



PACE - TaSCA Project - Kasasa

P.O BOX 22988 KAMPALA – UGANDA, Tel. +256 (0) 414-597887 Mob. +256 (0) 755062431/433465

TaSCA Project Financial Accountability Flow Chart INTEROOTS INITIATIVE GRANT

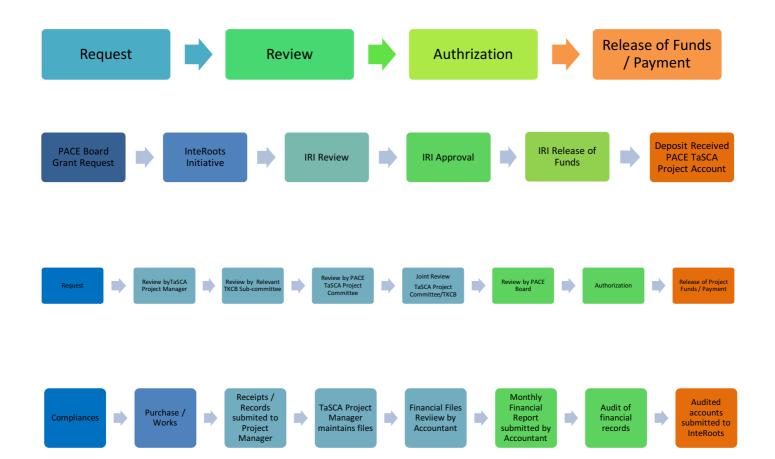


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Review for Local source policy compliance; Specification compliance; At or below market rate compliance; Conflict of Interest Policy compliance; In time / on time delivery of goods or services

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TaSCA Project Financial Accountability Flow Chart Interoots Initiative Grant

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





TaSCA Project Financial Accountability Flow Chart

INTEROOTS INITIATIVE GRANT

STEP		PROCESS													
L	PLANNING & BUDGETING	PACE Board	Project Administration F			ion P	Plan Project Administration Budget			tion	Writes Grant Proposal to I				
		Committee &				n Pla	Plan Project Cons Budget			struction		·			
		TaSCA Kasa	TaSCA SS Plan				TaSCA SS Budge		dget						
		Community	TaSC SACCO Plan TaSCA ICPA* Plan				TaSC SACCO Bu			t					
						Та				PACI	E Fund	ed Budg	get		
		PACE Board									Submit	ts TaSC/	A Project Grai	nt Request to	
	GRANT	PACE Board	d	TaSC	A Proie	ct Gran	t Re	auest t	o IRI						
		InteRoots I			t Reque		eject								
		menood midadve					proved		Funds Transferred To PACE Account		0	Notification of transfer sent to PACE			
		PACE Board	Confirms funds availab			lable	e in		otification of Receipt of ands sent to IRI		Funds transferred (in UGX) to TaSCA Project Account				
	REQUISITION OF FUNDS	PACE Board	transferred (in UGX) to TaSCA Project Account					Notification of availability of funds made to PACE TaSCA Project Committee							
			Review	ws funds requests				Rejected							
											rize release of funds by aSCA Project Committee				
		4 Duningt	David	· 1	D = : = = 4										
		PACE TaSC	Reviews funds Approve					Rejec	ted						
					Boa		·		Appr		PACE TaSCA		Direct		
										Project		ct	Payment		
						rele		ease of funds			Committee		Authorizes		
															Expenditure
		Project	Submits f	unds	PACE	TaSCA	F	Rejecte	d						
		Manager	request t		Proje		A	Approv	ed	Request			cted	1	•
			PACE TaS	CA	Com	mittee				PACE Bo		App	roved	PACE	Direct
			Project							to autho				TaSCA	Payment
			Committe	ee						release (ot			Project Committee	Authorize: Expenditu
	TaSCA Subm											1		Committee	LAPEHUILU
				s PACE TaSCA		F	Rejected								
		Kasasa	funds		Proje		A	Approv	ed	Request	S	Reje	cted		
		Community Board		TaSCA		nmittee				PACE Board		d Approved		PACE	Direct
									to author					TaSCA	Payment
		Projec Comm						release of funds		of			Project Committee	Authorizes Expenditu	





TaSCA Project Financial Accountability Flow Chart INTEROOTS INITIATIVE GRANT

STE	Р	Process									
3	REQUISITION	General	Proj		Reviews		Rejected				
	OF FUNDS	Contractor		nager	Sends funds request to TaSCA Kasasa Communit Board (TKCB)		Approved		Project	Sends funds	
		Submits fun	ds				TaSCA Ka		Rejected Approved	Manager	request to PACE
		request to					Commun	•			TaSCA Project
		TaSCA Proje	ct				Board (TKCB)			Committee	
		Manager					reviews				
		TaSCA SS	Proj	o et	Reviews		Paiastad				
		Administrati Submits func	-	ect iager	Reviews		Rejected Approved	1		Project	Sends funds
					Sends funds			SCA Kasasa Reje		Manager	request to PACE TaSCA Project
			to		request to TaSCA	Δ.	Commun		Approved		
		TaSCA Proje	ct		Kasasa Commu		Board (Th	-	Approved		Committee
		Manager			Board (TKCB)		reviews				
			,				- 1			,	
		TaSC SACCO Administration	, ,		Reviews		Rejected			T	T
				nager			Approved		I	Project	Sends funds
		Submits fun	as		Sends funds		TaSCA Ka		Rejected	Manager	request to PACE
		request to			request to TaSC		Commun				TaSCA Project
		TaSCA Proje	ct		Kasasa Commu	nity	Board (Th	KCB)			Committee
		Manager			Board (TKCB)		reviews				
4	RELEASE OF	PACE Board		PACI	Board authorize	rele	ase of fund	s by P	ACE TaSCA Pro	ject Committe	е
	FUNDS	DACE Tacca Business					Markon Direct Designant				
			PACE TaSCA Project Committee		Receives authorization		Makes Direct Payment Authorizes Expenditure			Project Manager TaSCA Kasasa Community Board	
		Committee		from PACE Board							
				Tuber Rususa Community Bo							sasa community board
		Project Man	ager	Receives authorization from PACE TaSCA Project Committee							
				Releases Funds			Petty Cash			Makes Direc	
										Retains recei	pt for records
		Tacca Kasa		Receives authorization from PACE TaSCA Project Committee							
		TaSCA Kasas		Receives authorization fro Releases Funds			Petty Cash			Makes Direct Payment	
		Community	Doaru								•
										Retains receipt for records	
		Project Cons	sultant	Rece	Receives funds from PACE TaSCA Project Committee						
				1	[M. J						
							uring Construction Planning, Pre- uring Set-Up phase and 1 st year o			-Construction & Construction phases	
		Administration TaSC SACCO		Manager.		Ju	ing set-up	pnase	anu i year (of operations.	
						2 nd	year of ope	eration	ns release of fo	unds requests g	o directly from TaSCA
		1								o Pace TaSCA Project Committee	
					Committee						
5	RECEIPT/S	All funds	PACE TaS	CA Project Committee			Project Manager			Funds received from PACE TaSCA	
		released from TaSCA Project					TaSCA Kasasa Community Board Project Consultant		Project Committee or TaSCA Project Account must be signed for		
									Funds received from TaSCA Project Manager or TaSCA Project Account		
	Account						General Contractor				
		must be				TaSCA SS Administration			must be signed for		
		documented					TaSC SACCO Administration			<u> </u>	
		by receipt.	Project N		lanager			· <u> </u>			
			TaSCA Ka	sasa C	ommunity Board						
			General (General Contractor TaSCA SS Administration TaSC SACCO Administration			All payments made from funds released from TaSCA Project Acco				TaSCA Project Account
							must be documented by receip			ot.	
			TaSC SAC								





TaSCA Project Financial Accountability Flow Chart

INTEROOTS INITIATIVE GRANT

6	Accountability	Grant Requests	Are to be maintained by the PACE Board for 7-2025)	-years from original project prop	oosal request (i.e May		
		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			
		Donk	DACE Board has fiduciant recognishility for	The PACE Board will from	Bank Account records		
		Bank Accounts	PACE Board has fiduciary responsibility for the TaSCA Project. A dollar account operated	time to time transfer money			
		Accounts	by PACE will receive IRI TaSCA Project Grants	from the dollar account to a dedicated UGX account established for the implementation of the TaSCA Project.	will be kept up to 2025		
		Petty Cash	The PACE Board will from time to time	Danasits and dishursaments	Monthly reports and		
		Accounts	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.	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	All requisition for funds will undergo a	- Local source compliance	Records of review		
		Requisition Review	review process for compliance with project goals, objectives and ethics.	- Specification compliance - At or below market rate compliance	finding will be kept up to 2025		
			Project Manager TaSCA Kasasa Community Board PACE TaSCA Project Committee PACE Board	No conflict of interest complianceIn time / on time delivery of goods or services			





TaSCA Project Financial Accountability Flow Chart INTEROOTS INITIATIVE GRANT

6	ACCOUNTABILITY	Weekly	Project Manager	Review and assessment	PACE TaSCA Project	
		Reports		of overall Project Status	Committee & Chairperson	
				-	TaSCA Kasasa Community	
					Board	
			•			
		Bi-weekly	TaSCA Kasasa	Review and assessment	Issued to: Project Manager	
		Reports	Community Board	of Project Status	& TaSCA Kasasa Community	All regularly
			Sub Committees	-	Board	scheduled reports:
						Weekly,
		Monthly	Project Manager	Review and assessment	PACE TaSCA Project	Bi-weekly,
		Reports		of overall Project Status	Committee	Monthly,
			Project Accountant	Project Financial Report	PACE TaSCA Project	Quarterly &
			,	, , , , , , , , , , , , , , , , , , , ,	Committee	Annual reports
			TaSCA Kasasa	review and assessment	PACE TaSCA Project	As well as
			Community Board	of overall Project Status	Committee	all audit records
			PACE TaSCA	Project Report and	PACE Board	will be kept up to
			Project Committee	Certification of Grant		2025
				Execution		
					1	
		Quarterly	PACE TaSCA	Project Report and	PACE Board	
		Reports	Project Committee	Certification of Grant		
				Execution		
			PACE Board	Project Report and	InteRoots Initiative	
				Certification of Grant		
				Execution		
			•			
		Annual	PACE TaSCA	Project Report and	PACE Board	
		Reports	Project Committee	Certification of Grant		
				Execution		
			PACE Board	Project Report and	InteRoots Initiative	
				Certification of Grant		
				Execution		
	1	1	1	EXCOUNT	I	I