

Questionnaire for KAP Survey
On
Accounts and Book keeping Training

Interview Date: ____ / ____ / 20____

Interviewed by: Name _____ Designation _____

A. Trainee Identification

Name: _____ Father's/Husband's Name: _____

Name of CO: _____, CO formation date _____ Date of joining: _____

CO _____, as Manager _____, Position: During training _____ Present _____

Village: _____ Union _____ Sex: M / F

Qualification: _____ Age: _____ years

A1. Have you participated any Accounts and Book keeping training? Yes/No

A2. If yes, date of training _____, duration _____ days.

A3. If no, terminate and select reserve sample member.

B. Writing of attendance and resolution register

B1.1 Do you have any idea about attendance and resolution register? Yes/No

B1.2 If no, why?

B1.3 If yes, what are the works to maintain attendance and resolution register?

1. To fill-up heading of meeting (meeting information)
2. To ensure attendance signature at CO meeting.
3. To record meeting minutes properly
4. To put president signature in place
5. Read out last resolution.

B1.4 Do you practice attendance and resolution register? Yes/No

B1.5 If yes, what works are you practicing?

1	2	3	4	5
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B1.6 If no, what are the reasons?

C Record keeping of savings related registers

C1 Individual savings pass book

C1.1 Do you have any idea about individual savings pass books? Yes/No

C1.2 If no, why?

C1.3 If yes, what things are recorded in individual savings pass book?

1. Date wise amount of savings accumulation and balance
2. Signature of CO manager

C1.4 Do you practice individual savings pass book? Yes/No

C1.5 If yes, what things are you practicing?

1	2
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C1.6 If no, what are the reasons?

C2 CO Savings Register

C2.1 Do you have any idea about CO savings register? Yes/No

C2.2 If no, why?

C2.3 If yes, what things are recorded in CO savings register?

1. Name of the CO member and information of their nominee
2. Member wise saving collection, refund and balance
3. Total for all column
4. Amount, date and voucher number of savings deposition at bank
5. Signature of the CO Manager

C2.4 Do you practice savings register? Yes/No

C2.5 If yes, what things are you practicing?

1	2	3	4	5
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C2.6 If no, what are the reasons?

C3 CO Savings Cash Book

C3.1 Do you have any idea about CO Savings Cash Book? Yes/No

3.2 If no, why?

C3.3 If yes, what things are recorded in CO Savings Cash Book?

1. To write debit and credit part of cash book including cash in hand
2. To put voucher number and general ledger page number
3. To put signature of president & manager

C3.4 Do you practice CO Savings Cash Book? Yes/No

C3.5 If yes, what things are you practicing?

1	2	3
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C3.6 If no, what are the reasons?

C4 CO General Ledger

C4.1 Do you have any idea about CO General Ledger? Yes/No

C4.2 If no, why?

C4.3 If yes, what things are recorded in CO General Ledger?

1. Savings collection from and return to CO member
2. Savings deposit to the bank and withdraw from the bank (Savings & Savings loan)
3. Savings loan received from and deposited to bank (principal)
4. Savings loan interest collection and distribution
5. Interest on saving deposit in the bank and distribution
6. BKB loan received from and repayment to bank
7. BKB loan distribution to and realization from members
8. BKB loan interest collection and distribution
9. Demo money received and distribution
10. Other income and distribution
11. Others

C4.4 Do you practice CO General Ledger? Yes/No

C4.5 If yes, what things are you practicing?	1	2	3	4	5	6	7	8	9	10	11
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C4.6 If no, what are the reasons?

D Record keeping of Loan related registers

D1 Individual Loan Pass Book

D1.1 Do you have any idea about Individual Loan Pass Book? Yes/No

D1.2 If no, why?

D1.3 If yes, what things are recorded in Individual Loan Pass Book?

1. Member's identification information (When issuing book to members?)
2. Details of loan allocation (Heading of the page)
3. Date wise collection & balance record
4. Signature of Manager

D1.4 Do you practice Individual Loan Pass Book? Yes/No

D1.5 If yes, what things are you practicing?

1	2	3	4
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D1.6 If no, what are the reasons?

D2 CO Loan Ledger

D2.1 Do you have any idea about CO loan ledger? Yes/No

D2.2 If no, why ?

D2.3 If yes, what things are recorded in CO loan ledger?

1. Member wise savings loan including details of loan allocation and putting sum total
2. Member wise BKB loan including details of loan allocation and putting sum total
3. Member wise demo loan including details of loan allocation and putting sum total

D2.4 Do you practice CO loan ledger? Yes/No

D2.5 If yes, what things are you practicing?

1	2	3
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D2.6 If no, what are the reasons?

D3 BKB Loan Cash Book

D3.1 Do you have any idea about BKB loan cash book? Yes/No

D3.2 If no, why?

D3.3 If yes, what things are recorded in BKB loan cash book?

1. To write debit and credit part of cash book including cash in hand
2. To put voucher number and general ledger page number
3. To put signature of president & manager

D3.4 Do you practice BKB loan cash book? Yes/No

D3.5 If yes, what things are you practicing?

1	2	3
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D3.6 If no, what are the reasons?

D4 Loan application and approval

D4.1 Do you know the procedure of loan application and approval? Yes/no

D4.2 If no, why?

D4.3 If yes, what things are maintained in loan application and approval?

1. Proposal approval in CO meeting with 90% CO member attendance
2. Filling up of personal loan application form (Savings)
3. Filling up of personal loan application form (BKB)
4. Filling up of CO loan application form (BKB)

D4.4 Do you Practice the loan application and approval procedure? Yes/No

D4.5 If yes, what things are you practicing?

1	2	3	4
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D4.6 If no, what are the reasons?

D5 Loan disbursement system

D5.1 Do you have any idea about loan disbursement system? Yes/No

D5.2 If no, why ?

D5.3 If yes, what things are maintained in loan disbursement system?

1. Loan money withdraw from bank by president and Manager
2. Loan should be distribution in CO meeting (Weekly/special)
3. Loan acknowledgement and distribution certificate form to be signed by loanees and loan committee members with stamp of Tk. 5.00
4. Adopt resolution for loan distribution to members

D5.4 Do you practice loan disbursement? Yes/No

D5.5 If yes, what things are you practicing?

1	2	3	4
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D5.6 If no, what are the reasons?

D6 Loan recovery system

D6.1 Do you have any idea about loan recovery system? Yes/No

D6.2 If no, why?

D6.3 If yes, what things are maintained in loan recovery system?

1. Loan collection within time schedule
2. Put the instalment in the individual loan pass book and loan ledger with signature

D6.4 Do you practice loan recovery system? Yes/No

D6.5 If yes, what things are you practicing?

1	2
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D6.6 If no, what are the reasons?

E Others

E1 Money deposition at bank

E1.1 Do you have any idea about money deposition at bank? Yes/No

E1.2 If no, why?

E1.3 If yes, what things are maintained for money deposition at bank?

1. Money deposited at bank with deposit slip
2. Two portion of slip savings account and BKB loan account

E1.4 Do you practice money deposition at bank? Yes/No

E1.5 If yes, what things are you practicing?

1	2
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E1.6 If no, what are the reasons?

E2 Money withdrawal from CO bank account

E2.1 Do you have any idea about the procedure of money withdrawal from CO bank account? Yes/No

E2.2 If no, why?

E2.3 If yes, what should be done for money withdrawal from CO bank account?

1. Adopting meeting resolution with 90% members attendance
2. Approval given by respective SUPM (on the meeting resolution or by separate letter)
3. Writing and signature of bank cheque

E2.4 Do you maintain the procedure of money withdrawal from CO bank account? Yes/No

E2.5 If yes, what are you doing for money withdrawal from CO bank account?

1	2	3
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E2.6 If no, what are the reasons?

E3 Preservation of books and registers

E3.1 Do you have any idea about preservation of books and registers? Yes/No

E3.2 If no, why?

E3.3 If yes, what should be done for preservation of books and registers?

- 1 To preserve at safe place from damp and dirtiness
- 2 To keep under lock and key

E3.4 Do you maintain preservation system of books and registers? Yes/No

E3.5 If yes, what are you doing for preservation books and registers?

1	2
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E3.6 If no, what are the reasons?

F The section is applicable for Assistant Managers only

F1 Performance and responsibility in absence of manager.

F1.1 How many times was manager absent in CO meeting for last one year?

F1.2 Did you perform the responsibility of manager during his/her absence? Yes/No

F1.3 If yes, what types of works did you do?

F1.4 If no, why?

F2 Assisting manager at work

F2.1 Do you assist manager in his/her work? Yes/No

F2.2 If yes, what types of assistance do you give?

F2.3 If no, why?

F3 Development of alternative leadership

F3.1 If responsibility of manager is given to you, would you be able to run CO? Yes/No

F2.2 If yes,

a) Name of Books/Registers you will be able to practice:

b) Name of Books/Registers you will not be able to practice:

F2.3 If no, what are the reasons?

G Comments and suggestions of interviewee about training:

G1.1 Are you satisfied with training time and duration? Yes/No

G1.2 If no, why?

G1.3 Are you satisfied with training topics? Yes/No

G1.4 If no, why?

G1.5 Are you satisfied with training methodology? Yes/No

G6. If no, why?

G7. Any other suggestions about accounts and book keeping training?

H. Comments of interviewer:

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Signature of Interviewer

Rating chart

Key Point	Recommended things to be done by managers	Scores for performance level					
		Knowledge			Practice		
		Good	moderate	Poor	Good	Moderate	Poor
Writing of attendance and resolution register.	<ul style="list-style-type: none"> To ensure attendance signature at CO meeting. To fill-up meeting information To record meeting minutes properly To put president signature in place Read out last resolution 	4-5	2-3	0-1	4-5	2-3	0-1
Record Keeping of savings related registers							
Individual savings pass book	<ul style="list-style-type: none"> Date wise amount of savings accumulation and balance Signature of CO manager 	2	1	0	2	1	0
CO savings register	<ul style="list-style-type: none"> Name of the CO member and information of their nominee Member wise saving Collection, refund and balance Total for all column Amount, date and voucher number of savings deposition at bank Signature of the CO Manager 	4-5	2-3	0-1	4-5	2-3	0-1
CO savings Cash Book	<ul style="list-style-type: none"> To write debit and credit part of cash book including cash in hand To put voucher number and general ledger page number To put signature of president & manager 	2-3	1	0	2-3	1	0
CO General Ledger	<ul style="list-style-type: none"> Savings collection from and return to CO member Savings deposit to the bank and withdraw from the bank (Savings & Savings loan) Savings loan received from and deposited to bank (principal) Savings loan interest collection and distribution Interest on saving deposit in the bank and distribution BKB loan received from and repayment to bank BKB loan distribution to and realization from members BKB loan interest collection and distribution Demo money received and distribution Other income and distribution Others (WATSAN, LCS, Length person etc.). 	8-11	4-7	0-3	8-11	4-7	0-3
Record Keeping of credit related registers							
Individual loan pass book	<ul style="list-style-type: none"> Members identification information Loan information on top of pages Date wise collection & balance record Signature of Manager 	3-4	2	0-1	3-4	2	0-1
CO loan cash book	<ul style="list-style-type: none"> To write debit and credit part of cash book including cash in hand To put voucher number and general ledger page number To put signature of president & manager 	2-3	1	0	2-3	1	0
BKB loan ledger	<ul style="list-style-type: none"> Member wise savings loan Member wise BKB loan Member wise demo loan 	2-3	1	0	2-3	1	0
Loan application and approval	<ul style="list-style-type: none"> Proposal approval in CO meeting with 90% CO member attendance Filling up of personal loan application form (Savings) Filling up of personal loan application form (BKB) Filling up of CO loan application form (BKB) 	3-4	1-2	0	3-4	1-2	0
Loan disbursement system	<ul style="list-style-type: none"> Loan money withdraw from bank by president and Manager Loan should be distribution in CO meeting (Weekly/special) Loan acknowledgement and distribution certificate form to be signed by loanees and loan committee members with stamp of Tk. 	3-4	2	0-1	3-4	2	0-1

Key Point	Recommended things to be done by managers	Scores for performance level					
		Knowledge			Practice		
		Good	moderate	Poor	Good	Moderate	Poor
	5.00 ○ Adopt resolution for loan distribution to members						
Loan recovery	○ Loan collection within time schedule ○ Put the installment in the Individual loan pass book and loan ledger with signature	2	1	0	2	1	0
Others							
Money deposit at bank	○ Money deposited at bank with deposit slip ○ Two portion of slip savings account and BKB loan account	2	1	0	2	1	0
Money withdrawal from CO bank account	○ Adopting meeting resolution with 90% members attendance ○ Approval given by respective SUPM (on the meeting resolution or by separate letter) ○ Writing and signature of bank cheque	2-3	1	0	2-3	1	0
Preservation of books and register	○ To preserve at safe place from damp and dirtiness ○ To keep under lock and key	2	1	0	2	1	0