“SAVE OUR SHARKS” PROJECT MANUAL: USER GUIDE
FOR CONTRACTORS
2015-2018

PROJECT MANAGEMENT

- Sign Terms of Reference and Contract (including detailed action plan and budget for the entire project).
- Appoint Project Manager (including name and contact information).
- Project Manager is responsible for all communication, execution, monitoring and reporting.

RECORD KEEPING

- Maintain separate files for: Contracts, proposals, bank statements, quotations, invoices, financial and technical reports.

ACTION PLAN AND BUDGET

- Submit annual action plan and budget (including milestones) to Shark Committee cc Executive Committee + Finance Committee: 4th Quarter.
- DCNA Treasurer will begin transferring funds quarterly in advance to [Contractor].
- [Contractor] must notify Shark Committee Chair + DCNA Chair immediately of (anticipated) significant changes to the project.

ACCOUNTING/EXPENDITURE

- Keep separate “Save our Sharks” accounts in accounting program.
- Project Manager must authorize all expenditure (even cash).
- Include “SOS” (Save our Sharks) on all paperwork.
- $ > 5,000 -> 3 quotations + approval by Shark Committee Chair.
- $ > 10,000 -> 3 quotations + approval by DCNA Treasurer + Chair.
Quarterly project reporting deadlines:
- Quarter 1: 30th April
- Quarter 2: 31st July
- Quarter 3: 31st October
- Quarter 4: 31st January

Reporting consists of:
- Project progress (technical) report (Annex 4)
- Overview project expenses vs budget (Annex C/D)
- Explain deviation > 10%

Send reports to Shark Committee + DCNA Finance Committee
- Approval within 15 working days

DCNA Finance Committee and Shark Committee must review quarterly reports within 15 working days

Quarterly reporting which is incomplete / includes discrepancies will be returned for an explanation

Funds Transfer

DCNA will inform [Contractor] whenever funds are due to be transferred

[Contractor] must submit copy of bank statement showing receipt of funds to DCNA Treasurer: within 5 working days

Any discrepancy must be notified to the DCNA Executive Committee in writing asap.

SUSPENDING PAYMENTS

DCNA Chair can suspend payments where the Shark Committee believes the project is not being implemented as agreed.

PLEASE COPY DCNA SECRETARIAT ON ALL CORRESPONDENCE [director@DCNAnature.org] AND REPORTING [accounting@DCNAnature.org]