|  **DEPARTMENT: Finance** | **PROCESS NAME: Retain Unspent Municipal Funds** | **PROCESS NUMBER: NDP – FIN – 03 - 007** | **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**Finance Specialist** Communicates deadlines to Project Directors. | * Section 20 of the DoRA
* IGR - Retention deadlines
 | * Review deadlines in line with Section 20 of the DoRA (IGR) and identify possible non-compliance
 | * Communicates deadlines to Project Director / Implementation Director
 | * Communicated deadlines
 | * Project Director / Implementation Director
 | * MS Suite
* Section 20 of the DoRA
 | * Microsoft
 | **Hard Copy****Electronic Copy**I : Drive / Finance /  | * ISO 9001:2008 (4.2.4 Control of records).
* ISO 9001:2008 (6.1 Provision of Resources)
 | * None
 |
| Activity 2**Project Directors** / Implementation DirectorSends retention notification to all applicable municipalities | * IGR - Retention deadlines
* E-mail from Finance Specialist on deadlines
 | * Review deadlines and forward to respective Municipality Co-ordinator.

**Note:**municipalities that had CG draw downs in the previous year | * Communicated deadlines to Municipality Co-ordinator
 | * Communicated deadlines
 | * Municipality Co-ordinator
 | * MS Suite
* Section 20 of the DoRA
* Project Payment Timelines
 | * Microsoft
* MIS
 | **Hard Copy****Electronic Copy**I : Drive / Finance /  | * ISO 9001:2008 (4.2.4 Control of records).
* ISO 9001:2008 (6.1 Provision of Resources)
 | * None
 |
| Activity 3**Municipal Coordinator**Submit Original request to IGR and upload the copy into MIS | * retention notification
 | * External to NDP Process
 | * External to NDP

Process Submit Original request to IGR and upload the copy into MIS | * External to NDP Process
 | * External to NDP Process
 | * External to NDP Process
 | * External to NDP Process
 | External to NDP Process  | * External to NDP Process
 | * External to NDP Process
 |
| Activity 4**NDP Finance** Compiles an excel summary report of the requests. | * Retention Request (Copy) from Municipality Co-ordinator
* MIS
 | * Compile a Excel summary of Retention Requests submitted to IGR
 | * Compiles an excel summary report of Retention Requests by Municipality Co-ordinator to IGR
 | * Must correspond to those submitted by Municipality Co-ordinator to IGR
 | * Municipality Co-ordinator
* IGR
 | * MS Suite
* Section 20 of the DoRA
* Use of MIS
* Compilation of Excel summary of Retention Requests
 | * Microsoft
* MIS
 | **Hard Copy****Electronic Copy**I : Drive / Finance /  | * ISO 9001:2008 (4.2.4 Control of records).
* ISO 9001:2008 (6.1 Provision of Resources)
 | * None
 |
| Activity 5**Finance Specialist**Compares the submissions to the NDP with the original requests received by the IGR department | * Excel summary report of Retention Requests by Municipality Co-ordinator to IGR
* MIS
 | * Using the original Retention Requests submitted against the copies received and the Excel summary report, identify any variances.
* Note variances if any for feedback to the Project Director / Implementation Director
 | * Noted variances
 | * Excel summary report reviewed by Finance Specialist
 | * NDP Finance
 | * MS Suite
* Section 20 of the DoRA
* Use of MIS
* Review of Excel summary of Retention Requests
 | * Microsoft
* MIS
 | **Hard Copy****Electronic Copy**I : Drive / Finance /  | * ISO 9001:2008 (4.2.4 Control of records).
* ISO 9001:2008 (6.1 Provision of Resources)
 | * None
 |
| Activity 6**Finance Specialist**Feedback anomalies to the Project Director / Implementation Director | * Feedback anomalies to the Project Director
 | * Noted variances discussed with the Project Director / Implementation Director
 | * Variances discussed
 | * None
 | * Project Director / Implementation Director
 | * MS Suite
* Section 20 of the DoRA
* Use of MIS
* Review of Excel summary of Retention Requests
 | * Microsoft
* MIS
 | **Hard Copy****Electronic Copy**I : Drive / Finance /  | * ISO 9001:2008 (4.2.4 Control of records).
* ISO 9001:2008 (6.1 Provision of Resources)
 | * None
 |
| Activity 7**Project Directors** / Implementation DirectorFollow-up and feedback | * Noted variances
 | * Follow up variances with Project Managers and document reasons with supporting evidence.
 | * Follow-up and documented reasons with supporting evidence
 | * Documented reasons with supporting evidence
 | * Project Manager
 | * MS Suite
* Section 20 of the DoRA
* Use of MIS
 | * Microsoft
* MIS
 | **Hard Copy****Electronic Copy**I : Drive / Finance /  | * ISO 9001:2008 (4.2.4 Control of records).
* ISO 9001:2008 (6.1 Provision of Resources)
 | * None
 |
| Activity 8**Finance Specialist**Submits the NDP view / motivation report to IGR for consideration | * Follow-up and documented reasons with supporting evidence
* NDP Motivation Report template
 | * Using the NDP Motivation Report template compile the NDP Motivation report for submission to IGR
 | * NDP Motivation report
 | * NDP Motivation report to IGR
 | * Project Manager
 | * MS Suite
* Section 20 of the DoRA
* Use of MIS
* Completion of NDP Motivation report
 | * Microsoft
* MIS
 | **Hard Copy****Electronic Copy**I : Drive / Finance /  | * ISO 9001:2008 (4.2.4 Control of records).
* ISO 9001:2008 (6.1 Provision of Resources)
 | * None
 |
| Activity 9**NDP Finance** Updates MIS with the returned funds as per the IGR letter. | * approval / non approval Letters
* Final amounts
 | * Update MIS with agreed amounts
* Communicate updates with Project Director / Implementation Director and Project Managers
 | * Updates MIS with the returned funds as per the IGR letter.
 | * Updated MIS
 | * IGR
* Project Director / Implementation Director
* Project Managers
 | * MS Suite
* Section 20 of the DoRA
* Use of MIS
 | * Microsoft
* MIS
 | **Hard Copy****Electronic Copy**I : Drive / Finance /  | * ISO 9001:2008 (4.2.4 Control of records).
* ISO 9001:2008 (6.1 Provision of Resources)
 | * None
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