



PACE - TaSCA Project – Kasasa



P.O BOX 22988 KAMPALA – UGANDA,
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TaSCA Project Financial Accountability Flow Chart

INTERROOTS INITIATIVE GRANT



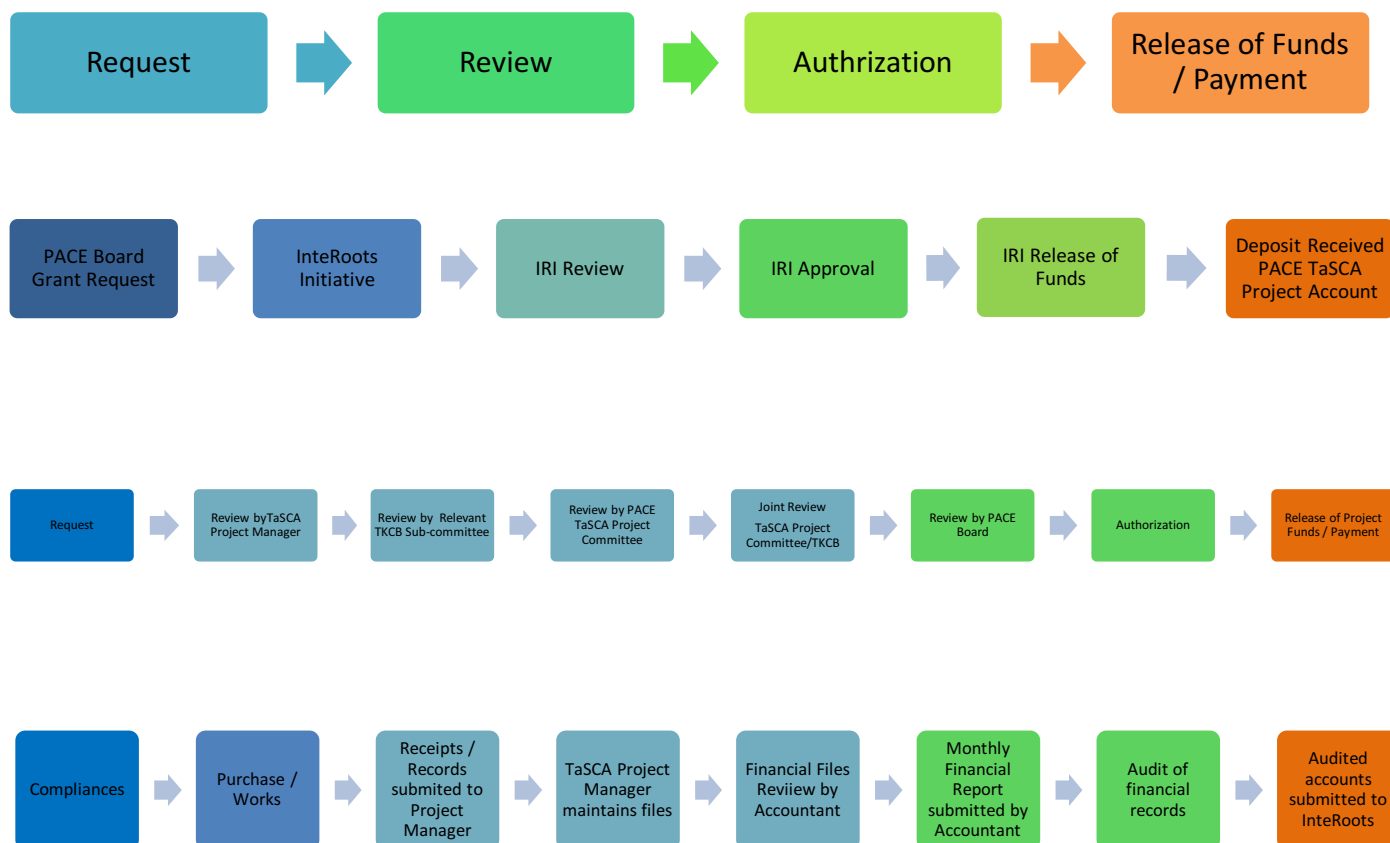
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Review for Local source policy compliance; Specification compliance; At or below market rate compliance; Conflict of Interest Policy compliance; In time / on time delivery of goods or services



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INTRODUCTION

The *TaSCA Project Financial Accountability Flow Chart* is designed with contents to conform with the following conditions:

- **Monthly & Annual Financial Reports will be submitted to the PACE Board, separately, by the Project Manager, Project Accountant, TaSCA Kasasa Community Board, the three institutions, (TaSCA SS, TaSC SACCO, TaSCA ICPA).**
 - At least two audits per annum will be undertaken on behalf the PACE Board.
- **Any expenditures from the project, project administration, TaSCA Kasasa Community Board and the three institutions, (TaSCA SS, TaSC SACCO, TaSCA ICPA) will be Documented**
 - All funds released from TaSCA Project Account must be documented by receipt. Records will be kept up to 2025
 - All regularly scheduled reports: Weekly, Bi-weekly, Monthly, Quarterly & Annual reports as well as all audit records will be kept up to 2025
- **Fund requisitions will be required in writing with signature/s**
 - Fund requisitions records will be kept up to 2025
- **All requisition for funds will undergo a review process for compliance with project goals, objectives and ethics.**
 - Records of review finding will be kept up to 2025
- **Petty Cash Accounts (Project & TKCB)**
 - Deposits and disbursements records will be kept by the operators of the accounts and all receipts for transactions as well, at the local offices in Kasasa. Those records will be kept up to 2025

The TaSCA Kasasa Community Board (TKCB) Treasurer will be responsible for all TKCB funds and expenditures. Shall keep accurate records of all transactions and make regular financial reports to TKCB and to the PACE TaSCA Project Committee.

The TKCB Chairperson, who serves as the liaison between the **TaSCA Kasasa Community Board** and the PACE TaSCA Committee and works closely with the TaSCA Project Manager, will make regular reports to the PACE Board through the TaSCA Committee of the PACE Board. Reports will consist, but not limited to the following:

- A clear and succinct annual-evaluation of the progress of the project from a communal point of view
- Summary of minutes of TaSCA Kasasa Community Board meetings
- Summary of activities of each of the TKCB Sub-Committees
- Challenges and opportunities for the Kasasa Community through the TaSCA Project
- Urgent matters to be addressed by the TaSCA Committee or PACE Board
- Recommendations for the progress / success / future initiatives of the TaSCA project or any of its respective entities
- Financial Report

The TKCB sub-committees shall be responsible for oversight within their specific area of concern and for reporting the results of this oversight to the Chairperson TKCB and to the Project Manager and the PACE Board TaSCA Project Committee. The Sub-Committees will be responsible for undertaking the review process of Funds Requests submitted to the Project Manager.

- TaSCA Kasasa Community Board Construction Sub-Committee
- TaSCA Kasasa Community Board TaSCA SS Sub-Committee
- TaSCA Kasasa Community Board TaSCA SACCO Sub-Committee
- TaSCA Kasasa Community Board TaSCA ICPA Sub-Committee



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STEP		PROCESS										
1	PLANNING & BUDGETING	PACE Board & PACE TaSCA Project Committee & TaSCA Kasasa Community Board	Project Administration Plan		Project Administration Budget		Writes Grant Proposal to IRI					
			Project Construction Plan		Project Construction Budget							
			TaSCA SS Plan		TaSCA SS Budget							
			TaSC SACCO Plan		TaSC SACCO Budget							
			TaSCA ICPA * Plan	TaSCA ICPA * Budget	PACE Funded Budget							
		PACE Board		Submits TaSCA Project Grant Request to IRI								
2	GRANT	PACE Board	TaSCA Project Grant Request to IRI									
		InteRoots Initiative	Grant Request Review	Rejected		Funds Transferred To PACE Account		Notification of transfer sent to PACE				
				Approved								
		PACE Board	Confirms funds available in PACE Account		Notification of Receipt of funds sent to IRI		Funds transferred (in ugx) to TaSCA Project Account					
3	REQUISITION OF FUNDS	PACE Board	Funds transferred (in ugx) to TaSCA Project Account				Notification of availability of funds made to PACE TaSCA Project Committee					
			Reviews funds requests		Rejected							
					Approved		Authorize release of funds by PACE TaSCA Project Committee					
		PACE TaSCA Project Committee	Reviews funds requests	Rejected								
				Approved	Requests PACE Board to authorize release of funds	Rejected		PACE TaSCA Project Committee		Direct Payment		
						Approved				Authorizes Expenditure		
		Project Manager	Submits funds request to PACE TaSCA Project Committee	PACE TaSCA Project Committee	Rejected							
					Approved	Requests PACE Board to authorize release of funds	Rejected		PACE TaSCA Project Committee		Direct Payment	
							Approved				Authorizes Expenditure	
		TaSCA Kasasa Community Board	Submits funds request to PACE TaSCA Project Committee	PACE TaSCA Project Committee	Rejected							
					Approved	Requests PACE Board to authorize release of funds	Rejected		PACE TaSCA Project Committee		Direct Payment	
							Approved				Authorizes Expenditure	



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STEP		PROCESS							
3	REQUISITION OF FUNDS	General Contractor Submits funds request to TaSCA Project Manager	Project Manager	Reviews	Rejected		Project Manager	Sends funds request to PACE TaSCA Project Committee	
				Sends funds request to TaSCA Kasasa Community Board (TKCB)	Approved				
					TaSCA Kasasa Community Board (TKCB) reviews	Rejected			
						Approved			
		TaSCA SS Administration Submits funds request to TaSCA Project Manager	Project Manager	Reviews	Rejected		Project Manager	Sends funds request to PACE TaSCA Project Committee	
				Sends funds request to TaSCA Kasasa Community Board (TKCB)	Approved				
					TaSCA Kasasa Community Board (TKCB) reviews	Rejected			
						Approved			
		TaSC SACCO Administration Submits funds request to TaSCA Project Manager	Project Manager	Reviews	Rejected		Project Manager	Sends funds request to PACE TaSCA Project Committee	
				Sends funds request to TaSCA Kasasa Community Board (TKCB)	Approved				
					TaSCA Kasasa Community Board (TKCB) reviews	Rejected			
						Approved			
4	RELEASE OF FUNDS	PACE Board		PACE Board authorize release of funds by PACE TaSCA Project Committee					
		PACE TaSCA Project Committee	Receives authorization from PACE Board	Makes Direct Payment					
				Authorizes Expenditure		Project Manager			
				TaSCA Kasasa Community Board					
		Project Manager	Receives authorization from PACE TaSCA Project Committee						
			Releases Funds	Petty Cash	Makes Direct Payment				
				Retains receipt for records					
		TaSCA Kasasa Community Board	Receives authorization from PACE TaSCA Project Committee						
			Releases Funds	Petty Cash	Makes Direct Payment				
				Retains receipt for records					
		Project Consultant		Receives funds from PACE TaSCA Project Committee					
General Contractor	TaSCA SS Administration	TaSC SACCO Administration	Makes request through Project Manager. Receives funds from PACE TaSCA Project Committee	During Construction Planning, Pre-Construction & Construction phases					
				During Set-Up phase and 1 st year of operations.					
				2 nd year of operations release of funds requests go directly from TaSCA SS / TaSC SACCO administrations to Pace TaSCA Project Committee					
5	RECEIPT/S	All funds released from TaSCA Project Account must be documented by receipt.	PACE TaSCA Project Committee		Project Manager		Funds received from PACE TaSCA Project Committee or TaSCA Project Account must be signed for		
					TaSCA Kasasa Community Board				
					Project Consultant		Funds received from TaSCA Project Manager or TaSCA Project Account must be signed for		
					General Contractor				
					TaSCA SS Administration				
					TaSC SACCO Administration				
			Project Manager						
			TaSCA Kasasa Community Board						
			General Contractor						
			TaSCA SS Administration						
			TaSC SACCO Administration						
							All payments made from funds released from TaSCA Project Account must be documented by receipt.		



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6	ACCOUNTABILITY	Grant Requests	Are to be maintained by the PACE Board for 7-years from original project proposal request (i.e May 2025)		
		Budgets	Are to be considered “living documents”. Project budgets will be reviewed at least quarterly	Budget reviews are also conducted quarterly by the TaSCA Kasasa Community Board As per the May 2019 Project Proposal submission	
		Bank Accounts	PACE Board has fiduciary responsibility for the TaSCA Project. A dollar account operated by PACE will receive IRI TaSCA Project Grants	The PACE Board will from time to time transfer money from the dollar account to a dedicated UGX account established for the implementation of the TaSCA Project.	Bank Account records will be kept up to 2025
		Petty Cash Accounts	The PACE Board will from time to time transfer money from the dedicated UGX account established for the implementation of the TaSCA Project.to Petty Cash accounts kept under the authority of the PACE TaSCA Project Committee and operated by the Project Manager and also by the TaSCA Kasasa Community Board	Deposits and disbursements records will be kept by the operators of the accounts and all receipts for transactions as well, at the local offices in Kasasa. Monthly financial reports will be made to the PACE Board and at least two audits per annum.	Monthly reports and audit records will be kept up to 2025
		Income	Any income to the project from any source, project administration, TaSCA Kasasa Community Board and the three institutions will be documented	Regular Monthly reports will be made as well as annual reports	Monthly & Annual reports and audit records will be kept up to 2025
		Expenditures	Any expenditures from the project, project administration, TaSCA Kasasa Community Board and the three institutions will be documented	Regular Monthly reports will be made as well as annual reports	Monthly & Annual reports and audit records will be kept up to 2025
		Fund Requisitions	Fund requisitions will be required in writing with signature/s	Fund requisitions records will be kept up to 2025	
		Fund Requisition Review	All requisition for funds will undergo a review process for compliance with project goals, objectives and ethics. Project Manager TaSCA Kasasa Community Board PACE TaSCA Project Committee PACE Board	- Local source compliance - Specification compliance - At or below market rate compliance - No conflict of interest compliance - In time / on time delivery of goods or services	Records of review finding will be kept up to 2025



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6	ACCOUNTABILITY	Weekly Reports	Project Manager	Review and assessment of overall Project Status	PACE TaSCA Project Committee & Chairperson TaSCA Kasasa Community Board	All regularly scheduled reports: Weekly, Bi-weekly, Monthly, Quarterly & Annual reports As well as all audit records will be kept up to 2025
		Bi-weekly Reports	TaSCA Kasasa Community Board Sub Committees	Review and assessment of Project Status	Issued to: Project Manager & TaSCA Kasasa Community Board	
		Monthly Reports	Project Manager	Review and assessment of overall Project Status	PACE TaSCA Project Committee	
			Project Accountant	Project Financial Report	PACE TaSCA Project Committee	
			TaSCA Kasasa Community Board	review and assessment of overall Project Status	PACE TaSCA Project Committee	
			PACE TaSCA Project Committee	Project Report and Certification of Grant Execution	PACE Board	
		Quarterly Reports	PACE TaSCA Project Committee	Project Report and Certification of Grant Execution	PACE Board	
			PACE Board	Project Report and Certification of Grant Execution	InteRoots Initiative	
		Annual Reports	PACE TaSCA Project Committee	Project Report and Certification of Grant Execution	PACE Board	
			PACE Board	Project Report and Certification of Grant Execution	InteRoots Initiative	