

PN-ABL-466

77556

**Agency for International Development
LAC Regional Financial Management
Improvement Project (LAC/RFMIP)**

**Financial Management Database Users Guide
May 1992**

**Contract No.: LAC-0658-C-00-9021-00
Project No.: 598-0658**

FINANCIAL MANAGEMENT ACTIVITIES DATABASE

USER GUIDE

TABLE OF CONTENTS

	<u>PAGE</u>
1. SYSTEM OVERVIEW	
1.1 BACKGROUND	1
1.2 SYSTEM COMPONENTS	1
1.2.1 TABLES	1
1.2.2 QUERIES	1
1.2.3 FORMS	2
1.2.4 REPORTS	2
2. USER GUIDE	
2.1 OPERATING PROCEDURE	3
2.2 DATA ENTRY	3
2.2.1 GENERAL PROJECT DESCRIPTION DATA ENTRY	3
2.2.2 ENTITY AND DONOR AGENCY INFORMATION DATA ENTRY	4
2.3 REPORTS	4
2.4 BACKUP PROCEDURE	5

APPENDICES

- I. DATABASE TABLES**
- II. SCREEN LAYOUTS**
- III. REPORT LAYOUTS**
- IV. DATA COLLECTION FORM**

CHAPTER 1.

SYSTEM OVERVIEW

1.1 BACKGROUND

The Financial Management Activities Database has been developed by the Audit And Management Consultancy SPU of PW. The application captures various data related to the Regional Financial Management Improvement Programs of the World Bank, AID, IDB, UNDP, OAS etc. and generates reports in different formats.

The application is developed using the Menu System of dBASE IV software. The application developed under the Menu System can be run by selecting appropriate options or entering the required parameters.

The following paragraphs of this document describe various components of the Financial Management Activities Database system. Operating procedures of the forms and reports of the system are documented in the next chapter.

1.2 SYSTEM COMPONENTS

Various components of the dBASE IV Menu System which are used in the development of the Financial Management Activities Database are the following:

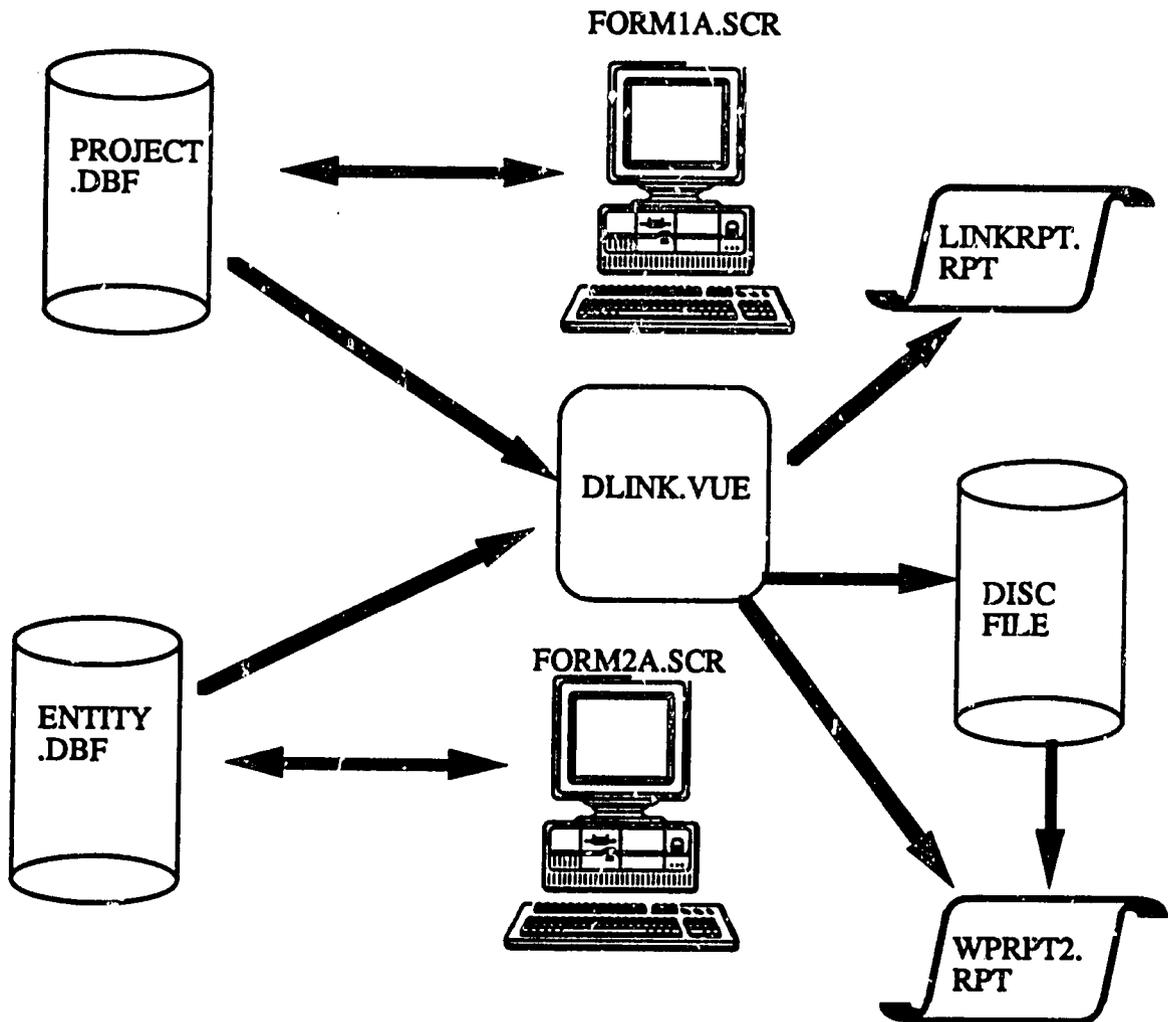
- 1) Tables
- 2) Queries
- 3) Forms
- 4) Reports

1.2.1 Tables : The Financial Management Activities Database contains two tables - PROJECT.DBF and ENTITY.DBF. Both the tables contain information regarding projects under the Regional Financial Management Improvement Program. Relation between the two tables is established by a common field "CODE". Layout of both the tables are attached in Appendix I.

1.2.2 Queries : Queries are used to create different views of a database. The Financial Management Activities Database contains only one view namely DLINK.VUE. DLINK.VUE contains all the fields of the two tables PROJECT.DBF and ENTITY.DBF linked by a common field "CODE". Various filter conditions or selection criteria can be specified in the query to select only the desired records from the database.

1.2.3 Forms : A form is a screen template through which data in the tables can be

OBJECTS OF THE FINANCIAL MANAGEMENT ACTIVITY DATABASE



entered, modified, viewed or deleted. The Financial Management Activities Application uses two forms - FORM1A.SCR and FORM2A.SCR for update of the tables PROJECT.DBF and ENTITY.DBF respectively.

1.2.4 Reports : The dBASE IV Report Generator generates formatted reports from the database tables or views. Layouts of the report definition forms are attached in Appendix III. Reports can be directed either to a printer, a disc file or the screen. The Financial Management Activities Application generates two reports from the view DLINK.VUE. LINKRPT.RPT generates a checklist of data entered and WPRPT2.RPT generates a formatted report on a disc file, which is printed later by Word Perfect software.

CHAPTER 2.

USER GUIDE

2.1 OPERATING PROCEDURES

The following paragraphs describe the data entry and report generation procedures of the Financial Management Activities Database:

2.2 DATA ENTRY

Data is entered into the system from manually prepared Financial Management (FM) Activities Database forms. A copy of the data collection form is attached in Appendix IV. PROJECT.DBF table contains the information regarding General Project Description. This table is updated using the screen form FORM1A.SCR. ENTITY.DBF table contains data regarding Entity and Donor Agency Information and it is updated using the screen form FORM2A.SCR. Before data entry starts, a unique code number is assigned to each input document by the Database Manager. This code number is used as a key or unique identifier of the records in the database.

2.2.1 General Project Description Data Entry: The layout of the screen form used to enter General Project description Data (FORM1A) is attached in Appendix II. Procedures to be followed for data entry, modification and deletion are described below:

- a) Switch on the system and enter LAC and <CR> from the root directory. This command will invoke a batch file to enter the dBASE Menu System.
- b) Move the highlighted bar on the member FORM1A of the "Forms" column and select the form by pressing <CR>.
- c) At this point the system may prompt the user to select the database table. Select PROJECT table by moving the highlighted bar and pressing <CR>.
- d) The screen form FORM1A appears on the screen and displays data related to the first record in the table. Use <PgUp> and <PgDn> keys to change screens and records.
- e) For adding a new record press F10 function key, move the highlighted bar on the "Add new records" option under "Records" menu and press <CR>.
- f) The empty template appears on the screen. Fill in the Code Number and other data and press CTRL-End to add record. To edit a memo field place the cursor on the first character of the

memo field press CTRL-Home. After editing the memo field and press CTRL-End to return to the screen.

- g) To modify a record press F10 function key, move the highlighted bar to "Go To" option and search the record using code number as the record number. Modify the record as necessary and press CTRL-End to save the changes.
- h) Physical deletion of records is not contemplated in the system. To delete a record locate the record by using the search procedure described in the previous step. Press F10 function key and remove all the data from the record by using "Blank record" option under the "Records" menu. Fill in the old Code Number and save the record by pressing CTRL-End.

2.2.2 Entity and Donor Agency Information Data Entry: The form used to enter Entity and Donor Agency Information (FORM2A) is attached in Appendix II. Procedures to be followed for data entry, modification and deletion are exactly the same as described for FORM1A. Use the same code number as entered in FORM1A for the Entity and Donor Agency Information.

2.3 REPORTS

The system generates two reports namely Data Entry Check List (LINKRPT.RPT) and Project Abstract (WPRPT2.RPT). Both the reports are generated out of the database view DLINK.VUE. Before any report is generated, new selection criteria can be incorporated into the query DLINK.VUE. The following steps should be followed for generation of any report:

- a) Select the view DLINK under the "Queries" option by moving the highlighted bar and enter selection criteria of the report.
- b) Select the report to be generated (i.e. LINKRPT or WPRPT2) by moving the highlighted bar under the "Reports" column. To view the report on the screen select "Display data" option. To print the report select "Print report" option.
- c) For the Project Abstract report (WPRPT2) change the destination to an output disc file by selecting "Destination" option and pressing <SPACE> bar on top of the "Printer" option. The user can enter an output file name of his choice or leave it as the default name.
- d) Run the report by selecting "Begin printing" option. If the report generated is

the Project Abstract Report, the output disc file can be reformatted and printed by using Word Perfect software.

2.4 BACKUP PROCEDURE

Backup of all the data files should be taken after every change made to the database. Exit from dBASE IV Menu System and put a diskette in drive A. Enter "BACKUP" and press <CR> from the root directory. This process will backup all the necessary data files.

APPENDIX I

DATABASE TABLES

Structure for database: C:\LACDATA\ENTITY.DBF

Number of data records: 108

Date of last update : 06/21/91

Field	Field Name	Type	Width	Dec	Index
1	CODE	Numeric	5		Y
2	BENINSTIT1	Character	150		N
3	BENINSTIT2	Character	150		N
4	BENINSTIT3	Character	150		N
5	BENINSTIT4	Character	150		N
6	BENINSTIT5	Character	150		N
7	TYPE_INST	Character	30		Y
8	EXECAGENT1	Character	150		N
9	EXECAGENT2	Character	150		N
10	EXECAGENT3	Character	150		N
11	EXECAGENT4	Character	150		N
12	EXECAGENT5	Character	150		N
13	DNR_AGENTA	Character	30		Y
14	DNR_AGENTB	Character	30		Y
15	DNR_AGENTC	Character	30		Y
16	DNR_AGENTD	Character	30		Y
17	DNR_TOTAL	Numeric	15		N
18	EXPEND_A	Numeric	15		N
19	EXPEND_B	Numeric	15		N
20	EXPEND_C	Numeric	15		N
21	EXPEND_D	Numeric	15		N
22	EXPEND_TOT	Numeric	15		N
23	DNRCBA_USD	Numeric	15		N
24	DNRCBB_USD	Numeric	15		N
25	DNRCBC_USD	Numeric	15		N
26	DNRCBD_USD	Numeric	15		N
27	ACTG_AUT	Numeric	15		N
28	AUDIT_AUT	Numeric	15		N
29	BUDGT_AUT	Numeric	15		N
30	OTHER_AUT	Numeric	15		N
31	FMAMT_USD	Numeric	15		N
32	ACTG_ACT	Numeric	15		N
33	AUDIT_ACT	Numeric	15		N
34	BUDGT_ACT	Numeric	15		N
35	OTHER_ACT	Numeric	15		N
36	FMAMT_ACT	Numeric	15		N
37	CTRPTA	Character	30		Y
38	CTRPTB	Character	30		Y
39	CTRPTA_USD	Numeric	15		N
40	CTRPTB_USD	Numeric	15		N
41	CTRPTA_ACT	Numeric	15		N
42	CTRPTB_ACT	Numeric	15		N
43	LAST_NAME	Character	50		Y
44	FIRST_NAME	Character	20		N
45	TITLE	Character	50		N
46	PHONE	Character	20		N
47	FAX	Character	20		N
48	TELEX	Character	20		N
49	ADDRESS_1	Character	50		N
50	ADDRESS_2	Character	50		N
51	ADDRESS_3	Character	50		N
52	ADDRESS_4	Character	50		N
53	CONTRACTR1	Character	50		Y
54	CONTRACTR2	Character	50		N
**	Total **		2556		

1

Structure for database: C:\LACDATA\PROJECT.DBF

Number of data records: 108

Date of last update : 06/21/91

Field	Field Name	Type	Width	Dec	Index
1	CODE	Numeric	5		Y
2	PROJ_TITLE	Character	150		N
3	DONOR_CODE	Character	20		Y
4	COUNTRY1	Character	25		Y
5	COUNTRY2	Character	25		Y
6	COUNTRY3	Character	25		Y
7	COUNTRY4	Character	25		Y
8	SUBREGION	Character	20		Y
9	OBJECTIVES	Memo	10		N
10	START_DATE	Date	8		Y
11	COMPL_DATE	Date	8		N
12	FM_ACTIVS	Character	15		Y
13	FMACTIVS2	Character	15		N
14	FMACTIVS3	Character	15		N
15	FMACTIVS4	Character	15		N
16	PROJ_FOCUS	Character	150		N
17	ASSISTANCE	Character	15		Y
18	ASSIST2	Character	15		N
19	ASSIST3	Character	15		N
20	PROJ_DESCR	Memo	10		N
21	EVALQ	Logical	1		N
22	EVALWHEN	Date	8		Y
23	EVALPLAN	Date	8		Y
24	EVALRATE	Numeric	1		Y
25	EVALEXPL	Memo	10		N
**	Total	**	615		

8

APPENDIX II

SCREEN LAYOUTS

Records Organize Go To Exit
CODE: 4

PROJECT TITLE: Technical Assistance Project for Preinvestment and Instituti

DONOR CODE: P-5305-VE
COUNTRY: Venezuela

SUBREGION: South America

START DATE: 08/01/90 COMPLETION DATE: 08/01/96

FM ACTIVITIES: Budget Tax
Procurement

PROJECT FOCUS: Financial management

TYPE OF ASSISTANCE: Consulting Training Equipment

Edit ||C:\lacdata\PROJECT ||Rec 4/108 ||File || ||DelNum

Records Organize Go To Exit
PROJECT OBJECTIVES: MEMO

PROJECT DESCRIPTION: MEMO

PROJECT EVALUATION INFORMATION

HAS AN EVALUATION OF THE PROJECT BEEN CONDUCTED? (Y/N) N

DATE CONDUCTED: / / DATE PLANNED: 05/01/97

OVERALL FM IMPROVEMENT RATING (ON A SCALE OF 1-6): 0

EXPLANATION OF RATING: memo

Edit ||C:\lacdata\PROJECT ||Rec 4/108 ||File || ||DelNum

Records Organize Go To Exit
CODE. 4

BENEFICIARY INSTITUTION(S): Central Coordinating and Planning Office (CORDIPLA
Ministry of Finance

TYPE OF BENEFICIARY INSTITUTION: Central government
EXECUTING AGENCY: Central Coordinating and Planning Office (CORDIPLA

DONOR AGENCY(S):

	AUTHORIZED	ACTUAL	
a) World Bank (IBRD)	US\$ 30,000,000	US\$	0
b)	US\$ 0	US\$	0
c)	US\$ 0	US\$	0
d)	US\$ 0	US\$	0

COUNTERPART:

a) Government of Venezuela	US\$ 11,000,000	US\$	0
b)	US\$ 0	US\$	0

TOTAL

Edit	US\$ 41,000,000	US\$	0
C:\lacdata\ENTITY	Rec 4/108	File	Num

127

Records Organize Go To Exit
FINANCIAL MANAGEMENT ACTIVITY:

FINANCIAL ACCOUNTING	US\$	0	US\$	0
AUDIT	US\$	0	US\$	0
BUDGET	US\$	0	US\$	0
OTHER	US\$	0	US\$	0
TOTAL	US\$	2,500,000	US\$	0

PRIMARY DONOR AGENCY PROJECT OFFICER

LAST NAME: Parrilli
FIRST NAME: Rita
TITLE: Task Manager
PHONE:
FAX:
TELEX:
ADDRESS:

Edit ||C:\lacdata\ENTITY ||Rec 4/109 ||File || || Num

Records Organize Go To Exit

PRIMARY CONTRACTOR:

SECONDARY CONTRACTOR(S):

Edit ||C:\lacdata\ENTITY ||Rec 4/109 ||File || || Num

APPENDIX III

REPORT LAYOUTS

Layout Fields Bands Words Go To Print Exit 10:10:45 am
[.....v.1.....v.2.....v.3.....v.5.....v.6.....v.7.....]

Report Intro Band
Page Header Band
999 (MM/DD/YY)
Detail Band

FINANCIAL MANAGEMENT (FM) ACTIVITIES DATA BASE Page No. 1

DATABASE CODE: 99999
DONOR AGENCY: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
PROJECT TITLE: HHHHH

DONOR PROJECT CODE: XXXXXXXXXXXXXXXX

COUNTRIES: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

START DATE: MM/DD/YY
COMPLETION DATE: MM/DD/YY

Report ||C:\lacdata\LINKRPT ||Band 1/5 ||View:DLINK || Num Ins
Add field:F5 Select:F6 Move:F7 Copy:F8 Size:Shift-F7

16.

PROJECT OBJECTIVES:

HHHHH

FINANCIAL MANAGEMENT ACTIVITIES:

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

PROJECT FOCUS: HHHHH

TYPE OF ASSISTANCE:

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

BENEFICIARY INSTITUTIONS:

HHHHH
HHHHH

EXECUTING AGENCY(S):
HHHHH
HHHHH

FINANCIAL MANAGEMENT (FM) ACTIVITIES DATA BASE

DATABASE CODE: 99999 (continued)
DONOR AGENCY: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
PROJECT TITLE: HHHHH

DONOR AGENCY(S):
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

CONTRIBUTIONS:
US\$ 999,999,999,999
US\$ 999,999,999,999
US\$ 999,999,999,999

COUNTERPART:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX US\$ 999,999,999,999
Report || C:\lacdata\LINKRPT || Line:54 Col:0 || View:DLINK || Num Ins
Add field:F5 Select:F6 Move:F7 Copy:F8 Size:Shift-F7
QBE__3A->CTRPTA Type: Character Width: 30 Decimal: 0

18

HAS AN EVALUATION OF THE PROJECT BEEN CONDUCTED? (Y/N) Y

IF SO, WHEN?
MM/DD/YY

IF NOT, WHEN IS IT PLANNED?
MM/DD/YY

WAS OVERALL FINANCIAL MANAGEMENT IMPROVED? (RATING 1-6): 9

EXPLANATION:

HHHHH

FINANCIAL MANAGEMENT (FM) ACTIVITIES DATA BASE

Page No. 3

DATABASE CODE: 99999 (continued)
DONOR AGENCY: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
PROJECT TITLE: HHHHH

Report ||C:\lacdata\LINKRPT ||Line:94 Col:0 ||View:DLINK || Num Ins
Add field:F5 Select:F6 Move:F7 Copy:F8 Size:Shift-F7

20'

FINANCIAL MANAGEMENT (FM) ACTIVITIES DATA BASE

DATABASE CODE: 99999 (continued)
DONOR AGENCY: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
PROJECT TITLE: HHHHH

PROJECT DESCRIPTION:

HHHHH

Page Footer Band
Report Summary Band
Report ||C:\lacdata\LINKRPT ||Line:0 Col:0 ||View:DLINK || Num Ins
Add field:F5 Select:F6 Move:F7 Copy:F8 Size:Shift-F7

21

DATABASE CODE: 4
DONOR AGENCY: World Bank (IBRD)
PROJECT TITLE: Technical Assistance Project for Preinvestment and Institutional Development

DONOR PROJECT CODE: P-5305-VE

START DATE: 08/01/90

COUNTRIES: Venezuela

COMPLETION DATE: 08/01/96

PROJECT OBJECTIVES:

The objectives of the project are to:

- * Provide an assured and flexible source of financing in order to build up a pipeline of well-prepared projects suitable to support a request for financial assistance from the Bank during the next five years;
- * Strengthen the Government's capacity to identify, select, prepare, implement and monitor sound investment projects;
- * Strengthen Government financial management; and
- * Help implement the public enterprise reform program.

Specific financial management objectives are to:

1. Reduce the budget deficit by establishing and implementing improved systems and criteria in budget programming and control.
2. Strengthen the Government's FM capabilities and its capacity to implement and monitor sound investment projects.
3. To enhance the budget monitoring system which links commitments, obligations and disbursements.
4. To improve the overall efficiency of Treasury operations and examine, under the administrative reform program of the MRP, the current role of the Treasury.
5. Tax Administration:
 - a) To increase non-oil tax revenues by implementing an immediate plan of action based on current operations of tax administration;
 - b) To provide the tools for tax administrators to fulfill their responsibilities with a new policy perspective;
 - c) To promote public awareness of the government's intention to reduce tax evasion and tax arrears;
 - d) To institutionalize the tax reforms made by the Ministry of Finance (VAT and income tax) and under review by Congress;
 - e) To promote public understanding and acceptance of the tax reform particularly by private tax advisors.

FINANCIAL MANAGEMENT ACTIVITIES:

Budget

22

2 (08/07/91)
Procurement
Tax

PROJECT FOCUS: Financial management

TYPE OF ASSISTANCE:

Consulting
Training
Equipment

BENEFICIARY INSTITUTIONS:

Central Coordinating and Planning Office (CORDIPLAN)

Ministry of Finance

EXECUTING AGENCY(S):

Central Coordinating and Planning Office (CORDIPLAN)

aaaaaa

23

DATABASE CODE: 4 (continued)
DONOR AGENCY: World Bank (IBRD)
PROJECT TITLE: Technical Assistance Project for Preinvestment and Institutional Development

DONOR AGENCY(S): **CONTRIBUTIONS:**
World Bank (IBRD) US\$ 30,000,000
US\$ 0
US\$ 0

COUNTERPART:

Government of Venezuela US\$ 11,000,000
US\$ 0

AMOUNT OF PROJECT BUDGETED FOR FINANCIAL MANAGEMENT ACTIVITIES: US\$ 2,500,000

PRIMARY DONOR AGENCY PROJECT OFFICER:
Rita Parrilli
Task Manager

ADDRESS:

TELEPHONE:
FAX:
TELEX:

PRIMARY CONTRACTOR:**SECONDARY CONTRACTOR:**

HAS AN EVALUATION OF THE PROJECT BEEN CONDUCTED? (Y/N) N

IF SO, WHEN?
/ /

IF NOT, WHEN IS IT PLANNED?
05/01/97

WAS OVERALL FINANCIAL MANAGEMENT IMPROVED? (RATING 1-6): 0

EXPLANATION:

24

DATABASE CODE: 4 (continued)
DONOR AGENCY: World Bank (IBRD)
PROJECT TITLE: Technical Assistance Project for Preinvestment and Institutional Development

PROJECT DESCRIPTION:

The project is coordinated and administered by CORDIPLAN (Central Coordinating and Planning Office of the President).

The two main focuses of the project are preinvestment and institutional development. Consultant services, training and some equipment are financed in connections with:

- a) Preinvestment activities and institutional restructuring (US\$17.0 million);
- b) Strengthening of CORDIPLAN in key areas relating to internal organization, macro-economic planning and management, sectoral policy formulation, public investment evaluation and programming (US\$2.0 million);
- c) Strengthening of key sectoral ministries (Agriculture, Transport and Communications, Energy and Mines, Trade and Industrial Development, Environment and Natural Resources, Family and Social Development, Health, Education and Urban Development), in sectoral policy planning, project identification and selection, including introduction of economic and social cost benefit and environmental analysis, and project monitoring through introduction of systems for tracking the physical and financial progress of projects (US\$2.52 million);
- d) Strengthening the Budget Office (OCEPRE) in budget preparation and control (US\$330,000);
- e) Assistance to the MoF to strengthen internal organization, accounting and information management in the Department for National Administration Accounting (DINCA), expenditure control and monitoring in Treasury, and immediate actions required in the field of tax administration reform (US\$2.5 million);
- f) Technical assistance in support of PERL related restructuring and privatization activities and a review of the financial, legal and tutelary relationships within the public enterprise sector, with a view to clarifying accountability and reporting relationships (US\$5.0 million);
- g) CORDIPLAN's and key sectoral ministries' capabilities in areas such as contracting, procurement, disbursement, audit, environmental assessments, and evaluation of investment projects (\$650,000).

Activities covered under (b) through (e) would include development of compatible information systems among CORDIPLAN, OCEPRE, the MoF, and the sectoral ministries.

25

TYPE OF ASSISTANCE:

XXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXX

FUNDING AGENCY:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AUTHORIZED FUNDING (US\$)

\$999,999,999,999,999
 999,999,999,999,999
 999,999,999,999,999
 999,999,999,999,999
 999,999,999,999,999

TOTAL:

\$999,999,999,999,999

FUNDING FOR FINANCIAL
 MGMT. ACTIVITIES:

AUTHORIZED FUNDING (US\$)

Report ||C:\lacdata\WPRPT2 ||Line:54 Col:0 ||view:DLINK || Num Ins
 Add field:F5 Select:F6 Move:F7 Copy:F8 Size:Shift-F7

HAS AN EVALUATION OF THE PROJECT BEEN CONDUCTED? (Y/N) Y

WHEN:
 MM/DD/YY

WHEN PLANNED:
 MM/DD/YY

PRIMARY DONOR AGENCY PROJECT OFFICER:

XX
 XX
 XX
 XX
 XX
 XX
 XX

Report Summary Band

Page Footer Band

Report ||C:\lacdata\WPRPT2 ||Band 5/5 ||View:DLINK || Num Ins
 Add field:F5 Select:F6 Move:F7 Copy:F8 Size:Shift-F7

FUNDING AGENCY: USAID/Bolivia

COUNTRY: Bolivia

SUBREGION: Andean

PROJECT NAME: Justice Sector

PROJECT NUMBER: 511-0609

START DATE: 08/31/88 **COMPLETION DATE:** 12/31/92

PROJECT OBJECTIVE:
To strengthen the judicial branch and the public prosecutor system so as to promote the greater independence of the judiciary.

PROJECT DESCRIPTION:
Under a cooperative agreement, ILANUD/Bolivia will improve case flow management in selected courts and provide a legal library to the Supreme Court. It will conduct in-country training, disseminate legal reference materials, establish a national commission for the improvement of the administration of justice, and assist the Supreme Court in project implementation. Technical assistance (\$75,000) has been programmed to improve the judicial branch's accounting, budgeting and cash management systems.

FINANCIAL MANAGEMENT ACTIVITIES:
Government accounting

EXECUTING AGENCY:
Supreme Court
Attorney General's Office

BENEFICIARY ORGANIZATIONS:
Supreme Court
Attorney General's Office

TYPE OF ASSISTANCE:
Training
Consulting

FUNDING AGENCY:	AUTHORIZED FUNDING (US\$)
USAID/Bolivia	\$2,037,925
Government of Bolivia	<u>1,104,000</u>
TOTAL:	<u>\$3,141,925</u>

FUNDING FOR FINANCIAL MGMT. ACTIVITIES:	AUTHORIZED FUNDING (US\$)
TOTAL:	\$ <u>75,000</u>

HAS AN EVALUATION OF THE PROJECT BEEN CONDUCTED? (Y/N) No

WHEN PLANNED:
10/01/92

PRIMARY DONOR AGENCY PROJECT OFFICER:
Edward Kadunc
Project Manager
USAID/Bolivia
APO Miami, FL 34032
(591)(2) 350-120

APPENDIX IV

DATA COLLECTION FORM

FINANCIAL MANAGEMENT (FM) ACTIVITIES DATA BASE

1. DATA BASE CODE NO.: _____
(Completed by Data Base Manager)

GENERAL PROJECT DESCRIPTION

2. Project Title: _____

3. Donor Project Code No.: _____

4. Countries: _____

5. Objective of FM Component: _____

6. Start Date (Mo./Day/Yr.) _____

7. Est. Completion Date (Mo./Day/Yr.) _____

8. FM Activities:

- | | | | |
|---------------------|-------|--------------------|-------|
| a) Finl. Accounting | _____ | f) Debt Management | _____ |
| b) Budget | _____ | g) Procurement | _____ |
| c) External Audit | _____ | h) MIS | _____ |
| d) Internal Audit | _____ | i) Tax | _____ |
| e) Cash Management | _____ | j) Customs | _____ |

9. Project Focus

- a) Financial Management _____
- b) Agriculture _____
- c) Infrastructure _____
- d) Health _____
- e) Education _____
- f) Economic Development _____
- g) Other _____

Specify: _____

10. Type of Assistance

- a) Consulting _____
- b) Training _____
- c) Equipment _____
- d) Other _____

Specify: _____

FINANCIAL MANAGEMENT (FM) ACTIVITIES DATA BASE

ENTITY AND DONOR AGENCY INFORMATION

11. Beneficiary Institution(s): _____

12. Type of Beneficiary Institution:
- a) Central Government _____
 - b) Provincial/ Municipality _____
 - c) State-Owned Enterprises (SOE) _____
 - d) Other Decentralized _____
 - e) Private Sector _____

13. Executing (Implementing) Agency(s): _____

14. Donor Agency(s):
- a) _____
 - b) _____
 - c) _____

15. Contributions:
- US\$ _____
 - US\$ _____
 - US\$ _____

16. Counterpart:
- a) _____ US\$ _____
 - b) _____ US\$ _____

17. Amount of Project Budgeted for Financial Mgt. Activity US\$ _____

18. Primary Donor Agency Project Officer

- a) Name _____
- b) Title _____
- c) Tel. _____
- d) Fax _____
- e) Street Address _____

19. Primary Contractor:

- a) Private Individual _____
- b) Firm _____
- c) Educational Inst. _____
- d) None _____

20. Secondary Contractor:

- a) Private Individual _____
- b) Firm _____
- c) Educational Inst. _____
- d) None _____

PROJECT EVALUATION INFORMATION

21. Has the evaluation of the financial management project/ component been conducted?

Yes/ No _____

22. If so, when was it conducted? (Mo./Day/Year) _____

23. If not, when is it planned? (Mo./Day/Year) _____

**24. Was overall financial Management improved as a result of this project/ component?
(Please circle the appropriate number on the scale below)**

1 2 3 4 5 6

- (1) Little or no improvement;
- (2) Moderate improvement (some steps taken but not much progress);
- (3) Significant improvement (substantial steps taken to move progress more than halfway);
- (4) Implementation fulfilled;
- (5) Implementation more than fulfilled;
- (6) Unknown

1
27

SPECIFIC PROJECT DESCRIPTION

25. Please summarize the project description in the space provided below (attach extra pages if necessary):