



# MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT & STATISTICS

## CHECKLIST FOR RELEASE OF CASH GRANTS/ AD-HOC DONOR FUNDS

MINISTRY: .....

PROGRAMME/PROJECT: .....

DEVELOPMENT PARTNER: .....

SECTION 1 – DONOR PROJECT/PROGRAMME REQUEST DETAILS			
<p><i>(Please tick and fill the relevant spaces. This section is mandatory)</i></p> <p> <input type="checkbox"/> <b>New Project/Programme</b> <input type="checkbox"/> <b>Ongoing/Continuing Project/Programme</b> </p> <p>Start Date of Project: _____ Expected End Date: _____</p> <p>Cabinet Endorsement (if applicable): _____ (provide relevant dates if endorsed)</p> <p>Budget and Aid Coordinating Committee (BACC) Endorsement: _____ (provide relevant dates)</p> <p>Other endorsements, please specify: _____ (provide relevant dates)</p>			
	Particulars	Mandatory Additional Documents	Attachments
01	<b>Covering Memorandum</b>	<input type="checkbox"/> Purpose and details of release request <input type="checkbox"/> Project Details <input type="checkbox"/> Donor Agency and amount received <input type="checkbox"/> Grant Agreement execution date and expiry date <input type="checkbox"/> Outputs/Deliverables of the Programme/Project <input type="checkbox"/> Alignment to Strategic and Corporate Plans <input type="checkbox"/> Memorandum endorsed by Permanent Secretary	
02	<b>Grant Agreements</b>	<input type="checkbox"/> Grant Agreements and Subsequent Extensions <input type="checkbox"/> Memorandum of Agreement/Understanding <input type="checkbox"/> Technical Service Agreement (TSA) <input type="checkbox"/> Agreement of Performance of Work (APW) <input type="checkbox"/> Other <i>(please specify)</i>	
03	<b>Project Reports</b> <i>(must be certified true and endorsed)</i>	<input type="checkbox"/> Acquittal report(s) <input type="checkbox"/> Interim Financial Reports <input type="checkbox"/> Project Progressive Reports/Project Update Reports <input type="checkbox"/> Summary of Expenditure incurred and supporting documentation <input type="checkbox"/> Copies of receipts and Payment Vouchers <input type="checkbox"/> Reconciliation of fund utilisation <i>(for carry over funds)</i> <input type="checkbox"/> Other relevant supporting documents <i>(please specify)</i>	
04	<b>2030 Sustainable Development Goals (SDGs)</b>	<input type="checkbox"/> Which SDG goal/targets are achieved through the Project? <i>(please identify)</i>	

	Particulars	Mandatory Additional Documents	Attachments
05	<b>Climate Change Sector</b>	<input type="checkbox"/> Which Climate Change sectors are achieved through the project? ( <i>please tick</i> )	<input type="checkbox"/> Adaptation <input type="checkbox"/> Mitigation <input type="checkbox"/> Crosscutting (Specify)  
06	<b>Vetting by the Office of the Solicitor General</b>	<input type="checkbox"/> Solicitor-General's comments on the vetting of Grant Agreement or Supplier Contract or Cabinet Paper	
07	<b>Cabinet Decision</b>	<input type="checkbox"/> Details of Cabinet Decision: Summary of Cabinet decision and decision number provided via a memorandum to Permanent Secretary for Finance	
08	<b>Work Plan</b> ( <i>must be certified true and endorsed</i> )	<input type="checkbox"/> Workplan for the activities <input type="checkbox"/> Implementation Timeframe <input type="checkbox"/> Outputs and deliverables to be achieved ( <i>must be aligned to the Grant Agreement</i> )	
09	<b>Budget Breakdown</b> ( <i>must be certified true and endorsed</i> )	<input type="checkbox"/> Cost of programme/project by activities <input type="checkbox"/> Budget vs. Actual details ( <i>for carryover and acquittals report purpose</i> ) <input type="checkbox"/> Tax implications (VEP or VIP) reflected in the breakdown, in accordance to the Grant Agreement <input type="checkbox"/> Government Commitment or item in line Ministry's Budget	
10	<b>SPG Account</b>	<input type="checkbox"/> SPG Account Number (if existing) <input type="checkbox"/> SPG Project Name	
11	<b>Procurement</b> ( <i>Relevant tender board approval and justification for selecting the supplier</i> )	<input type="checkbox"/> Government Tender Board Approval (if applicable) <input type="checkbox"/> Competitive Cost Analysis - Three (3) quotes <input type="checkbox"/> Supplier Contract for Procurement <input type="checkbox"/> ITC Recommendation <input type="checkbox"/> Other documentation ( <i>please specify</i> )	
12	<b>Other Relevant Information</b>	<input type="checkbox"/> Any resource/s outside the line Ministry required <input type="checkbox"/> Any other information	
13	<b>Funds Received Details</b> <ul style="list-style-type: none"> <li>Details of funds received.</li> </ul> <i>(Append Remittance</i>		

	<i>advise)</i> <ul style="list-style-type: none"> <li>Funds received by T/T, Bank Transfer (Provide bank details if other than GCA at RBF)</li> <li>Provide copy of journal voucher for release of carry over funds.</li> </ul>	Bank Name: _____  Account Name: _____  Account Number: _____  Total Funds Received (FJ\$): _____  Total Released till date (FJ\$): _____  Total Fund to be released (FJ\$): _____  Date of Funds Received: _____	
--	---	--	--

SECTION 2 – REFUND OF UNUTILISED FUNDS	
<b>Covering Memorandum from Ministry/Departments</b>	<input type="checkbox"/> Reason for refund or unutilisation of funds <input type="checkbox"/> Donor Agency and amount received <input type="checkbox"/> Grant Agreement execution date and expiry date <input type="checkbox"/> Memorandum endorsed by Permanent Secretary
<b>Grant Agreements</b>	<input type="checkbox"/> Grant Agreement and Subsequent Extensions <input type="checkbox"/> Memorandum of Agreement/Understanding <input type="checkbox"/> Confirmation of Agreement being vetted by Office of the Solicitor General <input type="checkbox"/> Confirmation of Cabinet Endorsement and details of Cabinet decision
<b>Funds Utilised till date (if applicable and utilised)</b>	<input type="checkbox"/> Acquittal's report(s) <input type="checkbox"/> Interim Financial Reports <input type="checkbox"/> Project Progressive Reports/ Project Update Reports <input type="checkbox"/> Summary of Expenditure incurred and supporting details <input type="checkbox"/> Copies of receipts <input type="checkbox"/> Reconciliation of fund utilisation (FMIS and acquittals report)
<b>Payment Details</b> <ul style="list-style-type: none"> <li>Details of funds received. (Append Remittance advise)</li> </ul>	Bank Name: _____  Account Name: _____  Account Number: _____  Total Funds Received (FJ\$): _____

	Total Fund to be Refunded (FJ\$): _____  Total Fund Utilised till Date: _____  Total Fund Unutilised till Date: _____	
<b>Bank Account Details of Development Partner</b>	<input type="checkbox"/> Official letter/correspondence confirming bank details	

### SECTION 3 - RECOMMENDATION

**This request is to be submitted through the Director, Deputy Secretary (DS), or Programme Manager (PM) for recommendation. The checklist must be endorsed by two Senior Management officials.**

**Name:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **Endorsement (Director /Head of Section/ Deputy Secretary / Permanent Secretary)**

The request is in order, and I fully endorse the release of funds from the Ministry of Finance.

**Name:** \_\_\_\_\_

**Position / Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **Fiji Government Central Account Bank Details:**

Beneficiary Bank Account Name: Fiji Government Central Account

Beneficiary Bank Name: Reserve Bank of Fiji

Beneficiary Bank Address: Private Mail Bag, Suva, Fiji (Pratt Street, Suva)

Beneficiary Bank Account Number: 31501

Beneficiary Name: Government of Fiji (Ministry of Finance)

Beneficiary Address: c/- Ministry of Finance, Ro Lalabalavu House, 370 Victoria Parade, Suva.

Swift ID: RBFJFJFJ

Routing ID: None

### **Important information that must be included:**

- a. The cash grant/ad-hoc request must be submitted via an **Official Memorandum** signed by the Permanent Secretary outlining the details of the release. All memorandums to be marked to the Permanent Secretary for Finance.
- b. **Grant Agreements** must be authorised by the recipient Ministry and donor partner and should be valid upon submission. Any amendment, extension or termination of the grant agreement must be communicated to the Ministry of Finance.
- c. **Supplier Contracts** must be endorsed by the recipient Ministry. Approved Government suppliers should be valid upon submission. Any amendment, extension or termination of the supplier contract must be communicated to the Ministry of Finance.
- d. **Procurement procedures and policies** to be comprehensively followed should the funding entail the procuring of goods and services. Ministries to ensure that all procurement follows the most updated and approved procurement regulations and procedures.
- e. **Office of the Solicitor-General** must be consulted for the vetting of the Grant Agreements and Supplier Contracts including addendums to the Agreement. Solicitor General comments to be included in submission.
- f. **Cabinet endorsement/approval** or summary of cabinet decision for the execution of the Grant Agreement to be shared. Under any circumstances, if the decision paper cannot be shared, details pertaining to the Agreements to be provided via official memorandum.
- g. **Work plans and budget estimates** must provide a realistic overview of the activities and outputs to be achieved for current and subsequent periods. Budget estimates and actual utilisation of funds should be in accordance with the grant agreement.
- h. **Remittance advice** to be provided to confirm receipt of ad-hoc donor funds.
- i. **Per-diem and other allowance calculations** need to be facilitated in accordance with relevant circulars and must be verified by the Ministry of Finance – Administration Division.
- j. **2030 Sustainable Development Goals** – Ministry to provide which SDG goal is achieved through the project.
- k. **Climate Change Sector** – Ministry to state which climate change sector best relate to the project. Either adaptation, mitigation or crosscutting sectors (Energy, industry, transportation, agriculture and forestry).
- l. **SPG Account** – Please ensure that the SPG Account Number and/or SPG Project Name are correct.
- m. **Acquittals** must be submitted for ad-hoc funds utilised. Acquittal submissions need to be done at the following intervals:
  - i. End of every financial year (as per Closing of Accounts circulars) and this must also include a copy of the payment vouchers.
  - ii. Any submissions for release of new tranche of ad-hoc funds for on-going projects, made within the financial year, must also include the acquittals for funds utilized so far.
  - iii. Should the project be completed within the financial period, a copy of the acquittals must also be provided.
  - iv. Acquittal reports must be in congruence with the postings in BISAN as per SPG account.
- n. **Budget vs. Actual** report details must be provided, to clearly identify the extent of funding used and balances currently remaining for each activity.
- o. **Release of Carryover funds** between financial periods must provide a reconciliation of tranches of funds received and utilised since inception of the project.
- p. **Project and Financial Progress reports** must also be submitted for our recording and information.