them fail to provide proper financial reports.

With the identifying factors that could influence under-reporting of financial performance among student club and association treasurers, there is vital evidence that could be used to help them plan and manage financial matters effectively. Therefore, the Student Affairs Division is recommended to provide accounting training course to all club and association treasurers to improve their financial reporting by applying ATCA. In return, club treasurers could increase their accounting knowledge and skills and be more committed in preparing proper financial reports.

5. CONCLUSION

Overall, ATCA is proven as a valuable tool to solve the problem of non-submission or incomplete of financial reporting by the clubs and associations. The novelty of ATCA lies in its friendly designed template using commonly used Microsoft Excel and to provide them with a proper hand-on training plus supplied with manual instruction ATCA. This project ATCA is already registered with MyIPO as documented below:

Figure 5: MyIPO Certificate

The commercialization potential of ATCA can be very significant especially to all the internal students' clubs and associations registered under Student Affairs Division for the whole system of UiTM. Moreover, the template also can be commercialised to other clubs and associations outside the system of UiTM such as at other universities, colleges and club societies. There is a possibility also to develop ATCA into a digital platform such as mobile online app in order to increase the accessibility and connectivity by members of the clubs and associations.

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