



## Administrative Management Indah Jaya Tamiang Women Farmers Group

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### Abstrak

Kelompok wanita tani (KWT) merupakan salah satu program pemberdayaan wanita dalam peningkatan peranan wanita menuju keluarga sehat sejahtera melalui pemanfaatan potensi sumber daya lokal. Kelembagaan kelompok wanita tani belum berfungsi secara optimal dikarenakan komunitas ini belum memiliki kemampuan administrasi kelompok dan manajerial yang baik. Untuk mengatasi permasalahan yang ada, maka dilakukan pengabdian pada masyarakat terkait dengan masalah administrasi kelompok di kelompok wanita tani, sehingga diharapkan kegiatan ini mampu meningkatkan kemampuan administrasi kelompok. Pelaksanaan pengabdian masyarakat dilaksanakan di KWT Indah Jaya Tamiang Desa Tamiang Kecamatan Gunung Kaler Kabupaten Tangerang melalui kegiatan pelatihan administrasi kepada pengurus KWT. Hasil dari kegiatan pengabdian masyarakat adalah terdapat tindak lanjut dari kegiatan yaitu perbaikan buku anggota dan pembukuan keuangan.

**Kata kunci:** *Administrasi, Kelompok Tani Wanita, Indah Jaya Tamiang*

### Abstract

*Community service is carried out at the Indah Jaya Tamiang Farming Women's Group (KWT), Tamiang Village, Gunung Kaler District, Tangerang Regency. Farming Women's Group (KWT) is one of the women's empowerment programs in increasing the role of women towards healthy, prosperous families through the utilization of local resource potential. The purpose of this activity is to improve the administrative abilities of women farmer groups so that they can function optimally because the Indah Jaya Tamiang Farming Women Group (KWT) does not yet have good group administration and managerial skills. The method used in this activity is administrative training for the management of the Indah Jaya Tamiang Farming Women's Group (KWT).*

**Keywords:** *Administration, Women Farmers Group, Indah Jaya Tamiang*

### Introduction

Various kinds of productive activities can be carried out by women, such as activities that generate income, so that women can help their family's economy and



even more broadly help the national economy. Based on this, it can be shown that women can actively help fulfill their family's economy. In order for women to become empowered by continuing to grow and develop, which is a condition where women have resources that can be used to overcome their problems and needs, it is necessary to have a women's empowerment program. This program has an important role in family survival, namely a role in the moral development of children and a role in meeting family needs from an economic perspective, and this is one of the pillars in the continuity of family life.

The Women Farmers Group (KWT) is one of the women's empowerment programs in increasing the role of women towards a healthy and prosperous family through the utilization of local resource potential. This community is expected to be a place and space for women farmers to improve their skills, knowledge, and abilities to improve the quality of their agriculture so that the income earned in their household will be better.

Through this community, farmers can also exchange knowledge and information. In addition, it is also a way in the process of empowering women farmers to become independent in increasing agricultural yields. This is because this women farmer group can be used as a medium in developing the potential of natural resources and human resources they have.

Tinggulun Village is a village located in Tamiang Village, Tangerang Regency, which has run a program to utilize the yard through the Women Farmers Group. With the existence of a program utilizing yard land, empowering women through the Indah Jaya Tamiang Farmer's Group in Tinggulun Village is expected to help women who previously only carried out their activities at home only to become housewives and do not have the skills to have productive activities or activities. and have the knowledge and skills to make maximum use of the yard so that later with the program it can increase knowledge.



Figure 1. Indah Jaya Tamiang Woman Farmers Group

Administration is an important part of the organization, because administration is one of the measuring tools for the success of the organization. The administration for example is financial administration, guest book, attending meetings, list of members, and others. In farmer groups, administration is also important.

There are two administrations, namely: activity administration and financial administration. Recording related to activities but not related to financial matters, includes the administration of activities, for example, including meeting minutes, member master books, group activity books, guest books, production and productivity books, books of incoming and outgoing letters, ownership books facilities/infrastructure, expedition book, management book, arable land area book,

and attendance list. Meanwhile, records related to group finance are included in financial administration, including membership dues books, cash books, inventory books, member savings books, purchase books and sales books (Ministry of Agriculture, 2014).

In addition to the two administrations described above, women farmer groups are also expected to have other administrative completeness such as KWT nameplate, KWT secretariat, KWT stamp, document archive for KWT formation, articles of association and by-laws, group work plan or KWT Definitive Plan, KWT repair document archive, Definitive Plan for Farmer Group Needs, KWT member biodata document archive, Member Business Plan, KWT area map, document in the form of KWT data board (monograph).

Facts found in the field, women farmer group institutions have not functioned optimally because this community does not yet have good group administration and managerial skills.

To overcome the existing problems, community service is carried out related to group administration problems in the women's farmer group, so that this activity is expected to be able to improve the group's administrative ability.

### **Implementation Method**

Community service activities will be held in Tangerang Regency, Banten Province. To achieve the objectives that have been presented in the previous chapter, the implementation of community service activities through administrative training to the management of KWT Indah Jaya Tamiang. This training was carried out in collaboration with the University of Sultan Ageng Tirtayasa (as a form of Tri Dharma).

### **Results And Discussion**

The service activity began with a meeting with a women's farmer group in Tinggulun village with the agenda of digging up information related to existing problems and agreeing on a schedule of activities.

From the results of the meeting, information was obtained, namely that they do not have a clear vision and mission in group development, bookkeeping and group administration that have not been optimal for women farmers groups. The information contained in the member book is only limited to the member's name and address. Group administrators hope that there will be training to provide information about groups and in particular better group administration and bookkeeping.



Figure 2. Discussion of administrative

Based on the results of community service activities regarding the importance of group development and the group's vision and mission to the management of the Indah Jaya Tamiang women farmer group, it is hoped that the results of this activity can be followed up by the administrators, so that the preparation of the vision and mission, group goals and awareness of members for groups can be improved. This expectation is in accordance with the results of the evaluation of the understanding of the management in formulating the vision and mission as well as the group's goals.

In addition, the management of activities and financial administration are also expected to improve after receiving this training, namely the creation of guest books, member books, and cash books and other books.



Figure 3. Group Membership Book

The initial step that will be taken by the management as a follow-up to this activity is to improve the member's book and require the participation of members to fill it out. This is done with the aim that complete data about its members is owned by the management. The data and information displayed in the member books are still limited so that the preparation of a definitive plan for group needs (RDKK) and the need to collaborate with outside parties is still not optimal.



Figure 4. Vegetable Sales Report Book

For financial bookkeeping, women farmer groups do not yet have a group financial record book, but only use simple records. So that this training was responded positively by the group administrators because when there are group activities that require money and require financial records, the management does not have a book to record the remaining money, and data on members who have paid or have not paid dues to the management. Through this training, the administrators find it helpful and can record group finances using a cash book.

**Conclusion**



Community service activities have been carried out well. This can be seen from the increase in the knowledge of the members of The Women Farmers Group in accounting administration, namely the member's books and financial accounting. With further training and assistance, members of the Women Farmer Group can improve their administrative bookkeeping.

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