“SAVE OUR SHARKS” PROJECT MANUAL: USER GUIDE
FOR PARK MANAGEMENT ORGANISATIONS
2015-2018

PROJECT MANAGEMENT

- [Park] Board Chair + Director sign Terms of Reference (including detailed action plan and budget for the entire project).
- [Park] nominates their Project Manager in writing (including name and contact information).
- Project Manager is responsible for all communication, execution, monitoring and reporting for [Park].

RECORD KEEPING

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

ACTION PLAN AND BUDGET

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

ACCOUNTING/EXPENDITURE

- Keep separate “Save our Sharks” accounts [e.g. in QuickBooks].
- 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 to the [Park] for an explanation

DCNA will inform [Park] whenever funds due to be transferred
[Park] submits 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.

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@DCNA
ture.org] AND REPORTING [accounting@DCNA
ture.org]