



Prepare the Financial Situation Report

TASK

1. FOLLOW UP ON:

- | | |
|---|---|
| <input type="checkbox"/> Travel claims | <input type="checkbox"/> Outstanding invoices |
| <input type="checkbox"/> Journal vouchers | |

2. CLOSE:

- ☐ Commitments

3. RECONCILE:

- ☐ Acquisition card statement against Commitments

4. UPDATE:

- ☐ Salary Forecast

5. IDENTIFY:

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Shortfalls | <input type="checkbox"/> Pressures |
| <input type="checkbox"/> Surplus | <input type="checkbox"/> Carry forward amounts |
| <input type="checkbox"/> Risks | |

6. FOLLOW PROCEDURES TO:

- ☐ Seek approval for additional resources
- ☐ Transfer funds between O&M and Salary

7. EXPLAIN VARIANCES:

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Salary budget | <input type="checkbox"/> O&M budget |
|--|-------------------------------------|

8. EXPLAIN DELAYS:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Procurement | <input type="checkbox"/> Staffing |
| <input type="checkbox"/> Changes in work | |