Annex XX of the Grant Design Document

Financial Management Self-Assessment Questionnaire (FMAQ)

Recipient:	**Base of Operations:**
Proposal Title:	**Recipient's Fiscal Year Period:**
Self-assessment completed by (name and position):	**Self-assessment Date:**

Element	Response
1. Organization and staffing	
1.1. Experience with IFAD operations and/or other donors. *Describe previous operations funded by IFAD or other donors including donor name, project titles, amount of financing, start date, and completion date.*	
1.2. Sub-recipients – assessment and monitoring. *Are there sub-recipients for the operation? If yes, describe the entities' names, bases of operation, estimated allocation of grants proceeds, components/activities to be covered, assessment of their financial management capacities, and monitoring arrangement of the sub-recipients. Indicate if the sub-recipients are community groups, farmer organizations, or local NGOs.*	
1.3. Sub-offices. *Are there sub-offices for the operation? If yes, describe the sub-offices' locations, activities to be covered, staffing adequacy and monitoring arrangement of the sub-offices.*	
1.4. Structure and total size of the Recipient. *Based on the latest Audited institutional Financial Statements (AFS), describe the total assets, total revenue, net profit/loss, and total full-time employees.*	
1.5. Accounting and finance staff. *Is the accounting function staffed adequately with experienced and qualified persons? Describe the proposed finance staff assigned for this project, including names, job titles, educational background and years of relevant experience.*	
2. Planning and Budget	
2.1. Work plan and budget. *Describe the policies and procedures in place to plan project activities and prepare related budgets and to collect information from the units in charge of different components.*	
2.2. Budget monitoring. *Describe the policies and procedures in place to monitor the budget including tools used (automated or manual) and if approvals for variations from the budget required in advance.*	
3. Fund Flow	
3.1. Bank Account. *In which bank will the grant account be open? Is this a designated account for the grant? If not, describe how funds from different sources are tracked and monitored.*	
3.2. Experience with IFAD's disbursement. *Does the Recipient have any previous experience of IFAD's disbursement procedures?*	

Element	Response
3.3. Transfer to sub-recipients and/or beneficiaries. *Describe the arrangements to transfer the grant proceeds from the Recipient to each of the sub-recipients implementing the project.*	
3.4. Co-financing. *For in-cash contribution, describe the sources of funds (recipient, other donors, or beneficiaries). For in-kind contribution, describe the sources of funds and formula to record and value the contribution.*	
3.5. Foreign exchange. *Describe briefly the applicable policies and procedures for conversion of the foreign currency into the Recipient's reporting currency.*	
4. Internal Controls	
4.1. Approval and Authorization. *Are approval and authorization controls in place and properly documented?*	
4.2. Bank and cash reconciliations. *Are bank and cash reconciliations prepared by someone other than those who process or approve payments? Are they performed regularly? When? Are they reviewed and approved by a responsible official?*	
4.3. Fixed assets *Does the Recipient maintain a fixed assets register? Are records of fixed assets kept up to date and reconciled with control accounts? Are assets sufficiently covered by insurance policies? Are there periodic physical reconciliation of fixed assets and*	
4.4. Anti-fraud and corruption reporting channel. *Describe the reporting mechanism for employees, sub-recipients, and beneficiaries to whom to report if they suspect fraud, waste or misuse of project resources or property?*	
4.5. Internal Audit. *Does the Recipient have an internal audit function? If yes, is the internal audit function effective – are actions taken on the audit findings? Is project activity or implementing unit subject to internal audit?*	
5. Accounting	
5.1. Accounting standard. *What accounting standards are followed?*	
5.2. Written accounting policies and procedures. *Are there written policies and procedures covering all routine accounting and related administrative activities?*	
5.3. Accounting system. *What accounting system is used? Is it a computerized? If not, describe if the manual systems adequate to account for project activities in a timely manner.* *Is the system able to generate automatically financial reports and detailed transaction lists when requested? If not, explain if it can be customized.*	
5.4. Chart of accounts. *Is the chart of accounts adequate to properly account for and report on source of fund, components, disbursement categories, and project activities?*	
5.5. Accounting of Sub-recipients. *Indicate how expenditures incurred by sub-recipients are recorded in the Recipient's accounting system, and where accounting evidence for expenditures are retained.*	

Element	Response
5.6. Record retention. *What are the retention policies for the financial and operational records? How many years?*	
6. Financial Reporting	
6.1. Financial Statements. *Describe the types and frequency for the preparation of the institutional financial statements.*	
6.2. Budget versus Actual. *Do the financial reports compare actual expenditures with budgeted and programmed allocations?*	
6.3. Statements of Expenditures. *Does the Recipient's reporting system need to be adapted to report on the expenditures per project components / categories of expenditures? Does the Recipient have experience of preparing project Statements of Expenditures (SOEs)?*	
7. External Audit	
7.1. Audit firm *Indicate the name of the external auditor of the Recipient for the last two fiscal years and the current fiscal year.*	
7.2. Timeline *Are there any delays in completing the Recipient's Institutional/Statutory Audited Financial Statements? Indicate the dates when the last two audit reports were*	
7.3. Auditing standard *Is the Recipient audited according to the International Standards on Auditing (ISA)? If not, specify which standards are followed.*	
7.4. Audit findings. *Were any major accountability issues identified in the audit report of the past two years? What is the follow-up status?*	

Check List for FMAQ Supporting Documents
The following documents are to be submitted to IFAD along with the FMAQ

No.	Documents	Yes or No
1	Audited Financial Statements from the previous two fiscal years	
2.	Audit Management Letter from the previous two fiscal years describing audit finding, recommendations, and management response	
3.	External audit terms of reference	
4.	Latest Organizational Chart	
5.	Latest relevant policies and procedures including financial, administration, monitoring of sub-recipients, etc.	
6.	Chart of Accounts	
7.	Terms of reference and curriculum vitae for key financial and accounting personnel	