

KINGDOM OF CAMBODIA

Nation Religion King



FISHERIES ADMINISTRATION



**THE GUIDELINE ON
THE TRANSFER AND MANAGEMENT OF THE BUDGET
TO SUPPORT THE OPERATION OF COMMUNITY FISHERIES
AND COMMUNITY FISH REFUGES**

Cambodia Programme for Sustainable and Inclusive Growth in the Fisheries Sector:
Capture Component (CAPFISH-Capture)

2021

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ជ. ឧបនាយករដ្ឋមន្ត្រី
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វច្ឆី វិស្សុត

**KINGDOM OF CAMBODIA
NATION RELIGION KING**



Ministry of Economy and Finance
No. 8517 sor hor vor.or sor bor

Phnom Penh, 18th October 2021

To

H.E. Minister of Agriculture, Forestry and Fisheries

Subject: The case of request for reviewing and approval of the implementation of the guideline on the Transfer and Management of the Budget to Support the Operation of Community Fisheries and Community Fish Refuges.

Ref : -Grant financial agreement No. ACA/2018/041-466 and ACA/2019/041-594, dated 01st July 2019 between the Royal Government of Cambodia and the European Union.
-Letter No. 6118 Kor Sor Kor dated July 20th 2021 of the Ministry of Agriculture, Forestry and Fisheries.

With above subject and references, I would like to inform your excellency that the Ministry of Economy and Finance have no objection to the proposal of preparation and the implementation of the guideline on the Transfer and Management of the Budget to Support the Operation of Community Fisheries and Community Fish Refuges for the Cambodia Programme for Sustainable and Inclusive Growth in the Fisheries Sector: Capture component (CAPFISH-Capture) in according with common procedures for managing, organizing, and monitoring the implementation of the financial program from Development Partner in line with Standard Operational Procedures (SOPs) in force.

As such, Your Excellency, please be informed and proceed accordingly.
Please accept, Excellency, the assurance of my highest consideration.

Deputy Prime Minister
the Ministry of Economy and Finance

Permanent Secretary of State

H.E. Vongsey Vissoth

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1. Background and Purpose

In accordance with the Fisheries Law (2006), Sub-decree on Community Fisheries Management (2007) and the Strategic Framework for Fisheries Section for the years 2015-2024, the Royal Government of Cambodia (RGC) and development partners have decided to provide an annual grant to support the operation and development of Community Fisheries (CFi) and Community Fish Refuge (CFR) in Cambodia from 2020 onwards.

This Guideline is prepared to achieve the following objectives:

- To create and point out a clear process for transferring and managing budgets from the Government and development partners to CFi and CFR in ways that are: 1) in line with existing public financial management rules of the RGC (including those applicable to externally funded projects); and 2) match budget management capacity at the CFi/CFR level.
- To provide practical guidance on the procedures and administrative forms to be used by relevant key stakeholders especially at sub-national and CFi/CFR levels in planning, budget preparation, budget approval, budget execution, and budget reporting associated with the transferred funds, and
- To promote equitable access to budget among CFis and CFRs especially for communities that do not have much support and have limited capacity.

This Guideline is prepared to be in line with key public financial management rules of the RGC, especially those in use at the commune/Sangkat level where the nature of budget management and capacity for budget management are most similar to those at CFi/CFR.

The Guideline is to be used by key relevant stakeholders including those at:

- The national level (especially the Fishery Administration (FiA),
- The provincial level (especially the Fishery Cantonment (FiAC) and Provincial Department of Agriculture, Fishery and Forestry (PDAFF), and
- The CFi and CFR who receive the budget and are responsible for effective, transparent, and accountable use of the budget.

2. Definitions, Objectives, Sources of Budget and Implementation Process

2.1. Definitions

The budget to support the operation and development of the CFi and CFR is the annual budget that the RGC provides to those CFi and CFR who meet the selection criteria as set forth in this Guideline.

The budget to support the operation and development of CFi and CFR shall be determined at the maximum and minimum levels in accordance with the decision of the Royal Government of Cambodia.

The budget to support the operation and development of the CFi and CFR shall be transferred to CFi/CFR's designated bank account.

The year-end budget balance is the remaining budget at the end of the year in each CFi/CFR's bank account. This amount shall be carried forward as an addition to the next year's budget.

CFi and CFR that are unable to implement all their activities and fully utilize the allocated budget shall, following this Guideline, return the unspent balance to the FiAC to wrap up the project.

2.2. Objectives of the allocated budget

The allocated annual budget aims to support the operation and development of Cfi and CFR based on the Annual/Semester Work Plan and Budget that each community proposes and gets approved. To support the

operation and development in their respective location, each community can utilize the allocated budget for:

- **Administrative expenses** which include: office operation, travelling, and allowance for staff or assistant(s), and
- Development expenses which include:
 - Regular operation and maintenance work;
 - Small-scale infrastructure development and/or;
 - Other activities that are necessary for community development.

2.3. Sources of Budget

The sources of the budget to support the operation and development of Cfi and CFR include contributions from the following:

- The recurrent revenue of state budget;
- Development partners under financing and cooperation framework; and,
- Other sources as set forth in legal documents.

The amount of contribution from the state budget is determined as a part of the annual budget preparation process of the responsible ministries/institutions.

In the current phase, the budget for CFI and CFR is planned as a part of the Fishery Administration (FiA) budget, which is a budget entity under the umbrella of the Ministry of Agriculture Forestry and Fisheries (MAFF). This arrangement is subject to changes in accordance with the Decentralization and De-concentration (D&D) and Public Financial Management Reform Programs (PFMRP) of the RGC.

In compliance with the PFMRP and the SOP for Externally Funded Projects, MAFF, FiA and PDAFF, which are budget entities, must ensure that the financial support to Cfi and CFR is aligned with relevant sectoral and sub-sectoral policies and budget strategic plans (BSPs) both at budget planning and implementation stages.

In case there are contributions from development partners, the procedures for accepting the financing support must comply with relevant laws, rules, procedures, and financing agreements.

2.4. Implementation Process

The Guideline is prepared to cover the full budget cycle of providing support to CFI/CFR starting from CFI/CFR selection to capacity building, tracking, M&E, and sustainability (Figure 1). For each step, this Guideline will show procedures, process, method as well as administrative forms that are provided in annexes.

Figure 1: Joint process of budget implementation for CFI and CFR



3. Selection of the CFI and CFR

The selected CFI need to meet the following criteria:

- Registered officially in accordance with the rules and regulations of the Government
- No ongoing dispute over ownership and boundaries with relevant parties
- Having at least one fish conservation area established in the CFI
- Established a CFI management committee in accordance with the procedure and laws in force
- Having a management plan and/or action plan, and budget plan for their own communities; and,

- Having no serious issues regarding budget transparency and efficiency in the past.

The selected CFR need to meet the following criteria:

- Recognized officially in accordance with the rules and regulations of the Government
- No ongoing dispute over ownership, boundaries, rice field and water usage with relevant parties
- Having at least one fish conservation area
- Established a CFR management committee in accordance with the procedure in force
- Having its own management plan and/or action plan and budget plan for their own communities; and,
- Having no serious issues regarding budget transparency and efficiency in the past.

On the one hand, CFi and CFR that have already got some existing support from NGOs are still eligible for the small grant. On the other hand, in line with the equity principle, the selection will give priority to communities that have little support from other sources and/or communities with limited capacities by providing additional capacity building and technical supports where necessary.

The Department of Community Fisheries Development (CFDD) and the Department of Aquaculture Development (DAD) are responsible for coordinating the process of selecting CFi and CFR by working closely with FiAC of PDAFF. Each FiAC will form a Coordinating Committee which is appointed by the Director of PDAFF to carry out the selection process of CFi and CFR in the province, based on the above criteria and by using the assessment matrix as provided in annex 1 and 2.

The membership of the Coordination Committee should include at least 1 female member. The composition of the Coordination Committee includes:

- The chief or deputy chief of FiAC (as the Chair)
- Deputy chief of FiAC (as the Deputy Chair)
- Three technical staff appointed by the chief or deputy chief of FiAC (as members)

The selection of CFI and CFR shall be made by the Coordination Committee through interviews, field visits, using the scoring methods as provided in Annex 1 and Annex 2.

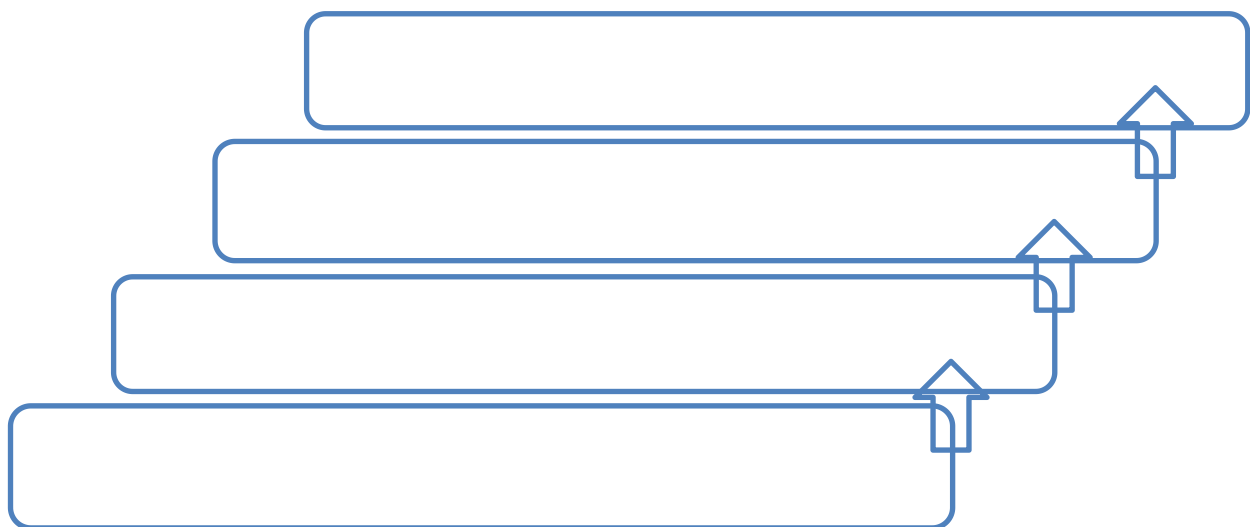
The score provided by each member of the Coordination Committee shall be totalled and used to rank and select the CFI/CFR.

4. Preparation and Approval of CFI/CFR's Action Plan and Annual/Semester Budget

4.1. Process of preparation and approval

Selected CFI/CFR shall prepare the annual/semester work plan and budget in order to request budget to implement their activities. The detailed process of preparing and approving the Annual/Semester Workplan and Budget is indicated in Figure 2 follow:

Figure 2: Process of Preparing and Approving CFI/CFR's Annual/Semester Work plan and Budget



4.2. Preparation of Annual/Semester Work Plan and Budget by CFI/CFR

The selected CFI and CFR shall prepare an Annual/Semester Work Plan and Budget in compliance with the following procedures and methods:

4.2.1. Preparation Procedure

The preparation of the Semester and Annual Work Plan and Budget proposal shall be participated by CFI/CFR's members and be approved by CFI/CFR's Management Committee in accordance with applicable internal rules and regulations and procedures in force.

The Coordination Committee of the FiAC is responsible for providing technical support to the communities in the process of preparing the semester and annual work plan and budget proposal.

If needed, the Department of Community Fishery Development and Department of Aquaculture Development of Fisheries Administration will provide technical supports to CFi/CFR.

Members of CFi/CFR shall submit the Semester/Annual Work Plan and Budget that is approved to the Coordinating Committee of FiAC.

CFi/CFR shall prepare the Semester/Annual Work Plan and Budget by utilising the form provided in Annex 4 in this Guideline.

4.2.2. Spending categories and spending limits

The Annual/Semester Work Plan and Budget Proposal that the community prepares and submits to FiAC should reflect the priority issues as defined in the Management Plan and actual needs of each CFi/CFR.

The estimated cost of each planned activity must be within the budget available as indicated by the FiA. The community shall plan its annual budget based on spending categories and limits as indicated below:

- **Administrative expenses** shall not exceed 25% of total proposed annual budget, and
- **Development expenses** shall not be lower than 75% of the total proposed annual budget.

4.2.3. Semester expense planning

For each category, the CFi/CFR shall divide their annual budget into semester budget plan according to the following conditions:

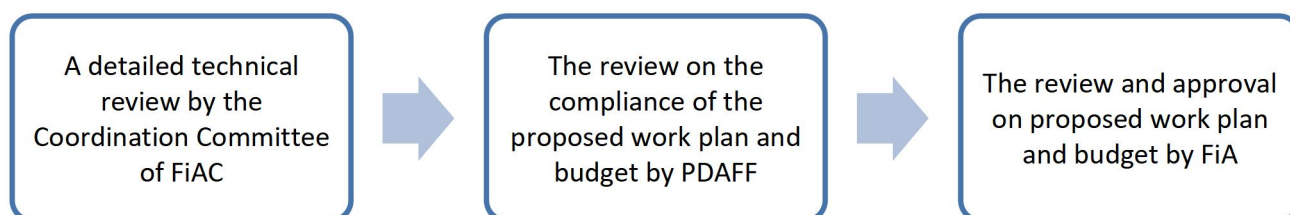
- **Administrative expenses** shall not exceed 25% of transferred semester budget (which is equal to 50% of the total annual budget)
- **Development expenses** can be estimated according to actual need within the remaining budget balance after deducting general administrative expenses.

Please refer to Annex 5 for an example of Annual/Semester Workplan and Budget of CFi/CFR.

4.3. Approval of the CFi/CFR's Annual/Semester Work Plan and Budget

CFi/CFR's Annual/Semester Work Plan and Budget Proposal shall be approved following the steps as shown in Figure 3:

Figure 3: The process of approving CFi/CFR's Annual/Semester Work Plan and Budget



4.3.1. The Detailed review by FiAC

The Coordination Committee of FiAC is authorized to review in detail on CFi/CFR Annual/Semester Work Plan and Budget Proposal as follows:

- Review if CFi / CFR had complied with the procedures and methods outlined above when preparing and approving the Annual/Semester Work Plan and Budget Proposal.
- Review if the proposed activities and budget respond to key needs and challenges in the communities and if they are in line with their own Management Plan, and
- In case where CFi/CFR proposals were not appropriately developed and need to be revised, the Coordination Committee of FiAC shall urgently communicate and discuss with the relevant CFi/CFR to timely address the issues to avoid the delay of the overall project implementation.

4.3.2. Compliance review of the Annual/Semester Work Plan and Budget by PDAFF

After reviewing and approving the proposed plans, FiAC shall prepare a combined proposal and attach all the individual approved CFI/CFR's Annual/Semester Work Plan and Budget and submit them to PDAFF to review on the procedural compliance of the proposals. Please refer to Annex 5 for the form of combined proposal for each province.

With technical support from FiAC, PDAFF shall review to ensure that the combined proposal and each proposal from community are in compliance with relevant procedures as set forth in this Guideline.

If there is any mistake found in the compliance, FiAC shall coordinate with relevant communities to modify it before submitting it to PDAFF for review again.

4.3.3. The review and approval of Compiled Proposed Budget by FiA

After approval by the PDAFF, FiAC shall prepare a combined proposal by compiling all Annual/Semester Workplan and Budget of each CFI/CFR, then submits to FiA via PDAFF (Please use a form in Annex 7).

FiA shall review and approve on combined Annual/Semester Work Plan and Budget Proposal for each province based on the procedure set forth in this Guideline.

4.4. *Grant agreement between FiAC and CFI/CFR*

4.4.1. Signing Grant Agreement

After the Annual/Semester Work Plan and Budget Proposal of selected CFI/CFR have been approved by FiA, the Coordinating Committee of the FiAC needs to prepare a Grant Agreement between FiAC and CFI/CFR for small grant disbursement using the template provided in Annex 3. The Agreement needs to be sent to each of target CFI/CFR for review and verifying project activities, budget, and required conditions, etc.

When agreed and finalized, the Agreement is printed and signed by the Chief of FiAC, Chief of CFI/CFR Committee, and the Chief of Commune/Sangkat council as a witness.

To be transparent, the information about the approved activities and budget as indicated in the Agreement need to be announced to the members of the communities.

4.4.2 The Amendment to the CFI/CFR's Annual/Semester Work Plan and Budget

After signing the Agreement and during the implementation phase, all the significant amendments to the Annual/Semester Work Plan and Budget (such as the changes in the objectives, locations, and categories of spending) must be agreed upon in writing between the Coordination Committee of FiAC and the CFI/CFR.

The Coordination Committee of the FiAC must respond within two weeks upon the receipt of an amended proposal from the CFI/CFR.

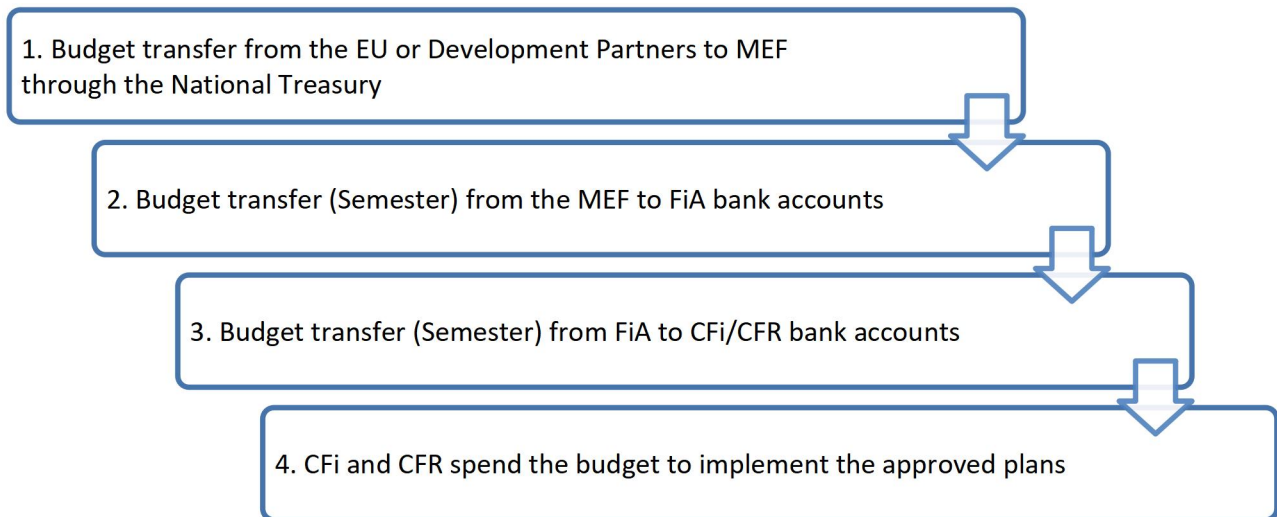
5. Budget Transference Process

5.1. *Budget flow from national to CFI/CFR level*

CFi/CFR has to set up a saving account at a commercial bank in order to receive the transferred grant. The detailed procedures for setting up and managing the bank account is set forth in the later section.

The budget flow from national to CFI/CFR's bank account are summarized as below:

Figure 4: Budget flow from the national to CFi/CFR level



The budget flow from EU or Development Partners to Ministry of Economic and Finance will follow the conditions as set forth in the Financing Agreement.

On a Semester basis, the MEF transfers funds to the account of the FiA opened at the bank for support funds. The transfer of funds shall be made early in each semester at the soonest possible date.

On a Semester basis, the FiA shall transfers funds to CFi/CFR accounts opened at the bank. The transfer shall be made early in each semester at the soonest possible date.

Budget transfers for each semester is equal to **50% of the total annual budget** that was approved.

5.2. Conditions for Semester Fund Transfer

To ensure a smooth transfer of budget, every Semester fund transfer from FiAC to CFi/CFR accounts shall be done regularly **without** CFi/CFR having to get approval on the upcoming Semester spending plan and spending clearance report of the previous semester.

However, to ensure transparency and accountability of budget expenditure, CFi/CFR shall prepare Semester Progress and Spending Report and Annual Progress and Spending Report, then submit it to FiAC. All supporting documents (such as receipts) shall be kept at CFi/CFR for later monitoring and auditing. Please refer to **Section 6.4** for more information.

6. Budget execution and Management at CFi/CFR

In the process of spending and managing the budget, each CFi/CFR needs to perform specific tasks and procedures as summarized in the

Figure 5 below.

Figure 5: Key conditions and procedures for budget spending by CFi/CFR

| Bank account opening and management | Semester budget disbursement and | Spending procedures | Regular bookkeeping and reporting |
|--|---|--|---|
| <ul style="list-style-type: none"> •Opening a saving account •Practicing on using the saving account | <ul style="list-style-type: none"> •Semester budget disbursement •Semester Expense Advance Request •Semester Advance Expense Clearance | <ul style="list-style-type: none"> •Petty cash advance •Procurement with 3 price quotations •Open bidding | <ul style="list-style-type: none"> •Cash/ bank account management •Regular bookkeeping •Inventory book |

6.1. Opening and managing of CFi/CFR bank accounts

After being selected, CFi/CFR must open an account at the bank to receive funding, based on the following procedures:

- A saving account is to be opened under the name of CFi/CFR,
- The interest earned and accrued from the saving shall be treated as revenue for the CFi/CFR,
- Account is opened in Khmer riel, but payment can be made in US dollars or Khmer riel, using the official daily exchange rate,
- CFi/CFR may make payment from the account by cash or by bank transfer,
- The person authorized to sign money withdrawal form and/or cheque is the CFi/CFR's head or CFi/CFR's delegated deputy head, or CFi/CFR's committee members
- Using the account for personal matters and ATM withdrawal is prohibited,
- CFi/CFR cannot spend and/or withdraw cash and leave the account balance down to zero or lower than the minimum balance set by the bank,
- Cashier of CFi/CFR has the role of keeping withdrawn cash from banks in a safe manner,
- If needed, CFi/CFR are encouraged to recruit interns and/or assistants who have basic budgeting and computer skills to assist with the works,
- For security reasons, the cashier is not allowed to keep more than \$500 in cash at any time,
- All transaction of withdrawals and cash payments must be recorded in the Cash Record Book using the form provided in Annex 17, and
- At the end of each month, CFi/CFR will receive a bank statement detailing the amount spent and the remaining amount.

6.2. Conditions of Semester Expense

CFi/CFR that receives funding shall execute their Semester budget based on the approved Annual/Semester Work Plan and Budget.

In the case where the actual spending differs from the approved budget, the following conditions apply:

- **For administrative expenses:** The CFi/CFR can change specific spending items and values as long as they do not exceed the 25% threshold of transferred fund in each quarter (i.e., 25% of annual budget).
- For development expenses:

- The community can adjust the amount and date of the spending as long as they are in the same activity category.
- If the activity category is changed, the community shall seek advice and approval in writing from the Coordinating Committee of the FiAC. The Coordinating Committee of the FiAC shall respond within 2 weeks upon the receipt of the proposal.

6.3. Budget spending procedures

As indicated in the previous section, CFi/CFR can spend the budget on two main categories: 1) Administrative expenses, and 2) Development expenses. The value threshold of each purchased items and/or of each invoice as indicated in Table 1 is used to determine the appropriate spending and payment procedures.

Table 1: Conditions and spending procedures

| Categories | Common activities | Value threshold per invoice/item ¹ | Spending procedures | Payment |
|---------------------------|---|---|---------------------|---------------|
| Administrative expenses | -Office operation -Meeting refreshment -Allowance | < 500,000R | Petty cash advance | Cash |
| Operation and maintenance | -Routine patrolling -Hired laborers -Goods and services -Materials for demarcation -Small scale construction of less than 2 million Khmer riels | < 500,000R | Petty cash advance | Cash |
| | | 500,000 – 2,000,000R | 3 price quotations | Cash |
| Infrastructure investment | -Construction works | > 2,000,000R | Open bidding | Bank transfer |

6.3.1. Petty cash advance spending procedure

If the conditions are met (as in

Table 1), a spending can be done using the petty cash advance spending procedure as indicated in Table 2.

Table 2: Detailed steps in petty cash advance spending procedure

| Steps | Main activities | Annexes |
|--------|--|----------------------------------|
| Step 1 | Making and approving petty cash advance request <ul style="list-style-type: none"> - CFi/CFR members make a request for petty cash to spend - Cashier reviews and submits the request to CFi /CFR head - CFi/CFR head or delegated deputy reviews/approves | Annex 13 |
| Step 2 | Making cash payment and collecting receipts <ul style="list-style-type: none"> - Cashier gives Expenditure Voucher to the member to record - Cashier records the cash out-flow in the Cash Record Book - Member collects invoices from the cash receivers/suppliers or uses the internal invoice (if the suppliers cannot issue an invoice/receipt) | Annex 16 Annex 17 Annex 15 |
| Step 3 | Clearing the petty cash advance payment <ul style="list-style-type: none"> - Member of CFi/CFR submits Petty Cash Advance Clearance forms to cashier | Annex 14 |

| | | |
|--|---|--|
| | <ul style="list-style-type: none"> - Cashier reviews and submits the forms for review/approval by the CFI / CFR head (or delegated deputy) - CFI/CFR head (or delegated deputy) reviews/approves the form | |
|--|---|--|

6.3.2. Three price quotation procedures

If the conditions are met (as in

Table 1), a spending can be done using the 3-price quotation procedure as indicated in Table 3.

Table 3: Detailed steps in 3 price quotation spending procedure

| Steps | Main activities | Annexes |
|--------|--|----------------------|
| Step 1 | Making and approving the request for goods/services <ul style="list-style-type: none"> - CFI/CFR members request for the purchase of goods/services - Cashier reviews and submits the request to CFI / CFR head - CFI /CFR head or delegated deputy reviews/approves | Annex 18 |
| Step 2 | Getting 3 price quotation and selection of suppliers <ul style="list-style-type: none"> - Cashier collects 3 price quotations and submits them to the Procurement Committee - The Procurement Committee meets to select appropriate suppliers - In case of difficulty in finding 3 price quotations, the direct purchase can be allowed. - In such case, a justification letter is needed and signed by CFI/CFR head or authorized deputy head | Annex 19 |
| Step 3 | Making purchase of goods/services <ul style="list-style-type: none"> - Cashier pays suppliers with cash and collect invoices - Cashier use the Expenditure Voucher - Cashier records the cash out-flow in the Cash Record Book | Annex 16 Annex 17 |
| Step 4 | Clearing the spending and recording in the inventory book <ul style="list-style-type: none"> - Cashier prepares and submits spending clearance for approval from the CFI/CFR head or delegated deputy - Cashier records the purchased goods in Inventory book (if applicable). | Annex 20 Annex 21 |

A Procurement Committee needs to be formed to make a decision on the selection of suppliers using the 3 price quotations procedure. To simplify the arrangement, the following rules with regard to the Procurement Committee shall be applied.

The members of the Procurement Committee include:

- The CFI/CFR head
- Two members of the CFI/CFR Management Committee
- The cashier.

Should there be indecisive votes, the vote of the Head of the CFI/CFR will decide.

6.3.3. Open bidding procedures

If the conditions are met (as in

Table 1), an open bidding process shall be done. As it is not expected that the CFI/CFR will need to use the open bidding procedure in the near future, the details of this procedures are not included in this Guideline.

However, where there is a need, the detailed procedures in the Commune/Sangkat Project Implementation Manual (2017) will be used.

6.4. Semester/Annual Report

6.4.1. CFi/CFR

CFi/CFR that receives funding supports shall prepare the report and submit it to FiAC by using forms and schedules as follows:

- Semester Progress and Spending Report (using the form in Annex 8) shall be submitted before the 15th date of the first month of the following semester.
- Annual Progress and Spending Report (using the form in Annex 10) shall be submitted within 15 days of the annual project implementation close date.
- CFi/CFR shall keep all relevant supporting documents for later monitoring and auditing.

6.4.2. FiAC

FiAC shall prepare progress report and semester and annual financial report and submit them to PDAFF, CFDD, and DAD by using forms and follow the date as follow:

- Combined Semester Progress and Spending Report (use form in Annex 9), and submit them before the 30th date of the first month of the following semester.
- Compiled Annual Progress and Spending Report (use form in Annex 11), and submit them before the 28th date of February of the following year.

FiAC shall keep all relevant supporting documents for later monitoring and auditing.

6.4.3. The termination or suspension of financial support to CFi or CFR

For any CFi or CFR that are no longer qualified and/or unable to continue the implementation of the work as funded by the small grant, they are required to transfer the remaining balance of the transferred budget back to the FiAC together with written justification explaining the reason(s) they cannot implement the work.

The FiAC, CFDD, and DAD shall submit the supporting justification documents clarifying the exact reason(s) and transfer the remaining budget back to FiA to close the grant support for specific CFi and CFR. The FiAC shall work with the concerned CFi and CFR to ensure that the remaining budget is transferred back to the FiAC account.

7. Capacity development, annual M&E and sustainability consideration

7.1. Capacity development, and monitoring

Relevant officers at FiA, PDAFF, FiAC, and CFi/CFR will be trained on the process and procedure of implementing this Guideline. The FiA, which consists of CFDD and DAD, has roles and responsibilities in organizing and coordinating the training to those relevant officers and target communities.

The FiA and FiAC (through the Coordination Committee), which consists of CFDD and DAD, will conduct field visits to monitor the project implementation at the provincial level and selected CFi/CFR target areas to make sure that the implementation follows the work plan and achieve expected outputs and offer relevant recommendations for improvement.

In addition, both CFDD and DAD will cooperate with the Coordination Committee of FiAC to conduct the annual assessment with participation with the supported CFi and CFR to learn the experience, progress, and provide recommendations and further encouragement.

7.2. Sustainability and medium to long term plan

In order to ensure the ownership and sustainability of CFi/CFR in the medium to long term, the following three future directions should be considered:

- Promote budget decentralisation by allowing PDAFF, a budget entity, to allocate, monitor, and control the transferred budget to CFi and CFR (for medium-term).
- The transfer of functions to support CFi/CFR from MAFF to sub-national administrations (possibly municipals and districts), including the budget, human resources, and assets in line with the Government's decentralisation reform (for medium-term and long-term).
- Promote and enhance the CFi/CFR's ability to earn own-income (from service fees or members contribution) and manage those revenues in a transparent and efficient manner.

8. Annexes: Forms for utilisation

Annex 1: Assessment criteria for CFi selection

Name of CFi: Code #.....

Village: Commune..... District..... Province.....

| Selection Criteria | Answer | | |
|---|--------|----|--------|
| | Yes | No | Others |
| 1. Legal Status of CFi | | | |
| 1.1 Has the CFi been officially registered? | | | |
| 1.2 Does the CFi have management plan or work plan and budget? | | | |
| If, answers of (1.1) and (1.2) are YES , please continue to the following questions. | | | |
| | Scores | | |
| | 1 | 2 | 3 |
| 2. Institutional Status of CFi | | | |
| 2.1 CFi management committee and management structure: | | | |
| - Has neither elected CFiC nor full structure of CFiC (1) | | | |
| - Has fully elected CFiC, but by-laws, internal rules and regulations have not been fully implemented (2) | | | |
| - Has fully elected CFiC, and by-laws, internal rules/regulations are being effectively implemented (3). | | | |
| 2.2 The CFi/Committees have good cooperated and supported by: | | | |
| - Local authorities or only NGO (1) | | | |
| - FiAC, private sector and communities (2) | | | |
| - Local authorities, FiAC and NGOs (3) | | | |
| 2.3. Conflict over CFi ownership: | | | |
| - Have conflict (1) | | | |
| - Have conflict, but could solve some (2) | | | |
| - No conflict at all (3). | | | |
| Average Sub-Total Scores (Point 2) | | | |
| 3. Social and Economic Aspects of CFi | | | |
| 3.1 The selected CFi site offers potential benefits to poor fisheries dependent people in the CFi. | | | |
| - Provided to less than 35% of people in CFi (1), | | | |
| - Provided to between 35% - 70% of people in CFi (2) | | | |
| - Provided to more than 70 % of people in CFi (3). | | | |
| 3.2 CFi Bank account, cashier/accountant have capacity to manage budget. | | | |
| - Has cashier/accountant, but not been used (1) | | | |
| - Has Bank Account, cashier/accountant, and used some (2) | | | |
| - Has Bank Account, cashier/accountant, with good capacity to implement and document (3). | | | |
| 3.3 Does the CFi have its own funds or get funds to support projects? | | | |
| - Has its own funds with more than 3 NGOs/charity support with more than 4 million Riels (1) | | | |
| - Has some of its own funds and 1-3 NGO/charity supporting fund less than 4 million Riels (2) | | | |
| - No funds of its own and no support at all from NGO/charity or others (3). | | | |
| 3.4 Women participation: | | | |
| - No woman in CFi committee (1) | | | |

| | | | |
|--|--|--|--|
| - 1 woman in CFi committee (2) | | | |
| - More than 2 women in CFi committee (3). | | | |
| 3.5. School enrolment of the CFi families: | | | |
| - Between 0% -35% of children registered in schools (1) | | | |
| - Between 36%-70% children registered in schools (2) | | | |
| - More than 70 % of children registered in schools (3). | | | |
| Average Sub-Total Scores (Point 3) | | | |
| 4. Physical Aspects of CFi | | | |
| 4.1 The CFi fish conservation area (FCA). | | | |
| - No fish conservation area in CFi (1) | | | |
| - Has fish conservation area, and dried out during dry season (2) | | | |
| - Has fish conservation areas and never dried out in dry season (3). | | | |
| 4.2 Has the fish conservation area development plan been developed/implemented? | | | |
| - No fish conservation area development plan (1) | | | |
| - Has a fish conservation area development plan with some implementation (2) | | | |
| - Has a good fish conservation area development plan and good implementation, such as installation of substrates (artificial reef, tree trunk), demarcation poles (3). | | | |
| 4.3 Protection/guard the CFi conservation: | | | |
| - No patrolling group (1) | | | |
| - Have patrolling groups, and conducted patrolling less than 2 times per month (2) | | | |
| - Have patrolling groups, schedule, and conduct patrolling 2 or more times per month (3). | | | |
| Average Sub-Total Scores (Point 4) | | | |
| Average Grand Total Scores (2+3+4) | | | |

Recommendation:

Note: Scoring: (1 = Weak, 2 = Medium, 3 = Strong)

- If NO to question 1.1 and 1.2, the CFi will not be considered.
- If YES to question 1.1 and 1.2, the selection of CFi will be based on the scores (from highest to the lowest), within the CFi number allowed.

| | |
|---------------------------------|--|
| Reviewed by (FiAC chief): | Prepared by (Head of the working group): |
| Date: | Date: |

Annex 2: Assessment criteria for CFR selection

Nam of CFi: Code #.....

Village: Commune..... District..... Province.....

| Selection Criteria | Answer | | |
|---|--------|----|--------|
| | Yes | No | Others |
| 1. Legal Status of CFR | | | |
| 1.1 Has the CFi been officially recognized? | | | |
| 1.2 Does the CFR have management plan or work plan and budget? | | | |
| If, answers of (1.1) and (1.2) are YES , please continue to the following questions. | | | |
| | Scores | | |
| | 1 | 2 | 3 |
| 1.3. Conflict over CFi ownership: - Have conflict (1) - Have conflict, but could solve some (2) - No conflict at all (3). | | | |
| 1.4. What is the level of community connection/potential connection to nearby rice fields? - Low (1) - Medium (2) - High (3). | | | |
| Average Sub-Total Scores (Point 1) | | | |
| 2. Institutional Status of CFR | | | |
| 2.1 CFR management committee and management structure: - Has neither elected CFiC nor full structure of CFiC (1) - Has fully elected CFiC, but by-laws, internal rules and regulations have not been fully implemented (2) - Has fully elected CFiC, and by-laws, internal rules/regulations are being effectively implemented (3). | | | |
| 2.2. The CFi/Committees have good cooperated and supported by: - Local authorities, FiAC and NGOs (1) - FiAC, private sector and communities (2) - Local authorities (3) | | | |
| 2.3. Participation and decision making: - Only the chief of CFRC make all decisions (1) - The chief of CFRC and Committee members make all decisions. (2) - Active participation from CFRCs and members making decisions. An effort should be taken to ensure the active and meaningful participation of women's collective and networks representation. (3). | | | |
| 2.4. Implementation of management plan/action plan: - Has management plan/action plan, but has not implemented it (1), - Has management plan/action plan, and implemented some with less than 50% benefit to poor members (2) - Has management plan/action plan integrated in CIP and been fully implemented with more than 50% benefit to poor members; and at least 30% benefit to women and their organisations (3) | | | |
| Average Sub-Total Scores (Point 2) | | | |
| 3. Social and Economic Aspects of CFR | | | |
| 3.1 The selected CFR site offers potential benefits to poor fisheries dependent people in the CFR. Among them, at least 30% of the benefits go to women-lead initiatives. - Provided to less than 35% of people in CFR (1), - Provided to between 35% and 70% of people in CFR (2) | | | |

| | | | |
|---|--|--|--|
| - Provided to more than 70 % of people in CFR (3). | | | |
| 3.2 CFR Bank account, cashier/accountant have capacity to manage budget. - Has cashier/accountant, but not been used (1) - Has Bank Account, cashier/accountant, and used some (2) - Has Bank Account, cashier/accountant, with good capacity to implement and documented (3). | | | |
| 3.3 Does the CFR has its own funds or get funds to support projects? - Has its own funds with NGOs/charity support with more than 4 million Riels (1) - Has some of its own funds and NGO/charity supporting fund less than 4 million Riels (2) - No funds of its own and no support from NGO/charity or others (3). | | | |
| 3.4. Women's active and meaningful participation: - At least 1 woman in CFR committee (1) - 2 women in CFR committee (2) - More than 2 women in CFR committee (3). | | | |
| 3.5. School enrolment of the CFR families: - Between 0% and 35% of children registered in schools (1) - Between 36% - 70% children registered in schools (2) - More than 70 % of children registered in schools (3) | | | |
| Average Sub-Total Scores (Point 3) | | | |
| 4. Physical Aspects of CFR | | | |
| 4.1 The CFR has good potential location. - One village with limited fishing grounds and limited fishers (1), - More than one village with fishing grounds and fishers (2) - More than one village with rich fishing ground, rice field surrounding/fish habitat, and fishers (3). | | | |
| 4.2 The CFR fish conservation area: - No fish conservation area in CFR (1) - Has fish conservation area, and dried out during dry season (2) - Has fish conservation areas and never dried out in dry season (3). | | | |
| 4.3 Is the CFR fish conservation area have been developed? - No fish conservation area development plan (1) - Has a fish conservation area development plan with some implementation (2) - Has a good fish conservation area development plan and good implementation such as installation of substrates (artificial reef, tree trunk), demarcation poles (3). | | | |
| 4.4 Protection/guard and patrolling: - No patrolling group (1) - Have patrolling groups, and conducted patrolling less than 2 times per month (2) - Have patrolling groups, schedule, and conduct patrolling 2 or more times per month (3). | | | |
| Average Sub-Total Scores (Point 4) | | | |
| Average Grand Total Scores (1+2+3+4) | | | |
| Recommendation: | | | |
| Note: Scoring: (1 = Weak, 2 = Medium, 3 = Strong) - If NO to question 1.1 and 1.2, the CFR will not be considered. - If YES to question 1.1 and 1.2, the selection of CFR will be based on the scores (from highest to the lowest), within the CFi number allowed. | | | |
| Reviewed by (FiAC chief) | Prepared by (Head of the working group): | | |
| Date: | Date: | | |

Annex 3: Agreement between FiAC and CFI/CFR

The Kingdom of Cambodia
Nation, Religion, King

Agreement Between Fishery Administration Cantonment and Community Fisheries/Community Fish Refuge

Province:
Financial Year:

Mrs/Mr:
Chief of Fisheries Cantonment of.....
N°.....Street.....
Village.....Commune.....
District..... Province.....
Tel:

Mrs/Mr:
Chief of Community Fisheries/Fish Refuge Committee
.....Village.....Commune..... District.....
Province.....
Tel:

With reference to the grant proposal, budget, and projection plans of Community Fisheries/Fish Refuge project submitted to FiAC through the Coordinating Committee (CC) on
DayMonth.....Year....., and after reviewed and approved by His Excellency, the Delegate of FiA on the Annual/Semester Work plan and Budget for financial year..... On Day.....
Month..... Year.....

I am pleased to inform you that your proposed work plan and budget have been approved with the terms and conditions as follows:

1. Project Information

Project Title :
Implemented CFI/CFR :
Project Period : From..... to.....
Total Budget :USD (write in letter.....USD only).

2. The Approved Budget and Transfer of Budget

The approve budget of USD (write in letter.....USD only).
The amount will be released to the account of the CFI/CFR as following:
Bank name : Provincial Branch
Account Name :
Account Number :

The budget will be transferred from FiA into the CFI/CFR bank account under facilitation by Coordination Committee of FiAC, based on date and procedures as set forth in the guideline on the transfer and management of the small grant to support the operation of CFI/CFR in Cambodia. All project proposal

and budget attached in this agreement shall be use as references.

The financial support is provided only to proposal from CFi/CFR which has been selected by coordination committee of FiAC and is used based on attached grant proposal, detail work plan, and annual budget plan.

In the case of adjustment made to the projects such as objectives, activities, or spending on different categories, mutual agreement must be made in writing between FiAC and CFi/CFR.

Coordination committee of FiAC must respond no later than two weeks on proposed changes.

3. Requirement of a report from the CFi/CFR on the use of the funds

CFi/CFR must keep financial records and financial support documents in compliance with public financial management of the RGC, and other relevant procedures as described in the 'guideline on the transfer and management of the small grant to support the operation of CFi/CFR in Cambodia'

CFi/CFR should prepare progress report, and financial report semester and annually in compliance with procedures set forth in the 'guideline on the transfer and management of the small grant to support the operation of CFi/CFR in Cambodia'.

FiA will arrange audit at the end of project period based on actual need.

4. FiAC's right to visit CFi/CFR project and follow-up the use of the funds

The Coordinating Committee, FiAC authorized representatives will from time to time visit the CFi/CFR project, normally at times agreed in advance, to see the activities and progress of the project and review financial records and financial support documents. Coordinating Committee, FiAC however does reserve the right to visit without prior notice if it believes this to be necessary.

Coordinating Committee, FiAC will join with the CFi/CFR, Development Partners, and relevant local authorities to joint in problem solving and do the evaluation of CFi/CFR projects for measuring the progressing of works.

All unspent budget that had been agreed in the agreement, must be transferred back to FiA, if the budget is not used in accordance with the objectives and conditions of the project as defined in an agreement. The CFDD and DAD, FiA will work coordination with Coordinating Committee of FiAC to follow-up on repayment of the budget partly or fully back to FiA.

5. Coordinating Committee, FiAC's right to terminate or suspend the grant

Coordinating Committee, FiAC has the right to terminate the grant early and stop all payments if:

- CFi/CFR fails to comply with any of the terms of this agreement); or
- Coordinating Committee, FiAC is required by any local or central government or Court to suspend or terminate the grant; or
- Geographical, security or other conditions prevent the CFi/CFR from using the grant in accordance with the project proposal or Coordinating Committee, FiAC from carrying out the checks in this agreement, or
- CFi/CFR no longer carries on activities of the kind in the grant proposal, or loses its approval from the administrative authorities for this kind of activity.

6. Spending procedures

CFi/CFR shall follow procurement procedures as set forth in the guideline on the transfer and management of small grant to support the operation of CFi/CFR in Cambodia.

7. Legality of activities

CFi/CFR agree to comply with all applicable laws, rules and regulations, and other risks that the law requires. Coordinating Committee, FiAC will not be responsible for any activities that contrasting with the guideline and this agreement, which are leading to affect social, security, laws, and any activities that are involved with political parties.

If the above paragraphs, in your understanding, clearly set forth the terms and the conditions applicable to the grant, would you kindly sign/seal duplicate copy of this letter and send it back to us as soon as possible.

Name :
Title : Chief of Fisheries Cantonment
Signature :
Date :

Name :
Title : Head of CFi/CFR Committee
Signature :
Date :

Name :
Title : Chief of Commune Council
Signature :
Date :

Annex 4: CFi/CFR Annual/Semester Workplan and Budget

**The Kingdom of Cambodia
Nation, Religion, King**

CFi/CFR Name:

Location:

Project:

**To
Chief of Fisheries Administration Cantonment.....**

Subject: Request to review CFi/CFR Annual/Semester Work Plan and Budget for year

Reference: Guideline on the transfer and management of the small grant to support the operation of CFi/CFR in Cambodia

Attachments: Community Management Plan

(In Khmer Riels)

| | Semester 1 | Semester 2 | Total Annual |
|--|------------|------------|--------------|
| 1) Administrative expenses (No more than 25% Semester/ annually) | | | |
| 1.1. | | | |
| 1.2. | | | |
| 2) Development expenses (No less than 75% annually) | | | |
| 2.1. Operation and Maintenance (including small scale construction of less than 2 million Khmer riels) | | | |
| 2.1.1. | | | |
| 2.1.2. | | | |
| 2.2. Small-scale infrastructure (cost more than 2 million Khmer Riels) | | | |
| 2.2.1. | | | |
| Total: | | | |

Per our request above, may the chief kindly review the document. Please accept our sincere respect.

Day..... MonthYear.....
Seen and approved
(CFi / CFR Chief or delegated vice chief)

(Signature/Stamp and Name)

Notes by Chief of FiAC

Day.....Month..... Year ...

Chief of FiAC

(Signature/Stamp and Name)

Annex 5: An Example of CFi/CFR Annual/Semester Workplan and Budget

The Kingdom of Cambodia Nation, Religion, King

Sandan CFi
Sandan Village, Sandan Commune,
Sandan District, Kompong Thom Province
No: 01/2020

To
Chief of Provincial Fisheries Office.....

Subject: Request to review CFi/CFR Annual/Semester Work Plan and Budget for year of 2021

Reference: Guideline on the transfer and management of the small grant to support the operation of CFi/CFR in Cambodia

Attachments: Community Management Plan (if applicable)

In response to the above subject and reference, may the chief review CFi/CFR Annual Work Plan and Budget as described below:

(In Khmer Riels)

| | Semester 1 | Semester 2 | Total Annual |
|--|------------|------------|--------------|
| 1) Administrative expenses (No more than 25% Semester/ annually) | 180,000 | 100,000 | 280,000 |
| 1.1. Travel allowance | 80,000 | | 80,000 |
| 1.2. Refreshment | 100,000 | 100,000 | 200,000 |
| 2) Development expenses (No less than 75% annually) | 400,000 | 3,320,000 | 3,720,000 |
| 2.1. Operation and Maintenance | | | |
| 2.1.1. Patrol | 400,000 | 400,000 | 800,000 |
| 2.1.2. Demarcation poles | | 2,920,000 | 2,920,000 |
| 2.2. Small-scale infrastructure (cost more than 2 million Khmer Riels) | 0 | 0 | 0 |
| Total: | 580,000 | 3,420,000 | 4,000,000 |

Per our request above, may the chief kindly review the document. Please accept our sincere respect.

Day..... MonthYear.....

Seen and approved
(CFi / CFR Chief or delegated vice chief)

(Signature/Stamp and Name)

Notes by Chief of FiAC

Day.....Month..... Year.....

Chief of FiAC

(Signature/Stamp and Name)

Annex 6: Combined Proposed Work Plan and Budget to Be Submitted to PDAFF

The Kingdom of Cambodia

Nation, Religion, King

Provincial Department of Agriculture Forestry and Fishery

Province:

Fishery Administration Cantonment:

To

Director of Provincial Department of Agriculture Forestry and Fishery

Subject: Request to review the compliance of CFi/CFR Annual/Semester Work Plan and Budget in (name of province)year.....

Reference: Guideline on the transfer and management of the small grant to support the operation of CFi/CFR in Cambodia

Attachments:

1. The summary table of CFi/CFR name and total proposed annual/quarter budget for each community
2. Annual Work Plan and Annual/Quarter Budget of CFi/CFR

In response to the above request, may **the Director** kindly review the compliance of CFi/CFR Annual Work Plan and Budget in (name of province)year.....as described below:

| | Semester 1 | Semester 2 | Total |
|--|------------|------------|-------|
| 1) Administrative expenses (No more than 25% Semester/annually) | | | |
| 2) Development expenses (No less than 75% annually) | | | |
| 2.1. Operation and Maintenance | | | |
| 2.2. Small-scale infrastructure (cost more than 2 million Khmer Riels) | | | |
| Total | | | |

Per our request above, may the **Director** kindly review the document. Please accept our sincere respect.

Day.....Month.....Year.....

Chief of Fishery Administration Cantonment
(Signature/Stamp and Name)

.....(Notes from Director of PDAFF)

Day.....Month..... Year.....

Director of Provincial Department of
Agriculture Forestry and Fisheries
(Signature/Stamp and Name)

Annex 7: Combined Proposal of Annual/Semester Workplan and Budget to Be Submitted to FiA

The Kingdom of Cambodia

Nation, Religion, King

Provincial Department of Agriculture Forestry and Fishery

Province:

Fishery Administration Cantonment:

To

H.E.....

Delegate of Fishery Administration

Subject: Request to review and approve on compiled of CFi/CFR Annual/Semester Work Plan and Budget in (name of province)year.....

Reference: Guideline on the transfer and management of the small grant to support the operation of CFi/CFR in Cambodia

Attachments: The summary table of CFi/CFR name and total proposed annual/quarter budget for each community

In response to the above request, may **His Excellency** kindly review the compliance of CFi/CFR Annual Work Plan and Budget in (name of province)year.....as described below:

| | Semester 1 | Semester 2 | Total |
|---|------------|------------|-------|
| 1) Administrative expenses (No more than 25% Semester/annually) | | | |
| 2) Development expenses (No less than 75% annually) | | | |
| 2.1. Operation and Maintenance (including small scale construction of less than 2 million Khmer riels) | | | |
| 2.2. Small-scale infrastructure (cost more than 2 million Khmer Riels) | | | |
| Total | | | |

Per our request above, may **His Excellency** kindly review the document. Please accept our sincere respect.

Day.....Month..... Year.....

Director of Provincial Department of Agriculture
Forestry and Fisheries
(Signature/Stamp and Name)

.....(Seen by Delegate)

Day.....Month..... Year.....

Delegate of Fishery Administration
(Signature/Stamp and Name)

Annex 8: CFi/CFR Semester Progress and Spending Report

The Kingdom of Cambodia
Nation, Religion, King

Name of CFi/CFR:

Location:

Project:

To
Chief of Fishery Administration Cantonment

Subject: Request to review on Semester progress report and expense report in quarter.....
year.....

Reference: CFi/CFR Annual/Semester Work Plan and Budget

In response to the above subject and reference, may the chief review progress report and expense report in
quarter Year..... as described below:

| Activities | Semester Expenses | Output |
|------------|-------------------|--------|
| 1..... | | |
| 2..... | | |
| 3..... | | |
| 4..... | | |

Challenges and implemented Solutions:

.....
.....
.....

Suggestions:

.....
.....
.....

As per our request above, may the chief kindly review the documents. Please accept our sincere respect.

.....Day..... Month..... Year
(CFi / CFR President or delegated Vice
President)
(Signature/Stamp and Name)

.....(Notes by Chief of FiAC)

.....Day.....Month..... Year

Chief of Fishery Administration Cantonment
(Signature/Stamp and Name)

Annex 9: FiAC's Semester Progress and Spending Report

The Kingdom of Cambodia
Nation, Religion, King

Provincial Department of Agriculture Forestry and Fishery

Province:

Fishery Administration Cantonment:

To

H.E.....

Delegate of Fishery Administration

Subject: Request to review quarter progress report and expense report for quarter.....year.....

Reference: Compiled CFI/CFR Annual Work Plan and Annual/Quarter Budget for year.....

In response to the above subject and reference, may **His Excellency** review quarter progress report and expense report for quarter.....year.....as described below:

| Activities | Total quarter expenses | Output |
|------------|------------------------|--------|
| 1..... | | |
| 2..... | | |
| 3..... | | |
| 4..... | | |

Challenges and Implemented Solutions:

.....
.....
.....
.....

Suggestions:

.....
.....
.....

As per our request above, may **His Excellency** kindly review the documents. Please accept our sincere respect.

.....(Notes by delegate)

.....Day.....Month..... Year

Delegate of Fishery Administration

(Signature Stamp Name)

.....Day.....Month..... Year

Chief of Fishery Administration Cantonment

(Signature Stamp Name)

Annex 10: CFi/CFR Annual Progress and Spending Report

**The Kingdom of Cambodia
Nation, Religion, King**

Name of CFi/CFR:

Location:

Project:

**To
Chief of Fishery Administration**

Subject: Request to review on annual progress report and expense report for year.....

Reference: CFi/CFR Annual Work Plan and annual/quarter budget for year.....

In response to the above subject and reference, may the chief review progress report and expense report in Year..... as described below:

| Activities | Semester Expenses | Output |
|------------|-------------------|--------|
| 1..... | | |
| 2..... | | |
| 3..... | | |
| 4..... | | |

Challenges and implemented Solutions:

.....
.....
.....
.....

Suggestions:

.....
.....
.....

As per our request above, may the chief kindly review the documents. Please accept our sincere respect.

.....Day..... Month..... Year
(CFi / CFR President or delegated Vice
President)
(Signature/Stamp and Name)

.....(Notes by Chief of FiAC)

.....Day.....Month..... Year

Chief of Fishery Administration Cantonment

(Signature/Stamp and Name)

Annex 11: FiAC's Annual Progress and Spending Report

The Kingdom of Cambodia
Nation, Religion, King

Provincial Department of Agriculture Forestry and Fishery
 Province:
 Fishery Administration Cantonment:

To
H.E.....
Delegate of Fishery Administration

Subject: Request to review annual progress report and expense report for year.....

Reference: Compiled CFI/CFR Annual Work Plan and Annual/Quarter Budget for year.....

In response to the above subject and reference, may **His Excellency** review quarter progress report and expense report for quarter..... year.....as described below:

| Activities | Total quarter expenses | Output |
|------------|------------------------|--------|
| 1..... | | |
| 2..... | | |
| 3..... | | |
| 4..... | | |

Challenges and Implemented Solutions:

.....

.....

.....

.....

Suggestions:

.....

.....

.....

.....

As per our request above, may **His Excellency** kindly review the documents. Please accept our sincere respect.

| | |
|--|--|
|(Notes by the delegate)Day.....Month..... Year Delegate of Fishery Administration (Signature Stamp Name) |Day.....Month..... Year Chief of Fishery Administration Cantonment (Signature Stamp Name) |
|--|--|

Annex 12: Letter of Authority Delegation

| | |
|---|--------------------------------|
| <p align="center">The Kingdom of Cambodia Nation, Religion, King</p> | |
| Name of CFI/CFR..... Location: Project: | |
| <p align="center">Letter of Authority Delegation</p> | |
| I President of address | |
| I delegate my authority to Mr. / Mrs. / Miss who is on the following issues: | |
| 1. Authority 1: 2. Authority 2: 3. Authority 3: | |
| Province, (Date)..... | |
| Signature of recipient | Signature of delegating person |
| Name of recipient | Name of delegating person |

Annex 13: Cash Advance Request and Approval

The Kingdom of Cambodia
Nation, Religion, King

Name of CFI/CFR:

Location:

Project:

To
CFi / CFR President

Subject: Request for cash advance by TotalKhmer Riels

Applicant Name:

Reference: Annual Work Plan and Annual budget for year.....

Notes: In request form, each expense shall not exceed 500,000 Riels, but total expense can exceed 500,000 Riels.

| Activities | Total request (Riels) | Remark |
|------------|--------------------------|--------|
| 1. | | |
| 2. | | |
| 3. | | |
| Total | | |

Day....Month.....Year....

Organized by

(Applicant)

Day....Month.....Year....

Reviewed by

(Cashier)

Day....Month.....Year....

Seen and approved

(CFi / CFR President or
delegated Vice President)

(Signature & Name)

(Signature & Name)

(Signature & Name)

Annex 14: Cash Advance Clearance and Approval

The Kingdom of Cambodia
Nation, Religion, King

Name of CFi/CFR:

Location:

Project:

To
CFi / CFR President

Subject: Clearance of cash advance

Applicant Name:

Reference: Cash Advance Request dated

Attachment: Invoice

| Activities | Total request (Riels) | Total actual expense (Riels) | Balance (Riels) |
|------------|--------------------------|---------------------------------|--------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| Total | | | |

Day....Month.....Year....

Organized by

(Applicant)

Day.... MonthYear....

Reviewed by

(Cashier)

Day.... MonthYear....

Seen and approved

(CFi / CFR Chief or
delegated Vice chief)

(Signature & Name)

(Signature & Name)

(Signature & Name)

Annex 15: Internal Invoice for Petty Cash Advance Payment
(For sellers who do not have invoices)

| Internal Invoice | | | | |
|---|-------------|----------|--|-------------|
| <p>Seller / Shop Name:</p> <p>Address:</p> <p>Phone:</p> <p>Date:</p> | | | | |
| No | Description | Quantity | Unit price | Total price |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| | | | Total | |
| | | | Discount | |
| | | | Total | |
| <p>Seller</p> <p>(Signature & Name)</p> | | | <p>Purchaser</p> <p>(Signature & Name)</p> | |

Annex 16: Payment Voucher

Name of CFi/CFR:

Location:

Payment Voucher

No:

Pay to Mr. / Mrs. / Miss Unit

Total amount:Riels

(In text)

Used for

With attachments

Province (Date)

Day..... Month.....Year.....

Day..... Month.....Year.....

Day..... MonthYear.....

Prepared by
(Cashier)

Seen and Approved
(CFi/CFR Chief/Delegated vice
Chief)

Received by
(Member of CFi/CFR)

(Signature and Name)

(Signature and Name)

(Signature and Name)

Annex 17: Cash Record Book

The Kingdom of Cambodia
Nation, Religion, King

Name of CFI/CFR.....

Location:

Cash Record Book

| Date | Description | Receipt No. | Cash in (Riel) | Cash out (Riel) | Balance (Riel) |
|--------------|-------------|----------------|-------------------|--------------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| Total (Riel) | | | | | |

Prepared by
(Cashier)

Seen and approved
(CFi / CFR chief or delegated
Vice chief)

(Signature & Name)

(Signature & Name)

Annex 18: Request and approval of purchase of goods/services

Kingdom of Cambodia
Nation Religion King

Name of CFI/CFR.....

Location:

To
CFI/CFR Head

Objective: To purchase the following goods or services.

Applicant Name:

Date:

| No. | Description | Quantity | Unit cost | Total price | Note |
|-----|-------------|----------|-----------|-------------|------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| | | | Total | | |
| | | | Discount | | |
| | | | Total | | |

Prepared by
(Applicant)

Reviewed by
(Finance)

Seen/approved by (CFI/CFR
head or delegated deputy)

(signature & name)

(signature & name)

(signature & name)

Annex 19: Three price quotation and approval

Kingdom of Cambodia
Nation Religion King

CFi/CFR Name:

Location:

Project:

Price Quotation and Approval

Date:

| No. | Description | Supplier 1 Name: Phone: | Supplier 2 Name: Phone: | Supplier 3 Name: Phone: | Note |
|-----|-------------|-------------------------------|-------------------------------|-------------------------------|------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | Total value | | | | |
| | Decision | Yes/No | Yes/No | Yes/No | |

Suggestion and decision by the procurement committee:
.....
.....

Name:

Position:

Signature:

Name:

Position:

Signature:

Name:

Position:

Signature:

Reviewed by
(Cashier)

(signature & name)

Seen/approved by (CFi/CFR
head or delegated deputy)

(signature & name)

Annex 20: Clearance and Approval on Purchase Spending

**Kingdom of Cambodia
Nation Religion King**

CFi/CFR Name:

Location:

Project:

**To
CFi/CFR Head**

Objective: To clear the spending on goods and services

Applicant Name:

References:

- Purchase request dated
- Approved price quotation by the procurement committee dated
- Invoices

| Expenses | Units purchased | Total actual expenses | Notes |
|----------|-----------------|-----------------------|-------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| Total | | | |

Prepared by
(Applicant)

Reviewed by
(Cashier)

Seen/approved by (CFi/CFR
head or delegated deputy)

(signature & name)

(signature & name)

(signature & name)

Annex 21: Inventory Book

**Kingdom of Cambodia
Nation Religion King**

CFi/CFR Name:

Location:

Project:

Inventory Book

| Material ID | Name | Purchase Date | Quantity | Price | Venue | Expense voucher No. | Remarks |
|-------------|------|---------------|----------|-------|-------|---------------------|---------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Prepared by:

Reviewed by:

Approved by:

Date:

Date:

Date:



Prepared by:
Department of Community Fisheries Development



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Fisheries Administration

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