

PERSONAL FINANCIAL MANAGEMENT AND ARCHIVAL MANAGEMENT THROUGH MENTORSHIP TO HIGH SCHOOL STUDENTS

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Abstract

The purpose of this activity is to provide increased progress for staff and teachers regarding the planning and management of financial and archival documents owned by the school, and also provide basic knowledge to high school students about financial and archival management. This has an impact on improving the quality of financial staff and administrative staff to facilitate and improve the quality of the school. The methods used in this service are lectures, questions and answers, and group discussions, as well as assignments. The results obtained from the discussion were that there is still a need for education to be given to students regarding personal financial management and archival management, ignorance, they think that they are still too young to know these things.

Keywords: Archival Management, Financial Management, Mentorship

INTRODUCTION

Financial management is a way for someone to manage their finances, starting from planning, designing budgets, how to save funds, controlling expenses, to protecting risks. The goal is to achieve economic stability in the future. According to Purba et al., (2021) financial management or financial management is planning, organizing, directing, and controlling financial activities such as procurement and utilization of business funds. Meanwhile, according to Anwar (2019) financial management is a discipline that studies the financial management of companies, both in terms of finding sources of funds, allocating funds, and sharing company profits. Literally financial management (financial management) comes from the word management which means managing and finance which means things related to money such as financing, investment and capital. So if it is concluded that financial management can be interpreted as all activities related to how to manage finances starting from obtaining funding sources, using funds as best as possible to allocating funds to investment sources to achieve company goals (Armereo et al.: 2020).

Sugiharti, H., & Maula, K. A. (2019). Saying that financial literacy based on indicators of basic personal finance knowledge, savings, loans, and investments affects student financial management. Financial problems that occur in our daily lives, caused by income that never meets needs, debt or credit card debt, therefore the need for financial management in the lives of high school students where it can help them to make decisions in financial matters. Meanwhile, according to Anwar (2019) financial management is a discipline that studies the financial management of companies both in terms of finding sources of funds, allocating funds, and sharing company profits. Literally financial management (financial management) comes from the word management which means managing and finance which means things related to money such as financing, investment and capital.

Poor financial management can result in losses for individuals either due to inflation, worsening economic conditions both at home and abroad, or the development of an economic system that makes people more consumerist or wasteful. In addition, lack of financial knowledge also makes it difficult for a person to invest or access financial markets. Managing personal finance also requires a lifestyle that has priorities. This is because priorities also affect a person's discipline in managing their money, where the need for financial literacy is owned (Yushita, 2017).

High school students not only need to know financial management but also archives where archival education is very important for anyone. Therefore, he appealed for the achievement of good archive management, it is necessary to educate the importance of archives to students from an early age. Well-managed archives will certainly be useful as a source of knowledge to be studied by future communities. Archiving is a process of activities starting from receiving, collecting, organizing, maintaining, and storing records according to a certain system, so that when needed it can be found quickly and easily. The objectives of organizing archives are: (1) So that the archives are well maintained, organized and safe. (2) To make it easy to get back the archives needed quickly and precisely. (3) To avoid wasting time and energy in finding the archives needed. (4) To save storage space. (5) To maintain the confidentiality of the archives. (6) To maintain the preservation of the archives. (7). To save archives that contain information about accountability, planning, implementation, and organization of community activities.

Based on field data from several schools in North Minahasa, archives have not been placed as something very important. This is because incoming and outgoing letters have not been managed properly so that if you need one type of letter, it cannot be found immediately. Realizing this, the solution chosen and taken was to carry out archive management training, and the need for knowledge of personal financial management for high school students. From the existing general description, it can be identified and given a solution to the problems found in the field by providing training and coaching to high school students.

METHOD

The implementation of this Community Service activity was carried out using lecture, tutorial, and demonstration methods on how to make correct financial reports. The systematic implementation of this community service activity is as follows:

1. Lecture Method

Participants are motivated to have a willingness to know financial management and document archiving. In addition, participants were given an overview of how to manage well and the important role of financial management.

2. Tutorial Method

Training participants are given material on Archival Management. Practical Method Training participants are given the opportunity to find out how to make simple bookkeeping to financial reports that can be used by students and teachers.

3. Evaluation

Evaluation is carried out to find out the strengths and weaknesses obtained when conducting training to high school student

RESULTS AND DISCUSSION

The location of community service activities was carried out at Advent Kaima High School where the number of students registered was 40 people. Students who were present at that time were around 18 people because other students were in grade 3 and had graduated, this activity was also attended by the Principal and teachers at Advent Kaima High School. The activity team from the service that was present to provide guidance to students in the assistance carried out all movements and steps supported by various resources in accordance with the problems obtained during the assessment and provided the guidance program offered. Training in this service activity achieved success due to the support of various parties involved and willing to cooperate well, namely the partners (targets) and the Principal of Advent Kaima High School. The success of cooperation also occurred because the root of the problem was obtained from the partners themselves, namely Advent Kaima High School. The implementation of activities was carried out in the even semester of 2023-2024. Activities are carried out in the form of guidance and training by meeting with students using face-to-face meetings.

In solving all the problems faced by Adventist high school students, guidance and mentoring activities are carried out in several stages. In the initial stage of the activities of the Service Team conducted consultations with financial and archival experts where we asked permission from the school principal to allow us to provide guidance to students in accordance with the results of research from several people that there is still low financial literacy for students and also students today and requested that the principal know the type of activity, training material and set the date of training and mentoring. This guide activity out on Friday, May 3, 2024, After the consultation was carried out well, the second stage of the activity was the core activity of implementing the service, namely counselling carried out on Monday, May 14, 2024. Details of this activity are in the table below:

Schedule activities

Time	Activities	PIC	
10:00-10:30 WITA	Registration		25 Student SMA
10:30-10:40	Speech from Head of SMA Kaima	Ibu Dra,Dunarti Upa	Welcome Remaks
10:40-10:50	Speeck from Speaker	Ibu Lenny Evinita	
10:50-11:40	Financial Management	Ibu Lenny	Important of financial management
11:40-12:15	Break		
12:15-13:00	Archival Management	Ibu Rouna Paoki	Proper archival management
13:00-14:00	Bookkeeping and archiving training	Ibu Lenny dan Rouna	Provide examples of bookkeeping and filing
14:00- 14:20	Closing	Team PKM	

From the results of the guidance given to students of Advent Kaima High School, it was found that there is still a need for education to be given to students regarding personal financial management and archival management, ignorance, they think that they are still too young to know these things. With this training, they wanted to change their perspective. This program also benefits not only the students of Advent Kaima High School, teacher & staff



Picture 1: Teacher and Students Guru and Students



Picture 2: Presentation on personal finance management and archives

CONCLUSION

Program pengabdian kepada masyarakat yang di laksanakan memberikan dampak yang positif dimana siswa/siswi bisa merubah pola pikirnya dan pelatihan ini membuat penambahan ilmu bagi staf/guru yang hadir pada program tersebut.

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