BANKERS INSTITUTE OF RURAL DEVELOPMENT, Lucknow

(Designated Nodal Training Institution at Central Level by
GoI under CSS on Formation and Promotion of 10000 FPOs)

MASTER TRAINING PROGRAM DESIGN

FOR

CAPACITY BUILDING OF ACCOUNTANTS OF FPOs

UNDER

CENTRAL SECTOR SCHEME
ON FORMATION & PROMOTION
OF 10000 FPOs

NABARD

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Master Training Program Design for Accountants of FPOs
UNDER Central Sector Scheme on Formation & Promotion of 10000 FPOs

Objective

To equip the accountants of FPOs in systematic record keeping, preparation of account statements, facilitating audit and management information system on the FPO business operations

Program Mode	Online
Program Duration	3 days

Program Mode	Classroom Training
Program Duration	3 days

Broad Coverage of the Program

- Basic accounting concepts, frequently used accounting definitions, voucher preparation and maintaining various books of accounts
- Business accounting - Trading accounts of Argi-inputs, Agri-produce and Agri-services
- Financial Statements - Preparation of trial balance, profit & loss statement and directors' report
- Statutory registers, preservation of registers & records, reporting systems (due dates of statements, returns, periodicity of submission)
- Tax/ MAT Filing, GST Returns, penalties for non compliance/ delayed compliance

Basic Program on Accounting, Reporting and Compliances	
Objective	At the end of the program, the participants will be able to effectively undertake the responsibility of managing the day to day accounting transactions, reconciling of accounts, preparing the monthly accounts & ad-hoc management reports and alerting management on problem accounts
Duration	3 Days
Course Highlights	• Basic Accounting Concepts – Double entry system, debit, credit, frequently used accounting definitions • Input, Procurement & sale of agricultural produce and services from members with case exercise • Types of vouchers, voucher preparation, cash book, day book, bank book, etc. • Financial Statements - Preparation of trial balance, profit & loss statement, audit report, directors' report with case exercise • Statutory registers, preservation of registers & records, reporting requirements (due dates of statements, returns, periodicity of submission) • Tax/ MAT Filing, GST Returns, Penalties for Non Compliance/ Delayed Compliance
Target Participants	Accountants of FPOs

Day-to-Day Schedule

Day	Session	Topic
1	I	Basic Accounting Concepts – Double entry system , debit, credit, frequently used accounting definitions
	II & III	Recording and maintenance of various books of accounts and other subsidiary registers with small case-lets
	IV	Recording of transactions for procurement & sale of agriculture inputs & agriculture products/ commodities with case exercises
2	V	Case exercise on recording of transactions for procurement and sale of goods
	VI	Financial Statements - Preparation of Trial Balance, Profit & Loss statement and Balance sheet
	VII & VIII	Case exercise on preparation of Trial Balance, Profit & Loss Statement and Balance sheet (Group exercise)
3	IX	Chart of accounts and account heads with live case examples
	X	Preparation of Director's report
	XI	Legal compliances - Due Dates of Statements, Returns, Periodicity of submission Income Tax liability for FPOs and Minimum Alternate Tax (MAT)
	XII	Action plan, evaluation, feedback and valediction

Session I

Basic Accounting Concepts – Double entry system , debit, credit, frequently used accounting definitions

Objective: Familiarising the participants with basic accounting concepts and accounting definitions

Duration: 90 Minutes

Session outline

S.No.	Session plan	Objective	Duration Minutes	Methodology
i	Basics of accounting	Introduction to accounting and its relevance in FPO management	20	Presentation
ii	Double entry system	Explaining the process of double entry system	20	-do-
iii	Accounting terminologies	Describing frequently used accounting definitions and its significance in FPO accounting	40	
	Discussion & Feedback		10	
Relevant pages in Reading Material: Pages 3-15				

Session II&III

Recording and maintenance of various books of accounts and other subsidiary registers with small case-lets

Objective: Describing the process of bookkeeping and its importance.

Duration: 180 Minutes

Session outline

S.No.	Session plan	Objective	Duration Minutes	Methodology
i	Recording and maintenance of books of accounts	Introduction to various financial and non-financial books of accounts and its objective of maintaining them.	30	Presentation
ii	Financial books of accounts	Explaining the process of recording cash book, bank book, bank reconciliation statement, journal, ledger, share capital register and subsidiary books of accounts.	30	-do-
iii	Non-financial books of accounts	Explaining the process of recording non-financial book of accounts viz. members' profile register, members' progress register, minutes book/register	20	
iv	Case exercise broken down into small case-lets for group exercise	Case exercise on financial and non-financial books of accounts	100	Group exercise
	Discussion & Feedback		10	
Relevant pages in Reading Material: Pages 16-28				

Session IV&V

Recording of transactions for procurement & sale of agriculture inputs & agriculture products/ commodities with case exercises Case exercise on recording of transactions for procurement and sale of goods

Objective: Helping the Accountant to learn FPO bookkeeping and accounts

Duration: 180 Minutes

Session outline

S.No.	Session plan	Objective	Duration Minutes	Methodology
i	Transactions of FPOs	Introduction to transactions of FPOs related to procurement and sale of agriculture inputs & agriculture products/ commodities	15	Presentation
ii	Procurement of agricultural produce from members	Step by step guide for procurement: i) Procurement receipt ii) Day wise procurement & payment register iii) Goods received note iv) Stock register	25	-do-
iii	Sale of agriculture commodity	Step by step guide for sale of commodity: i) Sale Invoice / voucher / bill ii) Sale register iii) Delivery challan iv) Stock register	20	
iv	Purchase of agriculture inputs	Explaining the process of purchase of agriculture input/goods: i) Purchase invoice ii) Purchase voucher iii) Goods received note iv) stock Register v) Purchase register	20	
v	Sale of agriculture inputs	Explaining process of sale of agriculture input / goods: i) Sale voucher/ bill/invoice ii) Sale register iii) Delivery challan iv) Stock register v) Stock valuation statement	20	
vi	Hiring of farm implements	Describing the farm implements hiring process from FPOs: Farm implements hiring register	20	
vii	Case exercises	Case exercise on procurement & sale of agriculture inputs & agriculture products/ commodities	50	Group activity
	Discussion & Feedback		10	
Relevant pages in Reading Material: Pages 29-58				

Session
VI,VII&VIII

Financial Statements - Preparation of Trial Balance, Profit & Loss statement and Balance sheet Case exercise on preparation of Trial Balance, Profit & Loss Statement and Balance sheet (Group exercise)

Objective: Describing the process of preparation of annual statements and giving an insight on the financial aspect of the FPO business

Duration: 180 Minutes

Session outline

S.No.	Session plan	Objective	Duration minutes	Methodology
i	Financial Statements – Cash flow statement, P & L statement, Balance sheet, etc.	Explaining the concept of Assets, Equity & Liabilities	20	Presentation
ii	Trial balance and fund flow statement	Steps involved in preparation of trial balance and fund flow statements	20	-do-
iii	Balance sheet	Explaining the process of preparing Balance sheet	20	
iv	Profit and loss statement	Describing the process involved in preparing Profit and loss statement	20	
v	Case Exercises of accounting & preparation of financial statements	Practice session on preparation of financial statements - Understanding common errors during the preparation of the financial statements	90	Group exercise
	Discussion & Feedback		10	
Relevant pages in Reading Material: Pages 59-96				

Session IX

Chart of accounts and account heads with live case examples

Objective: Maintaining chart of account and account heads as ready reckoner

Duration: 90 Minutes

Session outline

S.No.	Session plan	Objective	Duration Minutes	Methodology
i	Account head	List of various account heads used for FPO business with live case examples	40	Presentation
ii	Chart of accounts	Explaining chart of accounts and its usage in FPO accounting.	40	-do-
	Discussion & Feedback		10	
Relevant pages in Reading Material: Pages 97-104				

Session X

Do's & Don'ts, role & responsibilities in maintaining books of accounts and Preparation of Director's report

Objective: Providing an insight on the management of books of accounts by accountants

Duration: 90 Minutes

Session outline

S.No.	Session plan	Objective	Duration Minutes	Methodology
i	Book Keeping	Describing the various duties and responsibilities of Accountant in record keeping	20	Presentation
ii	Maintenance of statutory registers	Explaining the do's and don'ts in maintaining books of accounts.	20	-do-
iii	Board meeting requirements	Explaining the process of preparing directors report	40	
	Discussion & Feedback		10	
Relevant pages in Reading Material: Pages 105-113				

Session XI

Legal compliances - Due Dates of Statements, Returns, Periodicity of submission Income Tax liability for FPOs and Minimum Alternate Tax

Objective: Overview on the compliance management in FPO and the role of accountants

Duration: 90 Minutes

Session outline

S.No.	Session plan	Objective	Duration Minutes	Methodology
i	Statutory statements with due dates	Explaining and listing of various statutory statements with due dates	20	Presentation
ii	Statutory returns and compliances	Steps involved in submission of statutory return statements and compliances thereof	30	-do-
iii	Statutory licenses required for carrying out various business operations	Describing various statutory licenses required for carrying out business operations like trading, manufacturing and services	30	
	Discussion & Feedback		10	
Relevant pages in Reading Material: Pages 114-122				

Bankers Institute of Rural Development (BIRD), Lucknow is an autonomous institute promoted by National Bank for Agriculture and Rural Development, the Development Bank of the country. It is a premier institute for providing training research and consultancy services in the field of agriculture and rural development banking in India and abroad. The Institute was established in 1983, for addressing the capacity building needs of stakeholders. BIRD, Lucknow is an ISO 9001: 2015 certified training Institute.

Clients

All Banks, Government agencies, MFIs, NBFCs, Financial Sector, NGOS and Civil Societies.

Coverage (Training, Consultancy, Research)

Project Lending-Agriculture and MSME, Climate Finance, Rural Banking, Farmer Producer Organization, Micro Finance, Human Resource, Financial Inclusion, Training of Trainers, Executive Development, Management Development Programme, IT based Banking, Green Finance, Responsible CSR, Group approach to Development, Women Empowerment, Organizational Development, Investment & Treasury Management, Risk Management.

Faculty

Faculty are drawn from NABARD, banks and scholars of respective fields and have pan-India level field experience. The faculty have specialization in Banking Finance, Financial Inclusion, Agriculture & Allied sector, Fisheries, Forestry and Human Resources, etc.

Infrastructure

43 acre green campus has world class infrastructure in terms of class rooms, simulation and AV Rooms, Board Room, Conference Hall, Auditorium, Library, Gym, Air-conditioned Hostel Rooms, Local and International cuisine.