

# **Workshop on Financial Administration & Risk Management**

**- with special emphasis on formats and requirements in the context of projects being co-financed by the Federal Ministry for Economic Cooperation and Development, Germany, BMZ -**

**Presence Workshop at Karl Kuebel Institute for Development Education (KKID), Coimbatore, South-India; [www.kkid.org](http://www.kkid.org)**

**4th November, 09:00 a.m. to 6<sup>th</sup> November 16:30 p.m. (appr.), 2025**

The workshop will be presenting the requirements regarding the audited statements of accounts incl. all concerned procedures in the context of financial administration and risk management. This includes among others:

- Administration of BMZ-Projects: Procedures and Basic Documents
- Financial Monitoring: Calling, Handling and Accounting of funds
- Procurement Systems and Procedures: Value-Benefit-Analysis

Aside from that qualitative standards of documents/reports being subject of the audit will be communicated. Special emphasis will be laid on the issue of risk management, i.e. the team will sensitise on the relevance and importance of different dimensions of risks, risk assessment and appropriate steps to avoid or minimise risks. This will be done along very practical experiences and best practices from the field.

A highly experienced Indian Chartered Accountant specialised in conducting audits for NGOs will give information regarding the recent developments in the Indian legal framework as well as on financial and fiscal issues in general.

The presentations and discussions shall mainly follow very practical examples as well as representative case studies and best practices from the field of NGO-operations. In working group exercises actual problems will be discussed and practicable solutions will be jointly elaborated.

**To make the workshop most efficient the participants are requested to send their particular queries and concerns well in advance, so that the same can be appropriately addressed in the workshop.**

## **Trainers:**

Mr. Volker Sowade, recently semi-retired External Auditor, Federal Ministry for Economic Cooperation and Development, Germany (BMZ), Mrs. Karin Wollgarten, Head of Finance & Administration (Kolping International) and Mr. Ralf Tepel, Consultant (retired Executive Director Karl Kübel Stiftung, Germany). Furthermore, an experienced local Chartered Accountant will answer tax related questions.

## **Participants:**

Chief functionaries of NGOs, Project-Accountants and Chartered Accountants of NGOs, Representatives of the German donor agencies (max. two participants from NGOs and one representative from German partner organisations)

**The workshop language will be English.**

## **Previous Experience:**

- Knowledge in accounts management
- Good command over English language

### Registration and organisational details:

**Course Fee:** The cost per person for the workshop are 34.000,00 INRs. / 400,- Euro incl. food / accommodation during the 'workshop days', transport from station /airport Coimbatore to KKID & return, training materials and course fee.

Local/Indian participants will settle their costs directly with Karl Kuebel Institute, Coimbatore, India or for direct payments by German NGOs via W.P. Schmitz Stiftung, Germany. Details will be given while confirming registration.

Confirmation of Payment will be made available by W.P. Schmitz Stiftung, Germany after receipt of fees.

**Registration:** We only accept Online-Registrations for the workshop and please, follow the following <https://forms.gle/KvE6bhNTVYiaGa9A6>  
**Follow the** English homepage of Karl Kubel Foundation for Child & Family, India for the workshop venue details <https://www.kkfindia.com>

Your registration will be confirmed by mail soon after it has reached our office.

A maximum of two persons per local NGO will be considered. **Max. number of participants will be 60.**

**Deadline for registration: 31<sup>st</sup> July, 2025**

### IT / Computer / WIFI:

We have to inform you that there is only limited 'WIFI' available in and around KKID. Sticks (Pen drive) cannot be inserted in KKID computer systems. You can for sure check your personal account at the facility provided in the course house where you will have the programme.

@ For any clarification, please, contact Ralf Tepel Tel: +43 (0)670 4086697; Email [r.tepel@gmx.at](mailto:r.tepel@gmx.at) or Dr. K.S. Malathi at KKID India; [kkf.programmes@gmail.com](mailto:kkf.programmes@gmail.com) Tel: +919786854541

Looking forward to welcome you as participants at KKID in November 2025!

### Data Protection Policy:

Herewith I do agree that KKID and W.P. Schmitz Stiftung use my contact details for event organisation. My personal contact details such as name, address and email will only be used in the context of the given purpose. W.P. Schmitz Stiftung & KKID will not transfer my data to third parties. In the framework of preparation of the event my contact details can only be handed over to co-initiators, if necessary.