

# HEADQUARTERS EUFOR/NHQ SARAJEVO

## COMMON HQ EUFOR/NHQ SARAJEVO SOP – VH SOP HQ CMDT 3975

### HQ CMDT FUND MANAGER

AUTHORITY: HQ CAMP CMDT  
DRAFTER: HQ CAMP COMMANDANT FUND MANAGER  
LAST UPDATE: 28 JULY 2022

#### REFERENCES:

- A. HQ EUFOR/NATO HQ SA COMMON SOP 3900 – ORGANIZATIONAL CHART HQ CAMP CMDT,
- B. ACE DIRECTIVES 60-01, 60-30, 60-45, 60-70, 60-80, 60-90
- C. HQ EUFOR SOP 6406 – MANAGEMENT OF HQ EUFOR BUDGET
- D. COMMON HQ SOP 6415 – SHARED GOODS AND SERVICES – FINANCIAL CYCLE MANAGEMENT

#### GENERAL

#### 1. PURPOSE

This SOP provides an overview of the mission, functions, responsibilities, and procedures for the HQ Commandant (HQ CAMP CMDT) Fund Manager.

#### 2. MISSION:

Under direct supervision of HQ Camp CMDT (See Reference A) and in close cooperation with the HQ EUFOR J8 and NHQ Sa J8, the HQ Camp CMDT Fund Manager manages the budget for the HQ Camp CMDT under the financial codes VE6 for EUFOR and Q42 for NATO., provides funding strategies, future year budget preparation and liaison with J8 fiscal, J8 Budget and J8 Contracting and Purchasing.

#### 3. STRUCTURE

Two personnel manage the Fund Manager's office:

- a. Fund Manager Local Civilian Hire
- b. Alternate Fund Manager Local Civilian Hire

#### 4. RESPONSABILITIES:

- a. The Fund Manager is primary financial advisor to the HQ CAMP CMDT providing status of funds for all HQ Camp CMDT operations.
- b. The Fund Manager is responsible for preparing and submitting annual budget estimates, budget execution reports on quarterly bases for NATO and MYR's (mid-year reviews- Apr-May) for EUFOR.

- c. Other responsibilities include commitments of funds, monitoring of contracts, reconciliation of commitments, management of advance accounts and liaison with EUFOR/NATO J8's on all financial matters (See Reference B, Reference C and Reference D).
- d. Fund Manager is also responsible for planning, monitoring and execution of NHQ SA Travel Budget for NHQ SA COM's group, HQ Camp CMDT staff and NHQ SA J4 and EUFOR Travel Budget for HQ Camp CMDT staff.
- e. The Fund Manager is responsible for the HQ EUFOR/NHQ Sa funds allocated in the following Chapter/Item/Sub-items ( CISI/Account):

**NHQ Sa:**

|  | <b>NHQ Sa</b>                                |
|---|--|
| 713121  | Clothing                                     |
| 713999  | COVID 19 Supplies                            |
| 721112  | Print and Photo Equipment Copier maintenance |
| 721113  | Print and Photo Lease TACO Advertising       |
| 721114  | Printing and Copying Consumables             |
| 721131  | Office Supplies                              |
| 721132  | Newspapers subscription                      |
| 721133  | Reference Material                           |
| 721311  | Water Supply                                 |
| 721321  | Power Supply                                 |
| 721361  | Waste Collection                             |
| 721412  | Air/Ground Pollution                         |
| 721422  | Pest Control                                 |
| 721551  | Furniture and Equipment                      |
| 721611  | Tree cutting and landscaping                 |
| 721711  | Land Lease                                   |
| 721721  | Installed equipment Maintenance              |
| 721722  | AC unit's replacement                        |
| 721731  | Building Maintenance                         |
| 721732  | Building Consumables – Outdoor Flags         |
| 721734  | Building special Projects                    |
| 721735  | Cleaning Supply                              |
| 721741  | Roads and Pathways Maintenance               |
| 721743  | Snow Removal                                 |
| 722114  | Fuel   |
| 722121  | Engine Oil                                   |
| 722222  | Supplies and Material for Engr.              |
| 722251  | Commercial Maintenance                       |
| 722261  | New engineering equipment                    |
| 722262  | Replacement Engineering Equipment            |

|   |                                |
|---|--------------------------------|
|  | <b>NHQ Sa</b>                  |
| 722511  | Vehicle Lease                  |
| 722521  | Vehicle Miscellaneous          |
| 722522  | Vehicle Spares                 |
| 722551  | Vehicle Commercial Maintenance |
| 722531  | Services posting account       |
| 722621  | ID System Consumables          |
| 722651  | ID System Maintenance          |
| 723101  | Subsistence account - Travel   |
| 723211  | Travel NATO/EU personnel       |
| 723401  | Postal Costs                   |
| 725101  | Miscellaneous Posting account  |
| 735001  | Purchase of Vehicles           |
| 736001  | Machinery                      |
| 737001  | Installed Equipment            |

**(2) HQ EUFOR:**

|  |                                      |
|--|--------------------------------------|
|  | <b>HQ EUFOR</b>                      |
| 713121   | Work Clothing                        |
| 713223   | Protective Clothing                  |
| 721112   | Print and Copying Rent/Lease         |
| 721131   | Office Supplies                      |
| 721141   | Food and Water Inspection            |
| 721311   | Water Supply                         |
| 721321   | Power Supply                         |
| 721361   | Garbage Collection                   |
| 721422   | Pest Control                         |
| 721521   | Supplies for COM's kitchen           |
| 721551   | Furniture and equipment              |
| 721611   | Tree cutting                         |
| 721711   | Land Lease                           |
| 721721   | Installed equipment Maintenance      |
| 721722   | AC unit's replacement                |
| 721731   | Building Maintenance                 |
| 721732   | Building Consumables – Outdoor Flags |
| 721734   | Building special Projects            |
| 721735   | Cleaning Supply                      |
| 721741   | Roads and Pathways Maintenance       |

|  | HQ EUFOR                            |
|---|-------------------------------------|
| 721743  | Snow Removal                        |
| 722114  | Fuel                                |
| 722121  | Engine Oil                          |
| 722222  | Engineering Material                |
| 722251  | Commercial Maintenance              |
| 722261  | New engineering equipment           |
| 722262  | Replacement Engineering Equipment   |
| 722511  | Vehicle Lease                       |
| 722521  | Vehicle Miscellaneous               |
| 722522  | Maintenance Vehicle Spares          |
| 722551  | Commercial Maintenance for Vehicles |
| 722621  | ID System Consumables               |
| 722651  | ID System Maintenance               |
| 723401  | Postal Costs                        |
| 734001  | Mission Equipment New/Replacement   |
| 735001  | Purchase of Vehicles                |
| 736001  | Machinery                           |
| 738001  | Land and Structure - Emergency      |

## 5. PURCHASING PROCEDURES:

- a. Contracted purchases for EUFOR. Customer fills in Non- stocked supplies request form 60-01a (available on L drive-HQ CAMP CMDT/LOGISTICS/FORMS). Request goes to HQ CAMP CMDT Fund Management office after being approved and processed by HQ CAMP CMDT Logistics section. Fund Manager identifies proper account, approves and prepares EUFOR Purchase Request form (see ANNEX A). Upon Fund Managers submission, request is approved by section chief or branch chief, Finance & Accounting Manager and Budget officer. After approval of all authorized personnel, request goes to EUFOR Purchasing & Contracting (TACO).
- b. Contracted purchases for NATO. Customer fills in Non- stocked supplies request form 60-01a (available on L drive-HQ CAMP CMDT/LOGISTICS/FORMS). Request goes to Fund Management office after being approved and processed by HQ CAMP CMDT Logistics section. Fund Manager identifies proper account, approves and prepares NATO Application for Commitment of funds form (see ANNEX B). Upon Fund Managers approval, request is submitted directly to NHQ SA Purchasing & Contracting (RACO).
- c. Direct payments for EUFOR/NATO. This type of purchase is being used for non-contracted services such as Utilities bills, usage of NATO/EUFOR vehicles and all other cost shared services provided – NATO to EUFOR and EUFOR to NATO.
- d. Cash purchases. Fund Manager is responsible for three cash boxes (Advance accounts), two for EUFOR and one for NATO. This is used for procurement of urgent and low valued items. Customer fills in Non-stocked supplies request form 60-01. Request goes to Fund Management office once approved and processed by HQ CAMP CMDT Logistics section. Fund Manager approves, identifies proper account, and issues the money.

**6. FUNDS COLLECTION PROCEDURES:**

- a. The Fund Manager is involved in collection of funds from third parties for service/goods provided by HQ EUFOR/NHQ SA sections. Upon receipt of invoices from HQ EUFOR/NHQ SA sections, Fund manager reviews, identifies proper revenue accounts, prepares request for funds collection and submits it to EUFOR Finance/NHQ SA J8 Fiscal Office.



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**ANNEXES:**

- A. EUFOR REQUEST FOR RESERVATION OF FUNDS PURCHASE REQUEST
- B. NATO HQ APPLICATION FOR COMMITMENT OF FUNDS

