

Adam Smith International

Project – Contract-Specific Finance SOP

Contract: aaaaa abcproject · **Donor:** Donor · **Country:** no

1. Overview & Roles

Project: aaaaa abcproject (aaaaa abcproject) – Donor: – Country: no
PD: Layth Bunni · FM: · Delegates:

2. Systems & Structure

System: existing branch · Dimensions: GBP and PKR · CoA adds: Yes · Period control:

3. Banking & Cash

Accounts: · Signatories: · EFT threshold:
Cheque exceptions: · Petty cash: Float , Per-tx cap , Top-up at
Recons:

4. Expenses & Advances

Pre-approvals: · Allowable/Disallowable: · Docs: · SLA:

5. Procurement & VfM

Threshold map: · Evaluation panel: · Screening: · File: · Annual review:

6. Budgeting & Forecasting

Baseline owner: · Reforecast cadence: · Cash forecast:

7. Donor Reporting

Formats/frequency: · Mapping: · Reconciliation & sign-off:

8. Month-End & HO Reporting

Deadlines: · Pack: · Sign-offs:

9. Assets

Register owner: · Tagging & verification: · Disposals:

10. Tax & Compliance

Taxes: · Exemptions: · Adviser: · Calendar:

11. Audit & Assurance

External audit: · Internal/mini-audits: · Evidence:

12. Records & Retention

Storage: · Retention: · Access:
