| **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 Director  Sends 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 Director  Follow-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 | |