|  **DEPARTMENT: Finance** | **PROCESS NAME: CG Draw Down** | **PROCESS NUMBER: NDP – FIN – 03 - 003** | **REVISION: 0** |
| --- | --- | --- | --- |
| **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
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| 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
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