

FINANCIAL REPORTING REQUIREMENT

Orientation on CCCA Grant Implementation Guidelines

October 28, 2020

Presented by: Lim Veng, CCCA Financial Management Officer

Email: veng.lim@camclimate.org.kh, H/P: 012 632 633



National Council for Sustainable Development
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The Purpose of the Financial Report

- **Requesting funds:** from the funds request on the quarterly financial report.
- **Monitoring progress:** we can monitor the progress of projects, e.g. spend against budget
- **Monitoring balances:** to monitor the remaining funds balances and bank reconciliations to ensure proper custody of funds.
- **Checking:** whether spreadsheet completed correctly.
- **Reporting to back donors:** we need to report summary information to our back donors as well.



Deadline of Financial Reporting

Two reports should be submitted to the CCCA every quarter:

- Quarterly Financial report
- Quarterly Progress report

Reporting date = **10 days after end of quarter**, i.e.

- 10th April
- 10th July
- 10th October
- 10th January



Contents of Financial Report

Finance spreadsheet, including:

- Summary Quarterly Financial Report
- Expenses report
- Transactions listing
- Forecast Budget

Registers:

- Fixed asset register
- Advances register
- Contracts register

Reconciliation sheets

- Copy of bank statement and bank reconciliation
- Cash count and cash reconciliation



Final Financial Report

- A final financial report must be submitted within **sixty days** of project completion.
- The final financial report is basically the expenditure report for the final quarter of the project.
- All financial reports should be prepared in US Dollars, using the UN operational rate of exchange for USD-Riel conversion provided by the NCSD-General Secretariat or directly link to the website

<https://treasury.un.org/operationalrates/OperationalRates.php#>

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How to keep donor happy

- **Rule No. 1:** Report on time
- **Rule No. 2:** Use the funds properly
- **Rule No. 3:** Show good implementation progress



Thank your for your attention



DISBURSEMENT REQUESTS

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Initial Fund Disbursement

- The CCCA will provide cash advances based on the approved project document and work plan, for obligations and expenditures to be incurred by grantees for the implementation of project activities.
- Upon signature of the project agreement, and once conditions for disbursement have been met, an initial disbursement will be made by the NCSD for each grantee based on the agreed schedule of payments.
- For each disbursement (including the first one), the NCSD will require a work plan for the period covered by the disbursement and a fund request.



Next Fund Disbursement

- Subsequent disbursement of funds should be requested as per the schedule of payment. At least **80%** of the previous instalment(s) must have been spent before a new disbursement request can be made.
- If this condition is met, grantees are encouraged to submit their disbursement request together with one of their quarterly financial reports, as this will avoid having to resubmit supporting documents. However, disbursement requests can be submitted at any time during the course of the project.



Next Fund Disbursement

The following documents should be included in disbursement requests:

Cover Letter to the CCCA3 programme manager, stating reasons for the request and amount requested;

1. Summary Quarterly finance report and funds request
2. Expense report
3. Budget forecast
4. Transaction listing
5. Fixed asset register
6. Advance register
7. Contract register
8. Bank reconciliation
9. Cash reconciliation



Next Fund Disbursement

- All documents above will be verified, certified and processed by the NCSD-General Secretariat for disbursement. Clarifications or improvements may be required prior to certification;
- Upon receipt of each disbursement, grantees should inform the NCSD-General Secretariat in writing (email or letter).



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AUDIT AND SPOT CHECKS

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Audit Guideline

- An audit is required for each project. It should be adequately budgeted and organized within the final quarter of project implementation or immediately after the end of the project; for projects of less than 24 months. Longer projects should organize annual audits. Annual audits are not required for projects with a budget amount below \$150,000 (final audit only).
- The audit shall be conducted by a competitively selected external and independent audit firm.
- A copy of the audit deliverables shall be shared with the NCSD-General Secretariat.



Spot Checks

- The objectives of spot checks conducted by the NCSD-General Secretariat are:
- To ensure that adequate management systems and capacities are in place for project implementation, in line with agreed guidelines;
- To ensure that the mobilization of project's inputs and management of project funds are in line with agreed guidelines, including effective internal controls;
- To provide capacity development services to grantees to address any identified gaps.
- Spot check findings will be shared with the concerned grantee so that an action plan can be agreed with the NCSD-General Secretariat to address the findings.
- Spot checks will normally be conducted once or twice a year for each project. These exercises do not replace independent audits. They are meant to help the grantee improve its management systems and practices, while at the same time providing monitoring information to the NCSD-General Secretariat.



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PROJECT REVISIONS

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Project Revisions

- Changes to the original approved project documents is not encouraged; but
- Certain adjustments may need to be accommodated in order:
 - To achieve the intended results; or
 - To respond to new situations that arise during the implementation.
- Different types of changes to the Project Documents
 1. Changes to the budget;
 2. Changes to the project activities;
 3. Changes to the project personnel; and
 4. Changes to the project duration



1. Changes to the Budget

- Grantees are allowed to manage 15% variance in expenditure under any particular budget line if the total amount budgeted for the Output remains the same. As long as such variance does not exceed 15% per line, grantee does not need to request approval from GSSD.
- For a change exceeding authorized variance (15%), the grantee is required to send a simple written request to the GSSD outlining the justification for this change accompanied by a revised results-based budget. Written approval from the GSSD is required before the grantee can make this change to the project budget.
- Prior consultations with the GSSD are strongly encouraged.



2. Changes to the project activities

2.1(in Scheduling of Activities)

- If there is a need to change timelines of activities due to delays or any other reasons, the grantee should inform the GSSD by sending the revised work plan via email with a short explanation on why this change was made.

- If the changes are deemed significant, the GSSD may request more information/justification.



2.2 other changes in activities

- If the grantee identifies a need for adjusting/modifying an activity based on new information or a situation encountered during the project implementation, the grantee is requested to seek approval through a revised work plan and results-based budget (Annex PR-1).
- Sufficient explanation on why the change needs to be made and how the activity will change needs to be provided.
- The modified activity should still contribute to the original expected results.
- Approval from the GSSD is required before the grantee can make this change to the project.



2.3 Changes to the Results Framework

- Substantial changes to results statements are not authorized.
- If there is a need to refine the information contained in the project results framework such as indicators, baseline and targets due to new information or situation encountered, the grantee should provide the revised results framework (highlighting revised parts).
- Approval from the GSSD is required before the grantee can make this change to the project.



3. Changes to Project Personnel

- If for any reason the core project personnel (e.g. Project Manager/ Coordinator, Accountant, consultants etc..) mentioned in the project document need to be replaced due to resignation, non-performance or other reasons, the grantee is requested to inform the GSSD through an official letter, providing reasons for the change and attaching the CV of the replacement identified by the grantee.



4. Changes to Project Duration

- In some exceptional cases (such as delay at start or during the implementation), the grantees may request for extension to the project duration at **no-cost (i.e. No-cost extension)**.
- A written request will be required for processing no-cost extension, together with an updated results-based budget and work plan.
- The grantee is advised to contact the GSSD at least **3 months** before the expiry date of the agreement in order to allow sufficient time for approval and processing of the amendment.



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PROJECT CLOSING PROCEDURE

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CLOSING DATE

- The closing date for each project is shown on the Letter of Agreement.
- Extended closing dates have been approved for some projects.
- It is very important to plan to complete everything by the closing date.
- All payments must be made by the closing date.
- Payments after the closing date will be ineligible



FINAL REPORT

- The grantee is required to close the project account and ensure that outstanding payments to contractors and other expenses are settled. Prior to closing, a final reconciliation will be done and accounting records updated.
- A final financial report and audit report must be submitted within sixty days of project completion with Fixed Asset Register.
- Fixed assets remain the property of CCCA unless a formal transfer to the grantee is approved.



REFUND BALANCE

- Deposit any remaining petty cash to the bank account.
- Transfer all the remaining funds in the bank account to CCCA, within 3 months of the closing date.
- Close the bank account.



Thank your for your attention



HUMAN RESOURCES MANAGEMENT PROCEDURES

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Introduction

- Hiring of project personnel must be consistent with the signed project document. Only posts that have been approved as part of the project document may be filled.
- New posts may be identified during implementation, in which case the implementing partner must seek approval from the Trust Fund, by providing a justification and proving that funds can be made available for the said posts.



Recruitment Process

Develop TOR	Write a clear description of the work you need the contract staff to do, expected results and success criteria. See in annex HRM-1
Advertising	The vacancy is advertised in at least two local newspapers, giving two to three weeks for candidates to submit their application.
Evaluation Panel	Set up the panel for short list, the panel must be composed of at least three individuals including the project manager or supervisor. Annex HRM-2
Interview	The panel will score on written test and interview then recommended the selected candidate and reference check. Annex HRM-3
Recruitment Report	Summary report of recruitment step. Annex HRM-4
Develop a contract	Sample of contract, which included duration of contract, TOR, Remuneration, code of conduct. Annex HRM-5



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PROCUREMENT PROCEDURES

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Procurement Procedures

The procurement procedures cover the provision of

- Goods
- Services
- Consulting services
- Civil Work

In these cases, projects need to follow these procurement procedures.



Procurement Methods and Thresholds

- **Local Shopping (< US\$500):**

Informal price competition when the amount of the procurement is under US\$500. The recommendation is to get three competitive proposals through an informal process (the proposals received must be in writing, either in a letter, fax or electronic mail).

- **Request for Quotation (> US\$500; < US\$50,000): Annex PRO-1**

The Request for Quotation (RFQ) When the contract is for an amount that exceeds US\$500 and below US\$50,000. This is a more formal, fully documented process. Competition is obtained by having a minimum of three competitive quotes.

- **Request for Proposals (> US\$50,000): Annex PRO-2**

The Request for Proposals (RFP) is mainly used for consulting services or complex goods. An RFP can also be used in procurements under US\$50,000 when buying goods, services or civil works.

- **Invitation to Bid (> US\$50,000): Annex PRO-3**

The Invitation to Bid (ITB) is usually employed in purchases exceeding US\$50,000 for goods, civil works or services that can be quantified in terms of quantity and quality. The (ITB) must be disseminated publicly through ads in the local and international press, or through invitations to bid sent to a list of pre-qualified companies. Pre-qualification is based on a public and open process.



Step in the procurement process

- Write technical specification
- Send Request for Quotation (RFQ) to at least 3 suppliers
- Set Up Procurement Committee to evaluate the quotations
- Prepare Purchase Order
- Prepare the contract
- Check items with delivery note
- Prepare payment by check/transfer
- Register in fixed assets



Thank your for your attention



VOUCHERS

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Vouchers to be used

There are 4 types of voucher:

- **Payment Voucher (PV)** – for cheque payments, bank transfer
- **Petty Cash Vouchers (PCV)** – for petty cash payments (max \$100)
- **Receipt Voucher (RV)** – for funds received from CCCA and Co-Finance and balances returned from advances
- **Journal Voucher (JV)** – for recording expenses for clearing advances, and adjustments and corrections

All vouchers:

- All sections completed
- Must be signed Prepared By, Reviewed by and Approved By
- Used in numerical order
- Supporting documents attached



Payment Voucher

CCCA3: [Grantee name] + [LoA#]				
PAYMENT VOUCHER				PV
PAYMENT DETAILS		RECEIVED BY		
Payable to:		Signed:	Name:	
Cheque number:			Company:	
Date:			Date:	
AMOUNTS AND CODING DETAILS				
Line	Description	Account	Budget Line	Amount USD
1				
2				
3				
4				
5				
TOTAL in words:			TOTAL USD	
REVIEW AND APPROVAL				
Approved by:		Reviewed by:		Prepared by:
Name _____		Name _____		Name _____
Position _____		Position _____		Position _____
Date _____		Date _____		Date _____



Petty Cash Voucher

CCCA3: [Grantee name] + [LoA#]				
PETTY CASH VOUCHER				PCV
PAYMENT DETAILS		RECEIVED BY		
Date _____		Signed: _____	Name: _____	
Payable to: _____			Company: _____	
			Date: _____	
AMOUNTS AND CODING DETAILS				
Line	Description	Account	Budget Line	Amount USD
1				
2				
3				
4				
5				
TOTAL in words: _____			TOTAL USD	
REVIEW AND APPROVAL				
Approved by:		Reviewed by:	Prepared by:	
Name _____		Name _____	Name _____	
Position _____		Position _____	Position _____	
Date _____		Date _____	Date _____	



Receipt Voucher

CCCA3: [Grantee name] + [LoA#]

RECEIPT VOUCHER

RV

RECEIPT DETAILS	TYPE OF RECEIPT		DEPOSITED TO
Date:	Funds from BESD		Bank
Received from:	Funds from Co-Finance		Date:
	Refund from staff		Cash
	Other		

AMOUNTS AND CODING DETAILS			
Line	Description	Account	Amount USD
1			
2			
TOTAL in words:		TOTAL USD	

REVIEW AND APPROVAL		
Approved by:	Reviewed by:	Prepared by:
Name _____	Name _____	Name _____
Position _____	Position _____	Position _____
Date _____	Date _____	Date _____



Journal Voucher

CCCA3: [Grantee name] + [LoA#]

JOURNAL VOUCHER JV

DATE:

AMOUNTS AND CODING DETAILS					
Line	Description	Account	Budget line (expnses only)	Debit amount USD	Credit amount USD
1					
2					
3					
4					
5					
6					
TOTAL					

REVIEW AND APPROVAL		
Approved by: Name _____ Position _____ Date _____	Reviewed by: Name _____ Position _____ Date _____	Prepared by: Name _____ Position _____ Date _____



Some common mistakes

- Supporting documents not attached
- Receiver doesn't sign for PV and PCV
- Some signatures missing



Thank your for your attention



FINANCIAL REPORT SPREADSHEET

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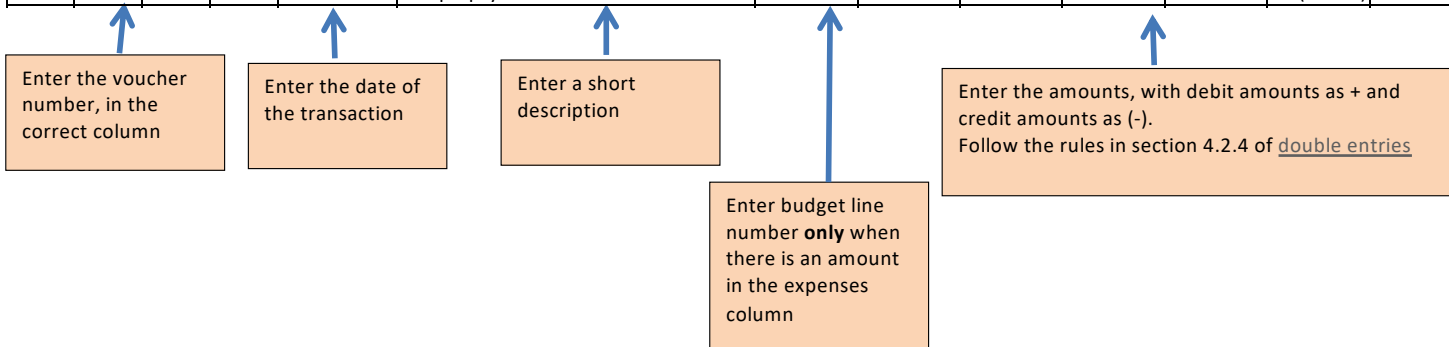
Introduction

- We want to make sure that each grantee understands how to complete their financial report spreadsheet, including:
- Entering transactions
- Entering a forecast
- Checking the errors
- Producing reports (Expense Report and Summary Financial Report & Fund Request)



Entering transactions

Transactions												
RV #	PCV #	PV #	JV#	Date	Description	Bud line (expenses)	Income Co-Finance US\$	Income CCCA US\$	Expenses US\$	Advances US\$	Bank US\$	Petty cash US\$
001				01-Oct-15	Receipt of funds from Co-Finance		(2,000.00)				2,000.00	
002				02-Oct-15	Receipt of funds from CCCA			(15,000.00)			15,000.00	
		001		5-Oct-15	Set up petty cash						(500.00)	500.00
		001		10-Oct-15	Petty cash payment - reimbursement	6.02			50.00			(50.00)
		002		18-Oct-15	Cheque payment - advance					650.00	(650.00)	
		001		30-Oct-15	Expenses for advance	1.05			605.00	(605.00)		
003				30-Oct-15	Refund of advance balance					(45.00)	45.00	
		002		5-Nov-15	Petty cash payment - advance					80.00		(80.00)
		002		16-Nov-15	Expenses for petty cash advance	1.02			70.00	(70.00)		
004				16-Nov-15	Refund of petty cash advance balance					(10.00)		10.00
		003		04-Dec-15	Cheque payment - reimbursement	3.03			950.00		(950.00)	



Entering budget forecast

Finance Report - Forecast

Grantee name: ABC	LoA No. 01
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Budget Lines		Budget	Spend	Forecast for next 2 quarters		
No.	Description	Total USD	To date USD	Q+1 USD	Q+2 USD	Total USD
1.	Output1	39,900	1,394	2,000	10,000	12,000
1.01	Start-up workshop	2,000	1,292			0
1.02	Training on data collection and analysis	2,000	0	2,000		2,000
1.03	Field visits for data collection	30,000	103		10,000	10,000
1.04	Data analysis	400	0			0
1.05	Workshop to discuss report findings	2,000	0			0
1.06	Final workshop to disseminate results	3,500				
2.	Output2	7,500	0	0	0	0
2.01	Exchange visit	4,000	0			0
2.02	Project evaluation	3,500	0			0
3.	Output3	9,100	0	5,300	0	5,300
4.	Output4	4,000	0	0	0	0
4.01	Infrastructure	4,000	0			0
5.	Output5	6,000	0			0
5.01	Trainer on data collection and analysis	6,000	0			0
6.	Operational costs	3,510	350	0	0	0
6.01	Printing and stationary	1,800	310			0
6.02	Overtime for weekend work to support staff	810	40			0
6.03	Miscellaneous operating costs	900	0			0
	TOTAL	70,010	1,744	7,800	10,000	20,600



Checking the Errors

		Totals by quarter						Cum.	
Description	Q1 USD	Q2 USD	Q3 USD	Q4 USD	Q5 USD	Q6 USD	Total USD	Total USD	
Income Co-Finance	(2,000)	0	0	0	0	0	(2,000)	(2,000)	O.K.
Income CCCA	(15,000)	0	0	0	0	0	(15,000)	(15,000)	O.K.
Expenditure	1,675	0	0	0	0	0	1,675	1,675	O.K.
Advances	0	0	0	0	0	0	0	0	O.K.
Bank	14,935	0	0	0	0	0	14,935	14,935	O.K.
Petty cash	380	0	0	0	0	0	380	380	O.K.
TOTAL	(10)	0	0	0	0	0	(10)	(10)	
	Error!	O.K.	O.K.	O.K.	O.K.	O.K.	Error!		
Expense report check		Expense by quarter						Cum.	
Description	Q1 USD	Q2 USD	Q3 USD	Q4 USD	Q5 USD	Q6 USD	Total USD	Total USD	
Expenditure	1,675	0	0	0	0	0	1,675	1,675	O.K.
	O.K.	O.K.	O.K.	O.K.	O.K.	O.K.	O.K.		

Any **Error!** means there is a mistake that must be corrected



Producing - Expense report

Budget Lines		Budget	Expense by quarter						Total		Balance
No.	Description	Total USD	Q1 USD	Q2 USD	Q3 USD	Q4 USD	Q5 USD	Q6 USD	Total USD	Utilisation %	Remaining USD
1.	Output1	39,900	1,394	0	0	0	0	0	1,394	0	38,506
1.01	Start-up workshop	2,000	1,292	0	0	0	0	0	1,292	1	709
1.02	Training on data collection and analysis	2,000	0	0	0	0	0	0	0	0	2,000
1.03	Field visits for data collection	30,000	103	0	0	0	0	0	103	0	29,898
1.04	Data analysis	400	0	0	0	0	0	0	0	0	400
1.05	Workshop to discuss report findings	2,000	0	0	0	0	0	0	0	0	2,000
1.06	Final workshop to disseminate results	3,500							0	0	3,500
2.	Output2	7,500	0	0	0	0	0	0	0	#DIV/0!	7,500
2.01	Exchange visit	4,000	0	0	0	0	0	0	0	0	4,000
2.02	Project evaluation	3,500	0	0	0	0	0	0	0	0	3,500
3.	Output3	9,100	0	0	0	0	0	0	0	0	9,100
3.01	Laptop computers	3,000	0	0	0	0	0	0	0	0	3,000
3.02	Laser printer	400	0	0	0	0	0	0	0	0	400
3.03	LCD projector	1,000	0	0	0	0	0	0	0	0	1,000
3.04	Office desks	600	0	0	0	0	0	0	0	0	600
3.05	Office chair	300	0	0	0	0	0	0	0	0	300
3.06	Meeting table	500	0	0	0	0	0	0	0	0	500
3.07	Meeting chairs	800	0	0	0	0	0	0	0	0	800
3.08	Final report publication - printing	2,500	0	0	0	0	0	0	0	0	2,500
4.	Output4	4,000	0	0	0	0	0	0	0	#DIV/0!	4,000
4.01	Infrastructure	4,000	0	0	0	0	0	0	0	0	4,000
5.	Output5	6,000	0	0	0	0	0	0	0	#DIV/0!	6,000
5.01	Trainer on data collection and analysis	6,000	0	0	0	0	0	0	0	0	6,000
6.	Operational costs	3,510	350	0	0	0	0	0	350	#DIV/0!	3,160
6.01	Printing and stationary	1,800	310	0	0	0	0	0	310	0	1,490
6.02	Guard	810	40	0	0	0	0	0	40	0	770
6.03	Miscellaneous operating costs	900	0	0	0	0	0	0	0	0	900
TOTAL		70,010	1,744	0	0	0	0	0	1,744	0	68,266



Producing-Financial report and fund request

Quarter No: 01 Jan- Mar 2013 Date ended: 10 April 2013

1. Budget Summary

Budget by output		Budget	Spend to date		Budget remaining	
#	Description	USD	USD	%	USD	%
1.	Output1	39,900	1,394	3%	38,506	97%
2.	Output2	7,500	0	0%	7,500	100%
3.	Output3	9,100	0	0%	9,100	100%
4.	Output4	4,000	0	0%	4,000	100%
5.	Output5	6,000	0	0%	6,000	100%
6.	Operational costs	3,510	350	10%	3,160	90%
TOTAL		70,010	1,744	2%	68,266	98%

2. Fund Balance & Reconciliation

USD		USD	
Funds Received		Grantee bank account	
From Co-Finance	3,501	Petty cash	469
From BESD	17,269	Advances	0
sub-total	20,770		
Total expenses	1,744		
Fund balance	19,026	Fund balance	19,026

3. Funds Available and Funds request

Funding available	Co-Finance USD	CCCA USD	Total USD
Total Budget	3,501	66,509	70,010
Funds Received	3,501	17,269	20,770
Balance Available	0	49,240	49,240

Funding request	Q+1 USD	Q+2 USD	Total USD
Forecast for the next 2 quarters	7,800	10,000	17,800
Less fund balance			(19,026)
Funding request			(1,226)



Exercise : 1. Enter the following transactions into the ABC finance spreadsheet : [Here](#)

Voucher No.	Date	Description	Amount USD
RV 001	1 Jan 2013	Funds received from Co-Finance	3,501.00
PV 001	2 Jan 2013	Set up petty cash	500.00
RV 002	5 Jan 2013	Funds received from CCCA	17,269.00
PV 002	5 Jan 2013	Payment to XYZ for stationary	110.25
PCV 001	6 Jan 2013	Buy pens and paper	30.40
PCV 002	20 Jan 2013	Buy photocopy paper	50.25
PV 003	22 Jan 2013	Advance for start-up workshop	1,441.00
JV 001	30 Jan 2013	Start-up workshop expenses	1,291.50
RV 003	30 Jan 2013	Refund of advance balance for start-up workshop	149.50
PCV 003	15 Feb 2013	Advance for field visit to Takeo	95.00
PCV 004	22 Feb 2013	Payments to guard	40.00
PCV 005	24 Feb 2013	Stationary items for office	95.12
PV 004	27 Feb 2013	Petty cash top-up	310.77
JV 002	28 Feb 2013	Expenses for field trip to Takeo	102.50
PCV 006	28 Feb 2013	Additional payment for field trip to Takeo	7.50
PCV 007	13 Mar 2013	Photocopying sub-project documents	24.00



Exercise : 2. checking in expense report and summary financial report by:

1. Look at the Expense Report sheet, and see:

- What is the total expense
- What is the budget balance remaining?

2. Look at the Summary Financial Report

- How much petty cash, bank balance, advance
- How much fund receive from co-finance, and CCCA
- How much budget forecast and funding request



Thank your for your attention



BANK AND CASH RECONCILIATIONS

Orientation on CCCA Grant Implementation Guidelines

October 28, 2020

Presented by: Lim Veng, CCCA Financial Management Officer

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Introduction

- Reconciliations should be performed monthly
- Send to CCCA quarterly
- Reconciliations are an important control. They help to prevent fraud and mistakes in the accounting system.



Cash reconciliation (1)

- Cashier counts the cash in the petty cash box
- Record on a cash count sheet, and sign
- Accountant/project manager checks and signs

[Grantee name] + [LoA#]		
CASH COUNT SHEET		
Date: _____		
Riels		
Note	Number	Amount
50		-
100		-
200		-
500		-
1,000		-
2,000		-
5,000		-
10,000		-
20,000		-
Sub-total		
Exchange rate		
Sub-total in USD		#DIV/0! (1)
USD		
Note	Number	Amount
1		-
5		-
10		-
20		-
50		-
100		-
Sub-total		\$0.00 (2)
TOTAL		#DIV/0! (1) + (2)
Checked by:		
Name _____		
Position _____		
Date _____		
Prepared by:		
Name _____		
Position _____		
Date _____		



Cash reconciliation (2)

- Complete a cash reconciliation sheet
- Record the cash balance from the accounts spreadsheet
- Record the cash count balance
- If any difference – investigate and correct

CCCA3: [Grantee name] + [LoA#]	
CASH RECONCILIATION	
Reconciliation date:	
ACCOUNTS SYSTEM	USD
Petty Cash Account Balance	_____
	=====
CASH BALANCE	USD
Cash count balance	_____
	=====
DIFFERENCE	USD
Difference	_____
	=====
Approved by:	Prepared by:
Name _____	Name _____
Position _____	Position _____
Date _____	Date _____



Bank reconciliation (1)

Get the bank statement

Check each items on the bank statement against the account spreadsheet, and note:

- Items on bank statement, not on spreadsheet – may need to enter missing transactions to spreadsheet
- Items on spreadsheet not on bank statement – these may be timing differences
- Differences in amount – correct any mistakes on accounts spreadsheet



Bank reconciliation (2)

Prepare the bank reconciliation form

Possible adjusting items:

- Deposits in transit (e.g. refunds received from staff, not yet deposited to bank)
- Unpresented cheques

Difference must be 0

CCCA3: [grantee name] + [LoA#]

BANK RECONCILIATION

Reconciliation date:		
ACCOUNTS SYSTEM		USD
Bank account balance		_____
BANK STATEMENT		USD
Bank statement balance		_____
Add: deposits in transit	<i>ref.</i> <i>USD</i>	
	_____	-
Less: unpresented cheques	<i>ref.</i> <i>USD</i>	
	_____	-
Adjusted bank balance		0
DIFFERENCE		USD
Difference		-

Approved by:

Name _____

Position _____

Date _____

Prepared by:

Name _____

Position _____

Date _____



EXERCISE

Prepare a bank reconciliation for 31st January 2013, comparing the bank statement (below) and the bank balance the end of January 2013 in the accounts spreadsheet for ABC Ministry that you prepared.

Use the reconciliation sheet [here](#).

XYZ Bank

Statement of Account
For ABC Ministry Account No. XXXXXXX
From 1 January 2013 to 31 January 2013

Transaction date	Transaction description	Debit	Credit	Balance
	Opening balance at 1st January 2013			3,501.00
4-Jan-13	Cheque No. 784523	500.00		3,001.00
6-Jan-13	Transfer from CCCA		17,269.00	20,270.00
10-Jan-13	Cheque No. 784524	110.25		20,159.75
	Closing balance at 31st January 2013			20,159.75



Thank you for your attention



ADVANCE REGISTER

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Introduction

- An advance is an amount of cash authorized and given to an individual to cover foreseen project expenditures. Advances are usually given away from the project office for the purpose of travel and training workshops, study tours and other meetings.
- Any advances above 2,000 USD should be sent to the CCCA financial management officer for prior review and approval.



Advance Request

- Advance Request: (Annex-FIN5) the person seeking a cash advance prepares an *Advance Request Form*, and has it approved by the Project Director/Manager, then submits it to finance staff for review and forwards to accounting staff for preparing the payment.
- The total advance to each individual is recorded in an *Advance Register*, in order to control all advances.



Advance Liquidation

- Advance Liquidation: (Annex-FIN-6) an advance shall be liquidated within 10 working days of completion of concerned activities.
- The recipient of the advance shall provide a statement of expenditures detailing all payments made, supported by original invoices or expenses receipts
- The unspent balance (if any) shall be receipted and deposited back into the project bank account at the soonest possible time.
- A new advance should not be given out to a staff member until the previous advance has been properly accounted for by that individual. The only exception may be for consecutive travel.



Advance Register

- The advance register: (*Annex REP-6*) shall be regularly maintained and updated
- When an advance is liquidated, the copy of the Advance Request Form and appropriate vouchers will be pulled out of the Outstanding Advance file to be reconciled with the amount requested in the Advance Request Form.
- At the end of every month, finance staff shall review the total of the outstanding advance in the Advance Register. Finance manager/ officer shall immediately take necessary actions to recover advances outstanding for over 10 working days.



Thank your for your attention



CONTRACT REGISTER

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Introduction

What to record on contract register:

- Details of all procurement of goods, civil works, services and consultant services.

What is the purpose of the register?

- Shows commitments – useful for planning
- Should reconcile to finance report – useful for checking
- Shows all procurement details – useful for monitoring



Contract Register

Contracts Register [Grantee name + [LoA#]							Period:		
Contract no.	Name	Contract description	Start date	Finish date	Contract status	Budget line	Contract amount USD	Invoices paid USD	Commitment USD
Goods									
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
Total							-	-	-
Civil Works									
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
Total							-	-	-
Consultants									
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
Total							-	-	-



Questions

- How many projects have set up a contracts register?
- Which staff are responsible for updating?



Thank your for your attention



FIXED ASSET REGISTER

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What are fixed assets

Fixed assets include furniture (desks, tables, etc.), IT/electrical equipment (desktop and laptop computers, phones, printers etc.), heavy machinery (generator, motorbikes, cars etc.).

Equipment purchased by the project, with:

Useful life more than 1 year

Unit cost \$250 or more

At the end of each quarter, the fixed register should be updated and signed off by the project manager.



Fixed asset register

Fixed Asset Register [Grantee name] + [LoA#]									Period:		
No	Basic information				Location and condition			Purchase details			
	ID code	Category	Description	Serial No	Location (office)	Custodian/user	Condition	Date of Purchase	Contract No	PV No.	Purchase cost USD
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
										Total	\$0.00



Fixed asset code

CCCA3/[Grantee name]/type of asset/asset number

Put a label on each fixed asset with this number

Disposal of a fixed asset must be requested in writing to the NCSD-General Secretariat for prior approval.



Questions

- How many projects have set up a fixed asset register?
- Which staff are responsible for updating?



Thank you for your attention



FILLING SYSTEM

Orientation on CCCA Grant Implementation Guidelines

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Filing System

The finance unit will maintain a professional set of filing systems. A well organized filing system, together with the accounting software/Excel spreadsheet, will provide an “audit trail”, so that financial information in reports can be easily traced back to source documents.

The features of such a system include:

- All files will be clearly labelled
- Vouchers will be kept in number order
- Files will contain complete information
- Files must be kept securely



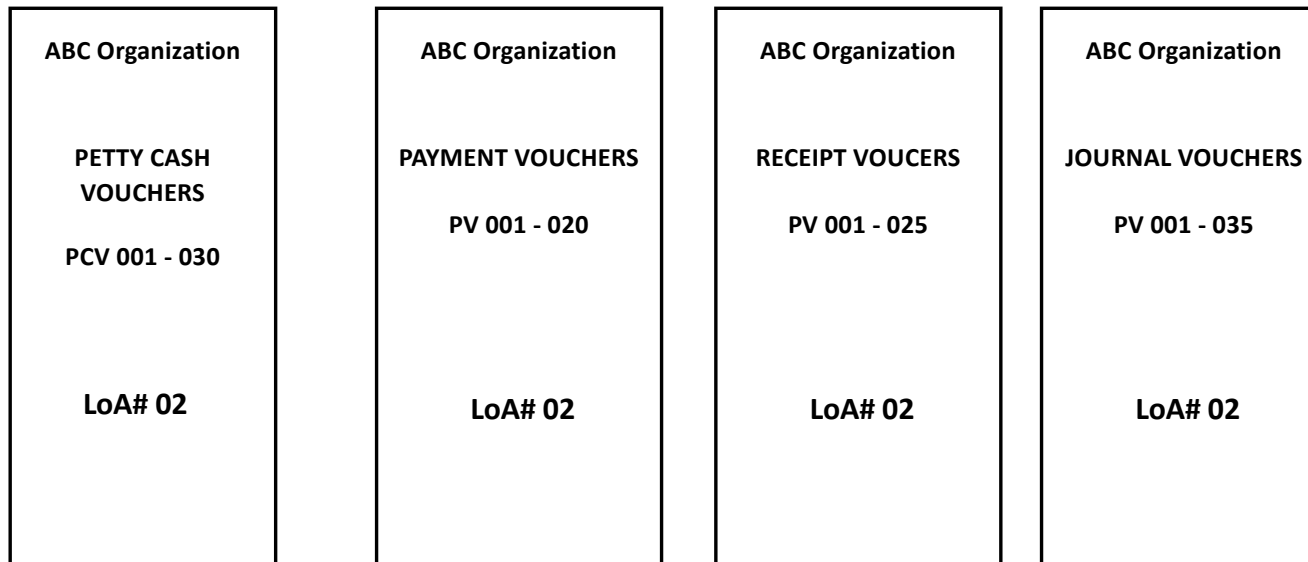
Filing System

- Accounting vouchers and financial records shall be kept for 10 years. Therefore, a suitable and secure archiving system should be set up to keep these records. The Project Director/ Manager is responsible for ensuring that all records pertaining to the Project are maintained for the specified period upon project completion.
- Back-up copies of computerized information shall be prepared at least weekly to safeguard computerized financial records. Below are some suggested ways of backing up project financial information:
 - . Print financial report and other essential financial registers, and store these in a secure offsite location.
 - . Make backups of key information from the hard drive to CDs/external hard drive, and store these offsite.



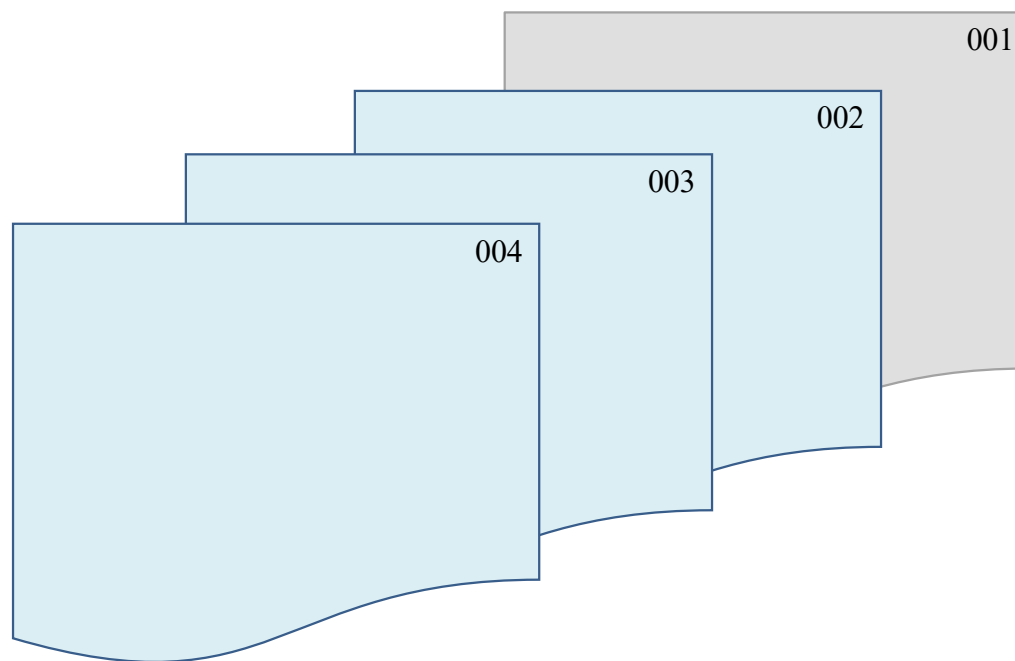
File Labels

Put clear labels on files.



Filing vouchers

File in number order.



Supporting Documents

Attach all supporting documents to vouchers





**Thank You For
Your Attention**

