

DANIDA DIRECT FUNDING

BUDGET RELEASE REQUEST FORM

GUIDE ON HOW TO COMPLETE THE BUDGET RELEASE REQUEST FORM

- a) The Budget Release Request Form is to be completed by the Responsible Officer officially designated as Responsible Officer by the appropriate MOES agency
- b) The duly filled-in Budget Release Request Form has to be submitted to the ESAT office for processing. Keep a copy for your own reference.
- 1. Activity Area:** Write the title of the Activity Area as it is phrased in the Approved Annual Work Plan & Budget
 - 2. Date of Steering Committee Approval:** Write the date on which the Steering Committee approved this Activity Area. To make it easier for the FACS/ESAT office to cross-check, you can even make a reference to the relevant pages of the approved Annual Work Plan & Budget.
 - 3. Activity Area Code:** Write the three digit code used in the Annual Work Plan & Budget for this concerned Activity Area. It is important to write the correct code to ensure that it will be recognised in the accounting system and no delays will be experienced
 - 4. Implementing Agency:** Write the name of the agency responsible for implementing this Activity Area. This will normally be the same agency as the one proposing the Activity Area in the first place; but may differ if roles and responsibilities have changed.
 - 5. Responsible Officer:** write the name and designation of the Officer who has been designated as responsible for overseeing the implementation of this Activity Area. Be aware that the name of the Responsible Officer has to tally with the information submitted to the FACS and ESAT Office.
 - 6. Approved Budget (NRS):** Write the amount that was approved by the Steering Committee for implementation in the current fiscal year. You can refer to the relevant pages of the approved Annual Work Plan & Budget. Note that the amount you write should be the approved amount for the current fiscal year, and not the tentatively approved budget for future years
 - 7. Funds Released to Date:** Write the sum of all earlier releases made against the approved budget for this Activity Area within the current fiscal year. Earlier releases include all payments and releases made under this Activity Area against the approved budget on the request of the Responsible Officer, including other parties that the Implementing agency.
 - 8. Amount Accounted for through submission of Expenditure Reports (NRS):** Write the sum of all earlier submitted Expenditure Reports within the current fiscal year. Note that Expenditure Reports should cover all payments made against the approved budget.
 - 9. Funds Available for this Request (NRS):** If you are using the electronic version of this Form, this figure will be generated automatically based on the figures entered by you in the fields above. If you are using a paper-based version or the formulas have been tampered with, you should write the sum of field 6 minus field 7 in the square to the right. The sum will indicate whether the balance available is enough to meet the requested amount.
 - 10. Amount Requested with submission of this form (NRS):** Write the amount that is requested released for implementation of the activities described in your plan of implementation. If in doubt on how you arrive to this figure, you can use Annex 1 to generate an output-based budget breakdown for the requested amount. Note that in order for ESAT to release funds there has to be an output-based budget breakdown for the requested amount. Annex 1 to the Budget Release Request Form is intended as a helping tool to the Responsible Officers in preparing an output-based budget breakdown for the requested amount.
 - 11. Bank Name & Address (Payee):** Write the name and address of the bank in which the Implementing Agency already has or will open an account to be used for Direct Funding. You are advised to consult with your finance colleagues prior to completing this and the next field
 - 12. Bank Account Number:** Write the account number to be used by the ESAT Office for transferring budget releases. You are advised to complete this field in consultation with relevant finance officials in your agency. In cases of payment requests where ESAT is asked to release funds to other parties (for example a supplier) than the Implementing Agency, supporting documentation (for example comparative analysis of quotations and invoice) will be required.
 - 13. Is there an output-based budget breakdown for the requested amount?** This field serves as a reminder to you that you need to prepare and submit an output-based budget breakdown for the requested amount. This is a precondition for the ESAT Office to complete the release of budget. The use of Direct Funding follows the Danida Guidelines for Programme Accounting. Fortunately the requirements are not that difficult to meet. The basic principle is that all expenditures are incurred to carryout one or more activities which, when completed, should result in the delivery of one or more specific outputs. Activities that do not lead to one or more outputs cannot be sponsored. Hence, in order for the ESAT Office to release a budget, they will need to ensure that it is clear how the released budget will be used for carrying out activities that will lead to the delivery of one or more specific outputs. Annex 1 to the Budget Release Request Form is meant as a help for you in preparing an output-based budget breakdown for the requested amount
 - 14. Is this request submitted with a schedule of implementation?** This field serves as a reminder to you that you need to prepare and submit an Implementation Schedule with your Budget Release Request. The Implementation Schedule shows in a logical way how you intend to use the approved budget for the current fiscal year by showing the sequencing, timing and cost of the activities that you plan to carry out.
 - 15. Signature of Responsible Officer:** You being the Responsible Officer filling-in this Budget Release Request needs to verify that the information provided to the best of your knowledge is correct. You do this by signing the request.