

**THE COST OF TRAINING, SEMINARS, AND SEMINARS IS FAST
AND ACCURATE. THE MINISTRY OF FINANCE IS ORGANIZED BY
THE TRAINING AND DEVELOPMENT DEPARTMENT. SUAN
SUNANDHA RAJABHAT UNIVERSITY**

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ABSTRACT

The study titled “ techniques for disbursements of expenses on organizations of meetings, lectures, and seminars, for fast and correct processes that are in accordance with the Ministry of Finance’s regulations,” conducted by the Personnel Training and Development Department, Suan Sunandha Rajabhat University, aims to provide the University personnel with knowledge and understanding regarding disbursements of expenses on organizations of meetings, lectures, and seminars, and provide an easy-to-understand guideline for fast and correct disbursement processes.

Results showed that

1. There were 30 members of academic staff who answered the questionnaires. Most of the responders were female, totalling 20 persons (66.66 per cent), while the other 10 responders (33.34 per cent) were male.

2. From the 30 members of academic staff who answered the questionnaires, most – 20 persons (66.66 per cent) – graduated with accounting or finance degrees. The other 10 persons (33.34 per cent) graduated with other degrees.

Recommendations

1. There should be trainings for personnel who organizes disbursements, so they would be knowledgeable in and understand policies related to procurement and purchasing

2. Handbooks on disbursement processes should be published, so personnel could prepare documents for disbursements in a similar way.

Keywords: Technique, Seminar

INTRODUCTION

Presently, tasks of the Personnel Training and Development Department, Suan Sunandha Rajabhat University, include disbursements for continual organizations of meetings, lectures, and seminars. However, there are problems regarding preparation of correct documents for the disbursements, and incorrect documents that could not be used to complete the disbursement processes are being submitted. There are regulations regarding expenses that could or could not be disbursed. However, these regulations and procedures are constantly updated, and personnel must study them in detail, in order to correctly follow them. This results

in difficulties for those who are not most adept, and may result in mistakes that adversely affect the University.

Therefore, the Personnel Training and Development Department has recognized the difficulty above and has organized a study on “techniques for disbursements of expenses on organizations of meetings, lectures, and seminars, for fast and correct processes that are in accordance with the Ministry of Finance’s regulations” that its personnel and other related persons could use as a guideline to disburse their expenses related to organizations of the University’s meetings, lectures, and seminars correctly, effectively, and in accordance with the regulations. This study would benefit personnel of the Personnel Training and Development Department and other related persons.

OBJECTIVES

1. To provide personnel with knowledge and understanding of procedures for disbursing expenses on organizations of meetings, lectures, and seminars
2. To provide a guideline for correct, timely, and complete operations
3. To solve the problem of incorrect disbursement applications

METHOD

1. Population and Sample

Information on documents regarding disbursements of expenses related to organizations of meetings, lectures, and seminars

2. Content

expenses related to organizations of meetings, lectures, and seminars

3. Time

November 2018 to August 2019

4. Location

Suan Sunandha Rajabhat University

Data Collection

Data regarding documents on disbursements of expenses on organizations of meetings, lectures, and seminars; and regarding revisions of policies and regulations were collected.

Data Processing

1. policies and regulations that must be examined
2. procedures are varied and similar to each other

Tools and Materials

In this study, data were collected to revise examples documents on disbursements of expenses on organizations of meetings, lectures, and seminars, to effect correct and timely procedures, which are in accordance with regulations of the Ministry of Finance, making the personnel adept in handling disbursement processes.

RESULTS AND DISCUSSION

The study on “techniques for fast and correct disbursements of expenses on organizations of meetings, lectures, and seminars according to the Ministry of Finance’s regulations” yielded the following results.

Table 1 Numbers and percentages of academic staff that responded to the questionnaires, classified by sex

Sex	Number	Percentage
male	10	33.34
female	20	66.66
Total	30	100

From Table 1, we found that from the 30 members of academic staff who responded to the questionnaires, most – 20 (66.66 per cent) – were female, and 10 (33.34 per cent) were male.

Table 2 Numbers and percentages of academic staff that held and did not hold accounting or finance degrees

Degree held	Number	Percentage
Graduated from Accounting/Finance	20	66.66
Did not graduate in Accounting/Finance	10	33.34
סך הכל	30	100

From Table 2, of the 30 members of academic staff who answered the questionnaires, most – 20 persons (66.66 per cent) – graduated with accounting or finance degrees. The other 10 persons (33.34 per cent) graduated with other degrees.

Table 3 Numbers and percentages of academic staff that responded to the questionnaires, classified by affiliated department

Affiliated department	Number	Percentage
Faculty of Education	3	10.2
Faculty of Science and Technology	2	6.66
Faculty of Management Sciences	2	6.66
Faculty of Humanities and Social Sciences	2	6.66
Faculty of Arts	2	6.66
Faculty of Industrial Technology	2	6.66
College of Innovation and Management	2	6.66
International College	2	6.66
College of Nursing and Health Sciences	1	3.32
Demonstration School	2	6.66
Academic Service Division	3	10.2

Affiliated department	Number	Percentage
Personnel Division	4	13
Central Office	3	10
Total	30	100

Table 3 shows the affiliated departments of the academic staff responders. In order, the Personnel Division had 4 responders affiliated with it; the Faculty of Education, the Academic Service Division, and the Central Office had 3 (10.20 per cent) affiliated responders each; the Faculty of Science and Technology, the Faculty of Management Sciences, the Faculty of Humanities and Social Sciences, the Faculty of Arts, the Faculty of Industrial Technology, the College of Innovation and Management, the International College, and the Demonstration School each had 2 (6.66 per cent) affiliated responders; and the College of Nursing and Health Sciences had 1 (3.32 per cent) affiliated responder.

Part2 Problems related to disbursements of expenses on organizations of meetings, lectures, and seminars

From the analysis of data from the questionnaires answered by the 30 members of academic staff on problems related to the disbursements of expenses on organizations of meetings, lectures, and seminars, the following mean values and standard deviations were calculated.

Table 4 Problems related to disbursements of expenses on organizations of meetings, lectures, and seminars

Aspect	\bar{X}	S.D.	Opinion level
Knowledge and understanding on disbursement procedures	2.54	1.266	medium
knowledge and understanding on disbursements related to organizations of meetings, lectures, and seminars	2.69	1.901	medium
Ability to disburse expenses related to organizations of meetings, lectures, and seminars	2.69	1.316	medium
Ability to process disbursement requests according to the allocated budget for the meetings, lectures, or seminars	2.77	1.363	medium
The number of meetings, lectures, and seminars in a given year	3.08	1.605	medium
Number of corrections made to each document related to disbursements	2.85	1.519	medium
Experience in matters related to disbursements	3.00	1581	medium
Sufficiency of the number of personnel	2.85	1.519	medium
Total	2.77	12.07	medium

Table 4 shows that problems related to procedures for disbursements of expenses on organizations of meetings, lectures, and seminars were all rated *medium*.

Recommendations

The study on techniques for disbursements of expenses on organizations of meetings, lectures, and seminars, for fast and correct processes that are in accordance with the Ministry of Finance's regulations by the Personnel Training and Development Department, Suan Sunandha Rajabhat University provides handbooks on the disbursement processes, which address issues and problems within the processes, and facilitate correct procedures in accordance with the government's regulations. They enable correct disbursements according to specified budgets and timeline.

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