| **DEPARTMENT: Finance** | | | **PROCESS NAME: CG Draw Down** | | | **PROCESS NUMBER: NDP – FIN – 03 - 003** | | | **REVISION: 0** | |
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| **PROCESS STEP** | **INFO INPUT** | **DETAILED DESCRIPTION** | **INFO OUTPUT** | **CONTROL** | **SUPPORT REQUIRED** | **KNOWLEDGE REQUIRED** | **SYSTEMS / INFO FILE REQUIRED** | | **ACT / REG / STANDARD REQUIREMENTS** | **CONSTRAINT / IMPROVEMENT** | |
| **SYSTEM** | **FILE** |
| Activity 1  **NDP Finance**  Compile monthly payment schedule | * NDP WEB or MIS * Monthly Payment Schedule template (I:/Drive/Finance / templates ) | * Draw information off NDP WEB / MIS and compile monthly payment schedule | * Monthly Payment Schedule | * Current information on NDP WEB or MIS | * NDP WEB or MIS * Project Manager * Implementation Director | * MS Suite * Compiling the Monthly Payment Schedule * Interaction with the NDP WEB or MIS | Microsoft | **Hard Copy**  **Electronic Copy**  I:/Drive/Finance / templates | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 2  **Specialist Finance**  Review and note | * Monthly Payment Schedule * Budget – ( I:/Drive/Finance /Budgets) | * Compare the Monthly payment Schedule against the Budget and planned draw downs. * Prepare Monthly Payment Schedule for submission to the Project / Implementation Director for review and recommendation / withhold | * Reviewed Monthly Payment Schedule | * Monthly payment Schedule reviewed against the approved CG budget | * Implementation Director / Project Director | * MS Suite * Compiling the Monthly Payment Schedule * Interaction with the CG Budget | Microsoft | **Hard Copy**  **Electronic Copy**  I:/Drive/Finance /Budgets | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 3  **Implementation / Project Director**  Review and recommend | * Reviewed Monthly Payment Schedule * Budget – ( I:/Drive/Finance /Budgets) | * Review the submitted Monthly Payment Schedule and either Recommend or Withhold the payment schedule by making a note on the Payment Schedule | * Reviewed Monthly Payment Schedule with recommend note or * Reviewed Monthly Payment Schedule with Withhold note | * Monthly payment Schedule reviewed against the approved CG budget | * Specialist Finance | * MS Suite * Reviewing the Monthly Payment Schedule * Interaction with the CG Budget | Microsoft | **Hard Copy**  **Electronic Copy**  I:/Drive/Finance /Budgets | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 4  **Implementation / Project Director**  Compile a Withholding Letter | * Withholding Letter template (I:/Drive/Finance / templates ) * Reviewed Monthly Payment Schedule with Withhold note | * Project / Implementation Director compile the Withholding Letter using the reviewed Monthly Payment Schedule as input. * Send Withholding Letter to NDP Finance for updating of the Monthly Payment Schedule or * Note “Recommended” on the Monthly Payment Schedule for compilation of a Transfer Request | * Withholding Letter or * Note “Recommended” on the Monthly Payment Schedule f | * Respective note made on the Note Monthly Payment Schedule | * Implementation Director / Project Director | * MS Suite * Reviewing the Monthly Payment Schedule * Interaction with the CG Budget * Drafting of the Withholding Letter | Microsoft | **Hard Copy**  **Electronic Copy**  I:/Drive/Finance /Budgets | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 5  **NDP Finance**  Update the payment schedule | * Withholding Letter or * Note “Recommended” on the Monthly Payment Schedule | * Update the Payment Schedule and file on I:/Drive/Finance /Budgets | * Update the payment schedule on I:/Drive/Finance /Budgets | * Updated payment schedule in line with notes from monthly payment schedule | * Implementation Director / Project Director | * MS Suite * Reviewing the Monthly Payment Schedule * Interaction with the CG Budget * Drafting of the Withholding Letter | Microsoft | **Hard Copy**  **Electronic Copy**  I:/Drive/Finance /Budgets | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 6  **NDP Finance**  Compile a Transfer Request and Summary of Request | * Withholding Letter or * Note “Recommended” on the Monthly Payment Schedule * Transfer Request template off ( I:/Drive/Finance /Budgets) | * Compile a Transfer Request and Summary of Request using the Transfer Request template | * Transfer Request * Summary of Request * Withholding Letter (If Required) | * Updated payment schedule in line with notes from monthly payment schedule | * Implementation Director / Project Director | * MS Suite * Reviewing and updating the Monthly Payment Schedule * Interaction with the CG Budget * Transfer Request and Summary of Request | Microsoft | **Hard Copy**  **Electronic Copy**  I:/Drive/Finance /Budgets | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 7  **Specialist Finance**  Review and Recommend | * Transfer Request * Summary of Request * Withholding Letter (If Required) | * Capture recommendation(s) on Transfer Request and Summary sheet * Submit to Project Director for review and approval | * Recommendation noted on the Transfer Request and Summary of Request * Withholding Letter (If Required) | * Transfer Request and Summary of Request recommendation noted | * NDP Finance * Implementation Director / Project Director | * MS Suite * Interaction with the CG Budget * Transfer Request and Summary of Request review | Microsoft | **Hard Copy**  **Electronic Copy**  I:/Drive/Finance /Budgets | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 8  **Project Director**  Review and Approve | * Recommendation noted on the Transfer Request and Summary of Request * Withholding Letter (If Required) | * Review recommendation(s) on Transfer Request and Summary sheets * Approve Transfer Request and Summary sheets * Submit to Municipal Coordinator (CG) via email and file | * Approved Transfer Request and Summary sheets * Submitted to Municipal Coordinator (CG) via email * Filed Approved Transfer Request and Summary sheets | * Updated payment schedule in line with notes from monthly payment schedule | * Specialist – Finance * Municipal Coordinator (CG) | * MS Suite * Interaction with the CG Budget * Transfer Request and Summary of Request review | Microsoft | **Hard Copy**  **Electronic Copy**  I:/Drive/Finance /Budgets | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (7.2 Customer-related processes) | * None | |
| Activity 9  **Municipal Coordinator (CG)**  Respond within 7 days | * Approved Transfer Request and Summary sheets * Withholding Letter (If Required) | * Receive documents and action. * Respond to Withholding letter to Project Director within 7 days of email date | * Respond within 7 days to Withholding letter via e-mail | * E-mail received and responded to by the Municipal Coordinator (CG) | * Implementation Director / Project Director * Specialist – Finance | * External to NDP Process | * External to NDP Process | * External to NDP Process | * External to NDP Process | * External to NDP Process | |
| Activity 10  **NDP Finance**  Prepare Cover Letter | * Response to Withholding Letter ( e-mail ) | * Prepare cover letter to Withholding Letter and Municipal Coordinator (CG) response. * Submit to the IGR for updating of the monthly payment schedule for movement into following month | * Cover Letter completed and issued to IGR | * Cover Letter completed and issued to IGR | * IGR * Municipal Coordinator (CG) | * MS Suite * Interaction with the CG Budget * Transfer Request and Completing the Cover Letter | Microsoft | **Hard Copy**  **Electronic Copy**  I:/Drive/Finance /Budgets | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (7.2 Customer-related processes) | * None | |
| Activity 11  **IGR**  Move municipality to the following month | * Cover Letter * Withholding Letter * Monthly Payment Schedule | * Update Monthly Payment Schedule to reflect payment into the following month | * Monthly Payment Schedule updated | * Municipality to the following month | * NDP Finance | * MS Suite * Updating of the Monthly Payment Schedule * Interaction with the NDP WEB or MIS | Microsoft | **Hard Copy**  **Electronic Copy**  I:/Drive/Finance /Budgets | * ISO 9001:2008 (4.2.4 Control of records). | * None | |