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4.3.1	Fund Request by Partners	Updated: 27.03.2006

Fund request by partners

SCNN releases fund to partners after PD approves the fund request received from partners in the prescribed form (See Appendix) Partners should request release of fund by furnishing all the information given in the form. When it comes to the expenses, the data must be based on the books and statement of accounts sent, not from any other source.

SCNN will not release the fund if any of the following conditions is not fulfilled by partners.

- Registration/ Renewal of the organization with CDO's office
- Affiliation with SWC
- PAN No
- Income Tax Clearance Certificate
- Approval of plan and budget from SWC
- Annual Audit and Management Report (deadline: Feb end)
- Interim Audit Report and Management Letter (deadline: July end)

Even when all the above conditions are fulfilled by partners, Finance Department will not release the fund if the Project Summary & Approval has not been approved by the Country Representative since Oslo's mandate is to release the fund only after approval of the Project Summary & Approval. As such, Thematic Managers should ensure that the Project Summary & Approval is approved and agreement signed as soon as Oslo informs SCNN about the approval of the budget. Project Summary & Approval could be made for up to four years whereas the Agreement of Cooperation with partners, a testimony of SCNN's trust and willingness to work with, should be made only for one year since it would imprudent to commit funds before hand for the future that is uncertain.