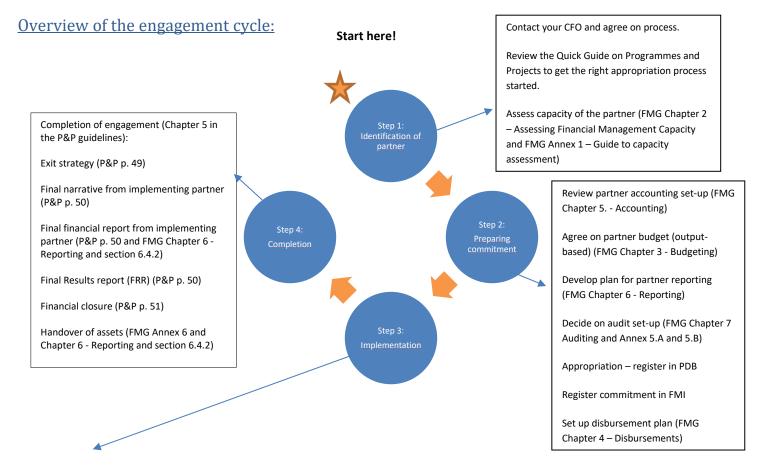
## Quick guide to Financial Management of an engagement

The Desk Officer is solely responsible for the management of the engagement during the Preparation – Implementation – Completion. This quick guide seeks to give an overview of the cycle with references to the relevant sections of the Financial Management Guideline (FMG) and indicates the systems to be used. The format is similar to that found in the Guideline for Programmes and Projects (P&P) including the graphical presentation of the cycle.

The overview of the programme cycle and the approval process below make direct references to the FMG and P&P guidelines (chapter and page references), annexes and/or tools and templates, where information can be found on the given subject. The references can also be found on the main AMG site, in the right side column <u>here</u>.



## Specification of the responsibilities during implementation:

Initial Disbursement	Monitor budget	Progress reporting	Audit report	New Disbursement
Required documents	Required documents	Required documents	Required documents	Required documents
Ensure that the grant and commitment are approved Ensure that you have inserted budget figures in FMI Satisfactory partner capacity assessment Approved work plan and budget Disbursement request (FMG Chapter 4 – Disbursement and Annex 3)	Budget monitoring reports (FMG Chapter 3 – Budgeting)	Work plans and progress reports Dialogue meetings (P&P Chapter 4 – Implementation and FMG Chapter 6 - Reporting)	Audited Annual Financial Statements (FMG Chapter 6 - Reporting and Chapter 7 – Auditing and Annex 5.A and 5.B)	Ensure that the grant and commitment are approved Ensure that budget figures are inserted in FMI Satisfactory technical and financial reporting Approved work plan and budget Satisfactory use of prior transfers Disbursement request (FMG Chapter 4 Disbursements and Annex 3)