



TASKS FOR TRANSITIONING A COUNTRY OFFICE ARCHIS: FINANCE

FINANCE SET UP

- ❖ Adapt GOM 2 – Fiscal Operations Policy
- ❖ Adapt GRef 2.3 – Country Office Fiscal Desk Reference
- ❖ Write SOPs and adapt all forms

FINANCE ORGANIZATION MODEL

- ❖ Determine fiscal operations model
- ❖ Adapt the following SOPs and related forms
 - GSOP 2.4a QB Admin Passwords and Access
 - GSOP 2.5c – Internal Controls
- Determine Finance Team structure if performing finance tasks in-house**
- Contract with accounting firm for assistance with fiscal set-up, determining an indirect cost rate, performing daily accounting tasks, period end closing and financial reporting**
- Finalize finance reporting period – annual year or fiscal year**
- Contract with external audit firm to perform the annual audit**
- Register with Country tax authorities**
- Purchase and implement financial accounting software**

FUNDING

- ❖ Adapt the following SOPs and related forms
 - GSOP 2.8a – Local Checking Account
 - GSOP 2.8b – Closing a Country Office Checking Account
 - GSOP 2.13 – Imprest Petty Cash & Emergency Cash Management
- Open a country IP bank account with appropriate signatories and authorizations**
- Set up petty cash account, if needed
- Identify revenue streams**
- Create operating budgets based on funding sources and IP expenses
- Assure reporting structure sufficient to complete required financial reports (such as the FFR).
- Establish structure and processes for billing a client or sponsor (such as through the USG Payment Management System).
- Establish coding (such as ADC) system for managing multiple funding streams.

FINANCE OPERATIONS

- ❖ Adapt the following SOPs and related forms
 - GSOP 2.4b – Journal Entries
 - GSOP 2.6d – Fiscal Record Keeping
 - GSOP 2.8c – Working with a Fiscal Vendor
 - GSOP 2.10 – Management Reporting Regional Office Advances
 - GSOP 2.11 – Travel & Field Work Per Diem Advance Management
 - GSOP 2.14 - Payroll and Liability Management
 - GSOP 2.15 - ProCard Review and Reconciliation
 - GSOP 2.16a – Inventory Management
 - GSOP 2.17b – Monthly Close Procedure
 - GSOP 2.18 – VAT Records Recoupment
 - GSOP 2.19 - FTE Allocation Review Process
 - GSOP 2.20 – ADC Guidelines
- For in-house accounting, establish internal controls by ensuring separation of duties between staff**
- Set up financial record accounting system in selected financial accounting software to include fiscal period, chart of accounts, vendors, general ledger formatting, reports, accounts payable, accounts receivable, prepaid accounts, travel and per diem advances and inventory management**
- Implement fundamental finance tasks such as posting transactions, paying vendors, invoicing, accounts review/reconciliation, depositing funds, allocating indirect costs among awards, closing fiscal periods and generating monthly and annual financial reports**
- Ensure proper controls through the separation of duties for creating adjusting journal entries (JV) as needed for re-budgeting, accruals, etc.**
- Establish budget and/or award close procedures ensuring all expenses are realized in the budget period; including expenses from subcontractors. It is imperative that applicable expenses are posted to the proper periods and reported on the final financial report to the sponsor**
- Contract with payroll vendor to include calculation and payment of payroll taxes**
- Prepare and submit tax reports/returns, i.e. payroll taxes and value added tax (VAT) as required**

RECORDS REVIEW & RETENTION

- ❖ Adapt the following SOPs and related forms
 - GRef 2.4 – Process and Guidelines for External Audits
 - GSOP 2.5b – External Audit
- Purchase fireproof safe for all official documents, check stock for bank account, personnel records, etc.**
- Purchase separate locking safe for petty cash**
- Adopt country records retention policy**
- Maintain records in locking, fireproof cabinets and/or secure file room**

RESOURCES

- Generally Accepted Accounting Principles (GAAP)
<https://www.investopedia.com/terms/g/gaap.asp>
- International Financial Reporting Standards (IFRS)
<https://www.ifrs.org/issued-standards/list-of-standards/>
- Code of Federal Regulations – Title 2, Part 200 (2 CFR 200) Uniform Administrative Requirements, Cost Principles and Audit Requirements for **ALL FEDERAL AWARDS**
<https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf>
- Code of Federal Regulations – Title 45, Part 75 (45 CFR 75) Uniform Administrative Requirements, Cost Principles and Audit Requirements for **HSS AWARDS**
- UW International Projects Start-up Guide
https://finance.uw.edu/globalsupport/sites/default/files/IPAG%204.14_0.pdf