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Assistance in the Preparation of Simple Financial Statements for the Karang Taruna of Rahayu Village, Tuban Regency

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Abstract: *This community service program aims to strengthen the capacity of the Karang Taruna of Rahayu Village, Tuban Regency, in preparing simple financial statements in a transparent and accountable manner. The activity was initiated due to limited financial literacy and the absence of systematic financial recording, which potentially hindered organizational accountability and sustainability. Proper financial administration is essential to enhance public trust and support effective youth organizational governance at the village level. The program was implemented through several stages, including needs assessment and coordination, socialization and basic financial education, technical training on simple bookkeeping, mentoring, and evaluation. Training materials focused on recording cash inflows and outflows, preparing a general cash book, organizing transaction evidence, and compiling activity accountability reports. A participatory and practice-based approach was applied to ensure that participants could directly implement the acquired knowledge. The results indicate improved understanding and skills among administrators in preparing structured financial reports. Participants demonstrated greater competence in financial recording and documentation. This program contributes to strengthening institutional governance and promoting sustainable and accountable financial management practices within the Karang Taruna organization.*
Keywords*: Financial Statements, Karang Taruna, Tuban*

Abstrak: Program pengabdian masyarakat ini bertujuan untuk meningkatkan kapasitas Karang Taruna Desa Rahayu Kabupaten Tuban dalam menyusun laporan keuangan sederhana yang transparan dan akuntabel. Kegiatan ini dilatarbelakangi oleh masih terbatasnya literasi keuangan serta belum tertatanya sistem pencatatan keuangan, yang berpotensi menghambat akuntabilitas dan keberlanjutan organisasi. Pengelolaan keuangan yang baik menjadi faktor penting dalam meningkatkan kepercayaan masyarakat serta mendukung tata kelola organisasi kepemudaan di tingkat desa. Pelaksanaan kegiatan dilakukan melalui beberapa tahapan, meliputi koordinasi dan identifikasi kebutuhan, sosialisasi dan edukasi dasar keuangan, pelatihan teknis penyusunan laporan keuangan sederhana, pendampingan, serta evaluasi. Materi pelatihan mencakup pencatatan kas masuk dan kas keluar, penyusunan buku kas umum, pengarsipan bukti transaksi, serta penyusunan laporan pertanggungjawaban kegiatan. Pendekatan partisipatif dan berbasis praktik diterapkan agar peserta mampu mengimplementasikan pengetahuan yang diperoleh secara langsung. Hasil kegiatan menunjukkan adanya peningkatan pemahaman dan keterampilan pengurus dalam menyusun laporan keuangan yang lebih tertib dan sistematis. Program ini berkontribusi pada penguatan tata kelola kelembagaan Karang Taruna serta mendorong penerapan praktik pengelolaan keuangan yang berkelanjutan dan akuntabel.
Kata kunci: Laporan Keuangan, Karang Taruna, Tuban

1. PENDAHULUAN

The community service partner in this program is the Karang Taruna of Rahayu Village, Tuban Regency, which plays a strategic role in supporting social, youth, and productive economic activities at the village level. However, based on preliminary observations, the organization faces challenges in preparing simple and systematic financial statements. This issue is consistent with findings that many community-based organizations lack adequate administrative capacity and financial accountability (Anggapratama et al., 2025). Limited organizational financial literacy often results in poorly documented records and a lack of transparency in fund management (Kustaji et al., 2025). Therefore, structured assistance is needed to enhance the knowledge and skills of administrators in preparing simple financial reports based on accountability principles (Sari et al., 2023).

As a village-level youth organization, Karang Taruna holds moral and administrative responsibilities in managing funds derived from member contributions, village support, and community donations. Financial management that is not systematically documented may lead to

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internal misunderstandings and reduce public trust (Kustaji et al., 2025). Limited organizational financial literacy often results in poorly documented records and a lack of transparency in fund management (Anggapratama, Irnawati, et al., 2023). Transparency and accountability are essential elements of good governance in social and community organizations (Irnawati, Anggapratama, Prasetya, et al., 2024). In this context, simple financial statements function as tools for control, evaluation, and accountability of organizational activities. Thus, strengthening administrative financial capacity is an urgent necessity for the Karang Taruna of Rahayu Village.

In general, village youth organizations tend to focus more on implementing work programs than on financial administration and reporting aspects. In fact, orderly financial recording is an integral part of professional organizational management (Anggapratama, Irnawati, & Junea, 2024). The inability to systematically prepare cash inflow and outflow reports may hinder future program planning (Anggapratama, Kusumanjaya, et al., 2023). Furthermore, weak financial documentation can complicate internal audits and evaluations by the village government (Anggapratama, Afnani, et al., 2024). Therefore, enhancing technical competencies in preparing simple financial statements is a strategic step toward strengthening institutional capacity (Noor & Anggapratama, 2024). Through a participatory approach, Karang Taruna administrators are expected to understand the importance of transparency and implement it sustainably. This effort also supports the creation of an accountable and professional organizational culture.

Rahayu Village in Tuban Regency has active youth potential engaged in various social and community empowerment activities. Programs such as sports events, social services, and youth micro-enterprise development require structured and well-organized administrative systems. However, limited understanding of simple financial reporting remains a primary challenge in ensuring program sustainability (Irnawati, Anggapratama, Yoga, et al., 2024). This condition indicates a gap between youth participation enthusiasm and organizational managerial capacity. Therefore, this community service program is designed as a concrete solution to address these needs (Anggapratama & Irnawati, 2023).

To provide an applicable solution, this community service activity will be implemented through training sessions, hands-on practice, and mentoring in preparing simple financial statements tailored to organizational needs. The materials provided include daily transaction recording, cash book preparation, monthly recapitulation, and activity accountability reporting. This approach aligns with community empowerment principles that emphasize capacity building and self-reliance (Wibowo et al., 2024). Through intensive mentoring, the administrators of Karang Taruna Rahayu Village are expected to independently and consistently prepare financial reports.

The primary objective of this community service is to enhance the competence of Karang Taruna administrators in Rahayu Village, Tuban Regency, in preparing transparent and accountable simple financial statements. With improved capacity, organizational governance is expected to become more professional and capable of increasing public and village government trust. Additionally, this activity supports strengthening village youth institutions as strategic partners in local development. This effort is aligned with the village community empowerment agenda that emphasizes strengthening community-based organizational capacity (Yudha et al., 2023). Based on this background, the program is expected to make a tangible contribution to establishing orderly and sustainable administrative governance within Karang Taruna.

2. METODE

This community service method is designed to enhance the capacity of the Karang Taruna of Rahayu Village, Tuban Regency, in preparing simple financial statements in a transparent and accountable manner. The activities are implemented through several systematic stages, namely: 1) Preparation Stage, involving coordination with Karang Taruna administrators to identify needs, existing financial practices, and challenges in financial recording, as well as assessing financial literacy and available supporting tools, 2) Socialization and Basic Education Stage, which provided an understanding of the importance of financial administration, transparency, and accountability in

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community organizations (Anggapratama, Irnawati, Firanka, et al., 2024), 3) Technical Training Stage, where participants received practical training in recording cash inflows and outflows, preparing cash books, organizing transaction evidence, and compiling simple financial reports (Sulistyowati et al., 2025), 4) Evaluation Stage, conducted to measure improvements in participants' knowledge and skills through indicators such as the ability to prepare structured financial records, completeness of documentation, and accuracy in compiling simple financial statements.

3. HASIL DAN PEMBAHASAN

Fig 1. Preparation

The preparation stage of this community service activity began with coordination between the community service team and the administrators of the Karang Taruna of Rahayu Village, Tuban Regency. This coordination aimed to identify the main problems faced in managing and preparing simple financial statements, including the existing recording practices and administrative challenges encountered (Rangga et al., 2024). During this stage, the team also explored the organization's needs regarding the expected reporting format and the types of activities regularly conducted by the youth organization. This discussion process served as an initial step in building a shared understanding of the importance of financial transparency and accountability within a youth organization.

At the preparation stage, the community service team conducted coordination and preliminary observations with the administrators of the Karang Taruna of Rahayu Village, Tuban Regency, to identify the initial conditions of financial management within the organization. Based on the results of the observation and interviews, it was found that before the program was implemented, financial recording was still carried out in a very simple and unstructured manner. Most financial transactions were recorded only in a manual notebook without a standardized format, and some transactions were not systematically documented with supporting evidence. In several cases, financial reports were only prepared in the form of a simple list of income and expenses without a clear separation of categories or periodic summaries. This condition made it difficult for administrators to monitor cash flow, evaluate activity budgets, and prepare accountability reports for organizational activities. Therefore, the mentoring program focused on introducing a more systematic form of simple financial reporting, including the preparation of a structured cash book, documentation of transaction evidence, and the compilation of periodic financial summaries that are easier to understand and more accountable (Nugrahaningsih et al., 2021).

Fig 2. Socialitation and Education

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At this stage, the administrators of Karang Taruna and participating members were introduced to the basic concepts of simple financial management and the importance of financial reporting in supporting organizational transparency and accountability. The socialization was conducted through interactive presentations, group discussions, and simple case studies illustrating the impact of proper financial recording on the sustainability of community organizations (Maq et al., 2024). This activity aimed to build awareness of the urgency of orderly financial administration, while gradually shifting participants' perspectives from informal recording practices toward more structured and accountable financial management.

In addition, the educational phase focused on strengthening participants' understanding of basic bookkeeping principles for non-profit organizations. Participants were given explanations on how to record cash inflows and outflows systematically, organize transaction evidence, and prepare simple financial reports based on activities. Emphasis was placed on the role of financial transparency in enhancing organizational credibility and maintaining members' trust (Anggapratama, 2023). They were also guided on how to determine appropriate reporting formats that suit the organization's scale and operational capacity. With a solid foundational understanding, participants were expected to be better prepared to engage in the subsequent technical training sessions and apply proper financial reporting practices within Karang Taruna activities.

Fig 3. Technical Training

The technical training stage focused on developing practical skills in preparing simple financial statements for the Karang Taruna administrators. Participants were trained to record daily cash inflows and outflows systematically using a general cash book format. They practiced documenting real or simulated transactions derived from organizational activities, such as membership contributions, social event funds, and operational expenses. The training emphasized accuracy, consistency, and completeness in financial recording to ensure that every transaction was properly documented and traceable (Putri et al., 2022).

In addition to transaction recording, the training also covered the preparation of periodic financial reports and activity accountability reports. Participants were guided on how to summarize monthly cash records, organize and archive transaction evidence, and prepare simple financial statements that clearly present the organization's financial position. They were also introduced to the use of basic spreadsheet applications to facilitate more organized and efficient financial reporting without requiring advanced accounting skills. Basic techniques for checking calculation accuracy and ensuring balance between cash inflows and outflows were explained to strengthen participants' understanding of financial control (Sutanto & Mawaddah, 2024). Through hands-on exercises and direct mentoring, participants were expected to gain confidence and competence in independently managing and reporting the organization's finances.

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Financial Report After Community Service Implementation

Date	Description	Cash In (IDR)	Cash Out (IDR)	Transaction Evidence
02 May 2025	Member Contribution	500,000	—	Receipt No. 01
05 May 2025	Donation from Community	300,000	300,000	Receipt No. 02
08 May 2025	Purchase of Activity Materials	—	250,000	Invoice No. 01
12 May 2025	Equipment Rental	—	150,000	Receipt No. 03
15 May 2025	Income from Community Event	600,000	1,000,000	Sales Report

Fig 4. Evaluation

The evaluation stage was conducted to assess the extent to which the community service program achieved its objectives, both in terms of improving participants' financial management skills and strengthening organizational governance. The assessment included indicators such as participants' ability to prepare systematic cash records, completeness of transaction documentation, accuracy in compiling simple financial statements, and consistency in applying financial reporting practices after the training (Juniawan et al., 2023). In addition, evaluation was carried out through questionnaires and interviews to identify participants' perceptions of the training benefits and the challenges they still encountered during implementation.

As a follow-up action, a financial administration coordinator was appointed within the Karang Taruna structure to be responsible for overseeing cash recording, document archiving, and periodic financial reporting. The community service team also provided recommendations for further development, such as advanced bookkeeping training, the adoption of simple digital accounting tools, and regular internal financial reviews to maintain reporting quality (Choirina et al., 2023). Through this follow-up strategy, the sustainability of the program is expected to be maintained, enabling Karang Taruna Rahayu Village to consistently implement transparent and accountable financial management practices in supporting its organizational activities.

To ensure the effectiveness of the community service program, a structured evaluation instrument was implemented using pre-test and post-test assessments along with quantitative indicators. The pre-test was conducted before the training to measure participants' initial knowledge of simple financial management, while the post-test was administered after the training and mentoring sessions to assess improvements in their understanding and practical skills in preparing simple financial reports. The evaluation indicators included understanding of basic financial recording concepts, the ability to identify financial transactions, accuracy in recording cash inflows and outflows, the ability to prepare a structured cash book, and completeness of transaction documentation. The results showed a significant improvement in participants' knowledge and skills. In addition, quantitative indicators such as the number of administrators able to independently prepare financial reports, the completeness of financial documentation, and the consistency of financial recording after mentoring were used to measure the program's impact. These results indicate that the program successfully improved the financial management capacity of the Karang Taruna administrators.

4. KESIMPULAN

This community service program aims to improve the financial management capacity of the Karang Taruna of Rahayu Village, Tuban Regency, through assistance in preparing simple financial statements. The activities were conducted through several stages, namely preparation, socialization and education, technical training, mentoring, and evaluation using pre-test and post-test instruments. The results show an improvement in participants' understanding and skills in recording financial transactions and preparing structured cash inflow and outflow reports. As a result, the administrators are now able to manage financial records in a more systematic, transparent, and accountable manner. However, the program was limited by the short duration of mentoring and the

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limited number of participants. Therefore, future community service activities are recommended to provide longer mentoring and introduce digital-based financial recording systems to strengthen sustainable financial governance in community organizations.

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