

Detailed Workplan for Finance and Administration: To ensure that resources are used efficiently and effectively to deliver on Policy Forum objectives and achieve value for money at all times.

Objectives	Activities	Indicators	Means of verification	Assumptions	Budget (See Policy Forum Budget 2007 for breakdown)	Linkages	Timeframe
5.2 Building and grounds. To ensure that building is developed/renovated maintained and secure at all times		List of tasks	Physical observation Photographs Maintenance Beautiful garden	Major renovation completed timely		Major renovation affect all staff and visitors	Q.1 – Q. 4
5.2.1	Repairs are done on a timely basis	Repair forms and register developed and in use	Physical observation Maintenance file			Staff; contractors	Q.1 – Q. 4
5.2.2	Office cleaned daily	List of tasks	Physical observations			Watchmen	Q.1 – Q. 4
5.2.4	Security well organized and implemented	List of tasks	Security report			Security government measures	Q.1 – Q. 4
5.2.5	Any major repairs and renovations followed up with landlord and completed according to agreed plan	All elements of plan completed	Physical observation and photos Completion report	The contractor will finish timely		Will affect units	Q.1

Objectives	Activities	Indicators	Means of verification	Assumptions	Budget (See Policy Forum Budget 2007 for breakdown)	Linkages	Timeframe
5.3 To ensure that office equipment is well maintained and that repairs are done within agreed deadlines.		List of tasks	Repair register and forms				Q.1 – Q. 4
5.3.1 To ensure that office utilities are used efficiently and that value for money is ensured at all times.		Logbook reports on use and trends		Dawasa, Tanesco, TTCL provide utilities.			Q.1 – Q. 4
5.3.2 Utility bills are verified and paid within 2 weeks of receipt, unless there are queries -queries must be communicated to the relevant authority within 3 working days of identification	Telephone, water, electricity bills are analysed and forwarded to Finance for payment	Reports on costs and trends List of tasks					Q.1 – Q. 4
5.3.3 To ensure that IT is secure and well maintained		List of tasks	Failure report forms	Consultant is available			Q.1 – Q. 4
	Set up and networking in all office PCs in place - Troubleshooting taken care of immediately	List of tasks	Repairs register and form				Q.1 – Q. 4

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	Antivirus always updated -Personal data protected	List of tasks	Network structure and Antivirus status				Q.1 – Q. 4
5.3.4 To ensure that bicycle is used efficiently and well maintained		List of tasks	Physical observation bicycle maintenance logbooks				Q.1 – Q. 4
	Service, repair and maintenance are done as required	List of tasks	Vehicle maintenance logbooks				Q.1 – Q. 4
5.3.5 To ensure that procurement is done efficiently, on a timely basis and that value for money is ensured at all times.		Quotation forms	Invoices Assets register				Q.1 – Q. 4
5.3.6 To ensure that the office and staff have up-to-date, appropriate and efficient insurance coverage		Staff insurance updates Assets insured	Physical observation: Files (insurance contracts)				Q.1 – Q. 4
5.3.7 To develop written, clear and user friendly administrative policies and procedures		Approved core of administrative policies	Administrative policies and procedures Manual			Staff, Steering Committee, All Policy Forum staff	Q.1 – Q.2

Objectives	Activities	Indicators	Means of verification	Assumptions	Budget (See Policy Forum Budget 2007 for breakdown)	Linkages	Timeframe
5.3.8 To ensure a systematic and complete record of all documents	All files are kept up-to date and documents are easily found at all times.	Mailing logbook Documents filed weekly	Files				Q.1 – Q. 4
5.3.9 To ensure systematic management all of personnel documents	Files are complete and up-to-date. Confidential personnel documents are securely maintained in a locked filing cabinet	List of tasks	Personal files				Q.1 – Q. 4

Objectives	Activities	Indicators	Means of verification	Assumptions	Budget (See Policy Forum Budget 2007 for breakdown)	Linkages	Timeframe
5.3.10. Financial policy and procedures developed		Approved financial regulation in place	Financial Manual			Staff, Steering Committee, All Policy Forum staff	Q.1 – Q.2
	Electronic bookkeeping regularly done	Monthly statements	Pastel print out	Accounting software is identified, procured and is fully functional			Q.1. – Q. 4
5.3.11 Payments							

	Telephone and photocopiers bills paid; logbooks analyzed; private calls and photocopies invoiced; status and trend commented	See list of monthly tasks	Cheque list Invoice register Logbooks Telephone and photocopies reports			TTCL, Vodacom, Staff, CF	Q.1. – Q. 4
	Mailing costs paid: status and trends reported	See list of monthly tasks	Mailing Logbook Petty cash summary				Q.1. – Q. 4
	Bicycle maintenance and repair paid, costs analyses and trends done	See list of monthly tasks	Invoice register Maintenance logbook and trend reports report			Drivers, Staff	Q.1. – Q. 4
	Electricity, water, Internet paid	See list of monthly tasks	Cheque list			TANESCO, DAWASA	Q.1. – Q. 4
	All Payments recorded, analyzed and commented	See list of monthly tasks	File				
5.3.12 Payroll, PPF, PAYE							
	Salaries, PPF, AAR, PAYE and Development levy paid; Refunds for staff loans withheld	See list of monthly tasks	Salary slips, Files			Staff, AAR, PPF, TRA	Q.1. – Q. 4
5.3.13 Income							
	Cash payments for private use of PF utilities received, recorded and checked	See list of monthly tasks				Staff	Q.1. – Q. 4
	IMPREST retirements	See list of monthly tasks				Staff	Q.1. – Q. 4

	received on a monthly basis						
	Follow up and acknowledgment of donors disbursement done	See list of monthly tasks				Donors, Bank	Q.1. – Q. 4
	All incomes recorded, analyzed and commented on	See list of monthly tasks					

6.6	Bank reconciliation done	See list of monthly tasks				Banks	Q.1. – Q.4
6.7	Expenditure vs budget compiled	See list of monthly tasks					Q.1. – Q.4
6.8 Store							
6.8.1	Store ledger updated and checked	See list of monthly tasks					Q.1. – Q.4
6.8.2	Asset register updated	See list of monthly tasks					Q.1. – Q.4
6.9	External Audit 2006 accounts audited by professional auditors	Audit report and sign off (available by End of February 2007 for year 2006)	File	Accounts 2006 closed and internally audited By end of January 2007 External auditors hired by mid February 2007		Grant Thornton	Q.1.