



TASKS FOR TRANSITIONING A COUNTRY OFFICE ARCHIS: BUDGET MANAGEMENT

- ❖ **Adapt GOM 17 – Budget Management**
- ❖ **Write SOPs**

- Choose and implement budget management systems/templates/process (Excel, HA, something else)**
- Determine ARCHI for budget management tasks. NOTE: A big decision point will be sorting responsibilities between Finance and Program staff
- Determine standard reports to be used for budget management. For example, budgets vs actuals or budgets vs forecasts.
- Determine reporting dimensions that will be used, such as project codes, location, facility, for budgeting and managing.
- Develop/adapt budget management training for responsible staff.

RESOURCES

- I-TECH Budget Management Training – Slides and Exercises
- I-TECH Budget Template and Instructions Domestic Subs
- Sample I-TECH Budget Management Reports