

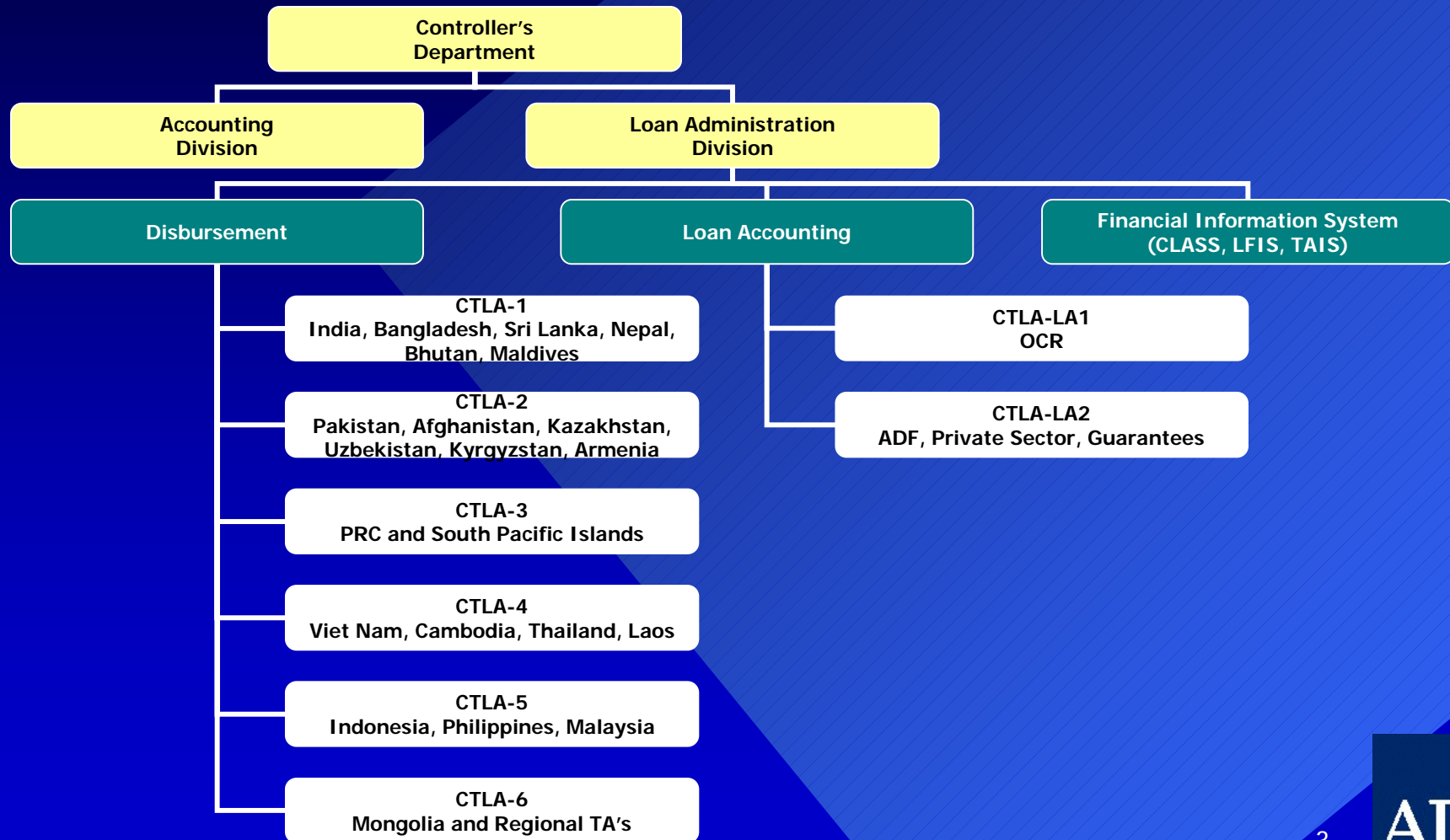
Orientation Program for DMC Officials
4 – 22 September 2006

Disbursement Policies and Procedures`

Contents

- Loan administration division
- ADB's main instruments
- Types of loan
- Types of technical assistance
- Project cycle
- Loan milestone dates
- Disbursement policies and principles
- Disbursement guidelines
- Disbursement procedures
- Loan Financial Information System

Loan Administration Division



ADB's Main Instruments

Policy
dialogue

Loans

Technical
assistance

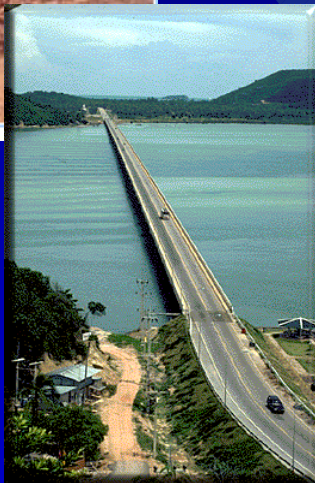
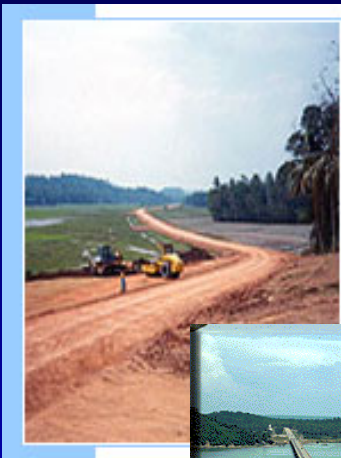


Grants

Guarantees

Equity
investments

Types of Loan



Project loan

DFI loan

Program loan

TA loan

Sector loan

Non-sovereign/
Private sector
loan

Types of Technical Assistance

Project
Preparation



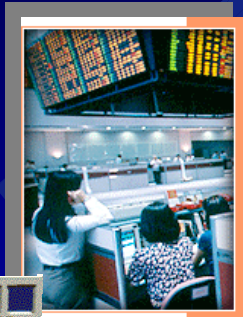
Advisory

Small Scale
\$150,000 or less

Regional

Sources of ADB Financing

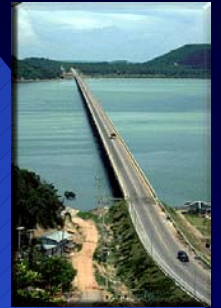
Borrower



**Ordinary Capital Resources
(OCR)**

**Special Fund Resources
(ADF + Other Special Funds)**

Project Cycle



COUNTRY STRATEGY
AND PROGRAM

EVALUATION

PREPARATION

ADB's
Project
Cycle



IMPLEMENTATION

APPRAISAL/APPROVAL

Loan Milestone Dates

- Approval date
- Signing date
- Effective date
- Project completion date
- Loan closing date

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Disbursement Policies & Principles

ADB's Charter lays down the basic principles

Loan purpose
Article 14-XI

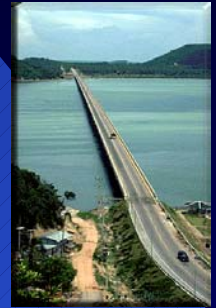


Expenditures as incurred
Article 14-X

Procurement in member countries
Article 14-IX



Disbursement Guidelines



Stage 1:

- ✓ Disbursement letter
- ✓ Open loan account
- ✓ Evidence of authority to sign

Stage 3:

- ✓ Semi-monthly report
- ✓ Loan closing
- ✓ Cancellation of loan surplus

Stage 2:

- ✓ Application for withdrawal
- ✓ Eligible expenditures
- ✓ Payment instructions



Disbursement Guidelines Allocation Table



Attachment to Schedule 3

TABLE

ALLOCATION AND WITHDRAWAL OF LOAN PROCEEDS (Agrarian Reform Communities Project)					
CATEGORY			PERCENTAGE OF BANK FINANCING		
Number	Item	Amount Allocated [\$]		Percentage	Basis for Withdrawal from the Loan Account
		Category	Subcategory		
1	Civil Works	61,828,000.00		72	[percent of total expenditure] (11% for foreign & 61% for local)
2	Equipment and Vehicles	1,029,600.00		100	percent of foreign expenditure
				65	percent of local expenditure
3	Training/Fellowships	1,133,500.00		100	percent of foreign expenditure
				25	percent of local expenditure
4	Professional Services (Consultants)	3,875,200.00		100	percent of foreign expenditure
				100	percent of local expenditure *
5	Survey Contracts	3,070,100.00		100	percent of foreign expenditure
				100	percent of local expenditure *
6	O&M Costs for CPMO/APOs	900,200.00		100	percent of foreign expenditure
				50	percent of local expenditure
7	Interest and Commitment Charge	14,440,000.00		100	percent of amounts due
8	Unallocated	6,885,400.00			
	TOTAL	93,162,000.00			

* exclusive of local taxes and duties

ADB

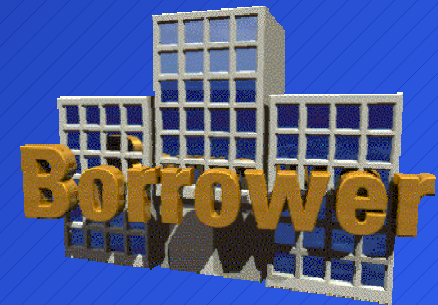
Disbursement Procedures

Direct Payment

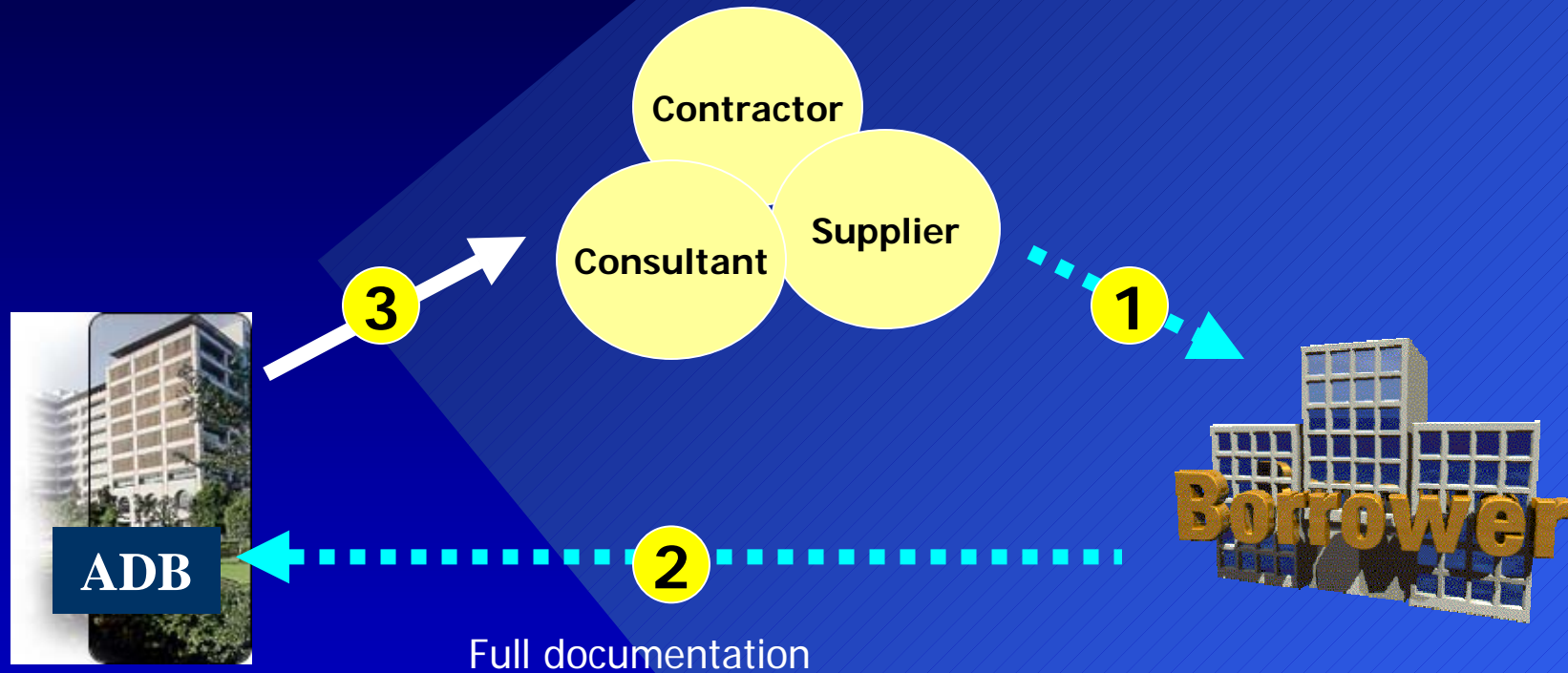
Reimbursement

Imprest Fund

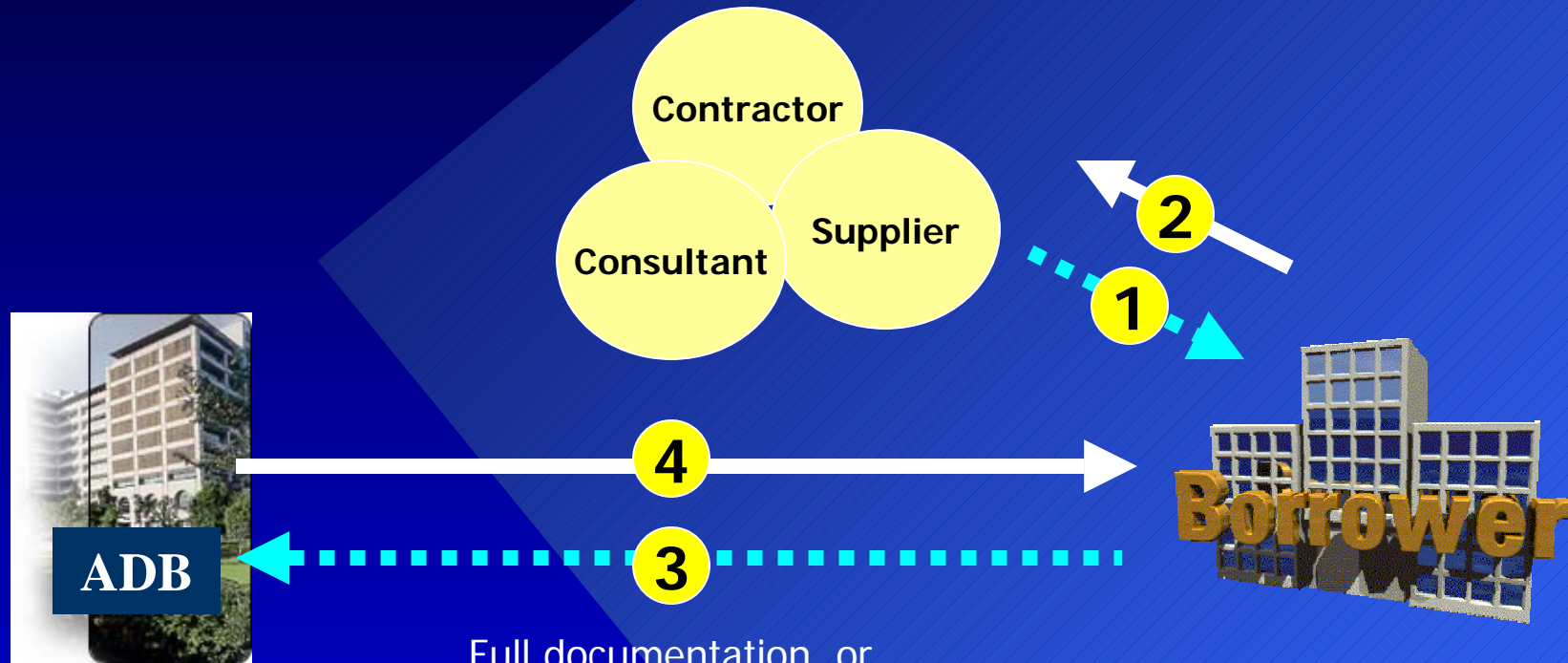
Commitment Letter



Direct Payment Procedure

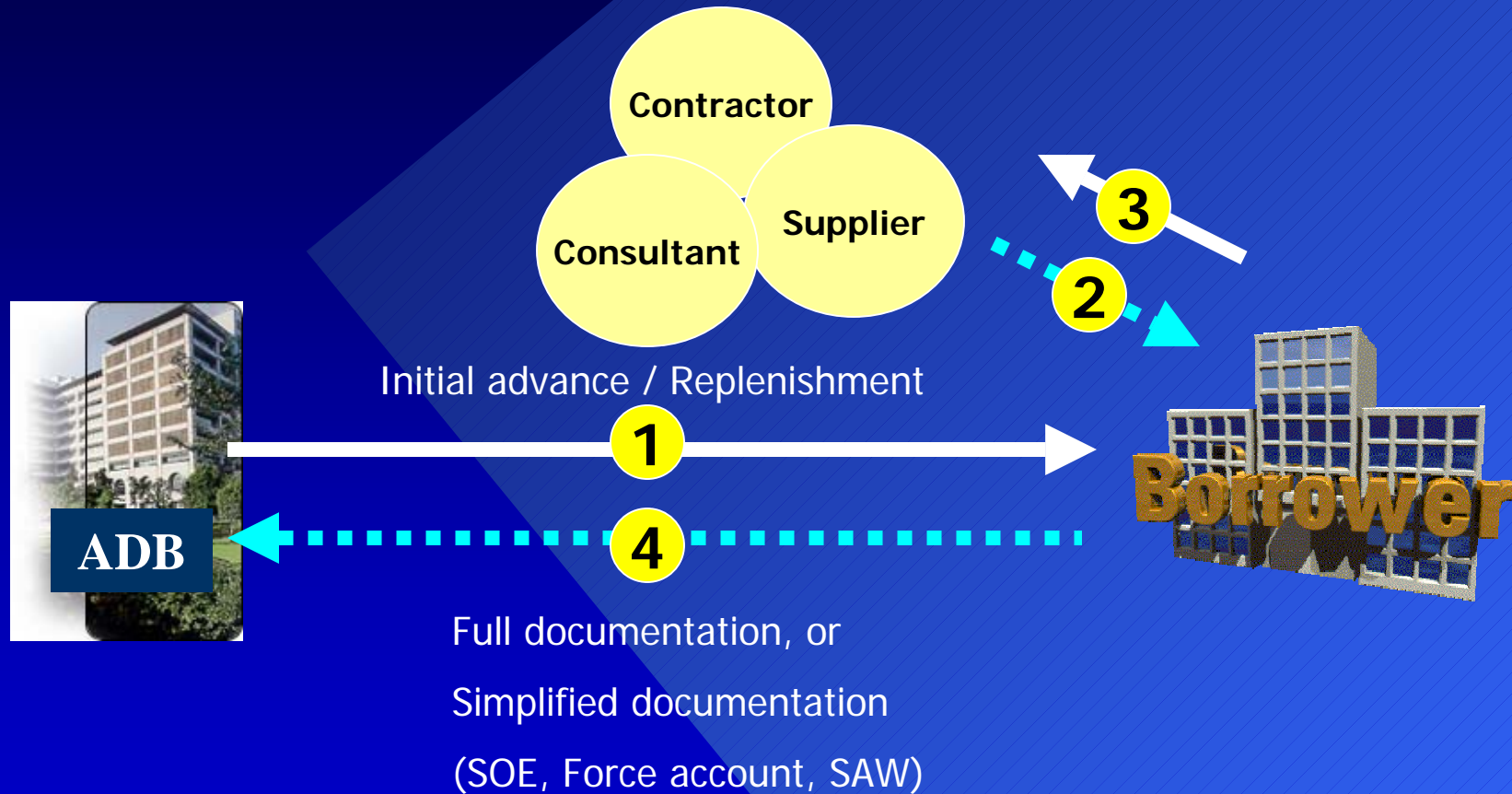


Reimbursement Procedure

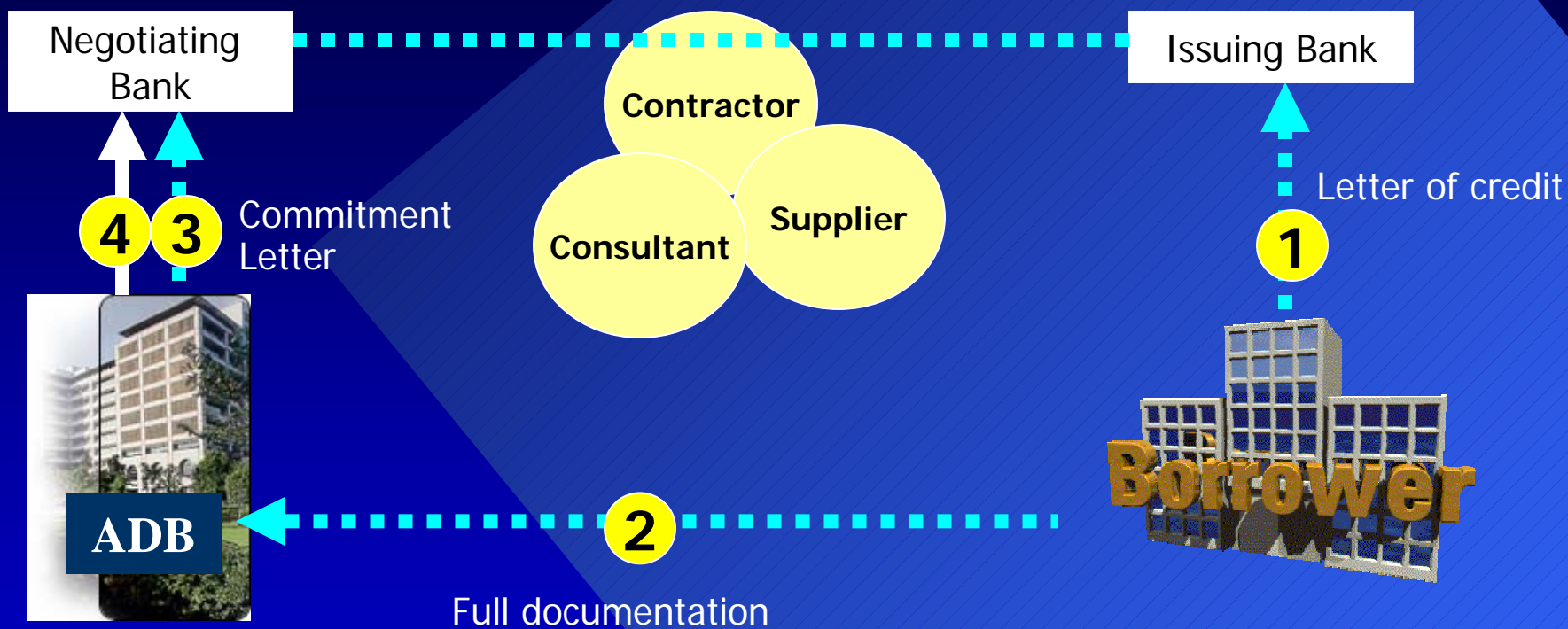


Full documentation, or
Simplified documentation
(SOE, Force account, SAW)

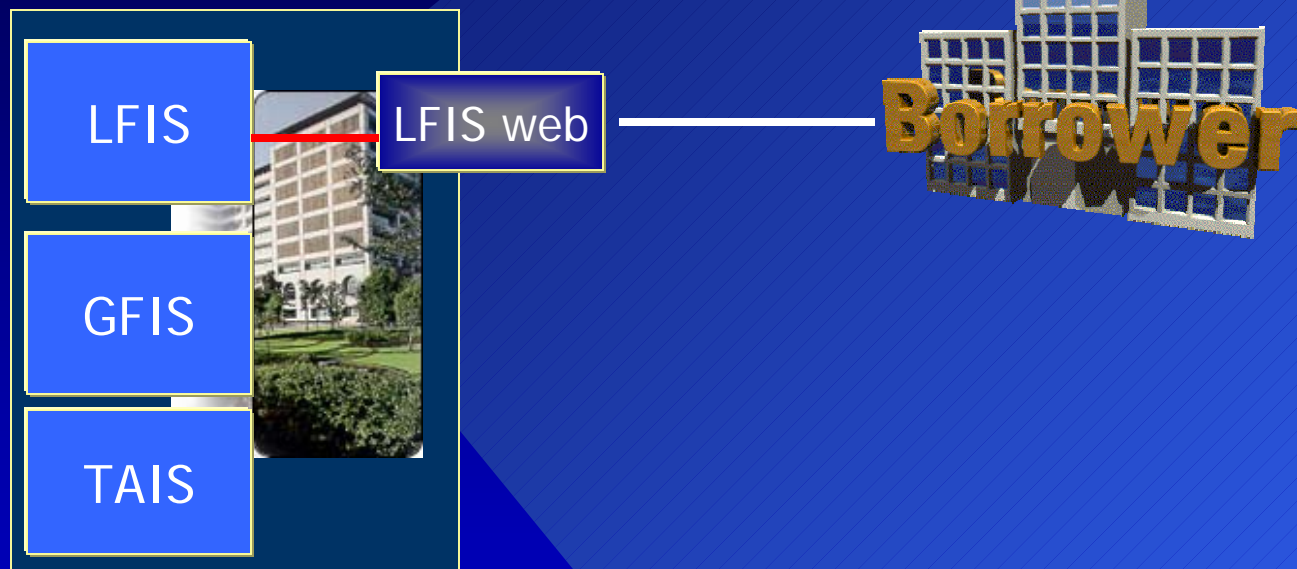
Imprest Fund Procedure



Commitment Letter Procedure



Loan Financial Information System



Loan Financial Information System

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What's New at LFIS

More Features >>

 Share Your Project Picture

Share photographs of your project so others may see its progress completion. For instructions, [click here >>](#)

Where is My Withdrawal Application?

Track the status of your withdrawal application(s) by selecting the loan number from the drop down box.

LFIS Materials

more LFIS Materials >>

- Download Information Materials on [LIBOR-Based Loan \(LBL\) Products](#)
- [LIBOR-Based Loan \(LBL\) Indicative Rates](#)
- Revised [Loan Disbursement Handbook January 2001 version is available on-line](#)
- To read annexes and appendices, you need Acrobat.



Reminders:

more Reminders >>

- Please indicate the PCSS No. in the Summary Sheets, to facilitate processing of your Withdrawal Application.
- PCSS 8801 number series should be used for Small Value Contracts, US\$100,000 and below.
- The Enhanced SOE Procedure should be used only for Small Value Contracts.
- The Status of a Withdrawal Application can be viewed in the Pipeline Disbursements menu under the Loan Data section.

Related Links

more Related Links >>

- View [Project Profiles & Completion Reports](#)
- [Procurement: Guidelines & Bidding Documents](#)
- [Consultant: Guidelines, Registration, FAQs](#)

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Microsoft

ADB

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Loan Financial Information System

ADB LFIS - Microsoft Internet Explorer

Address: <http://lfis/reports/reports.asp>

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LFIS Reports **Other Reports**

COUNTRY REPORTS

- Summary Disbursement Ratio (ALR511)**
This report provides information on disbursement ratio, defined as the ratio of disbursement during the period/year over the undisbursed loan balance at the beginning of the period/year, less cancellations.
- Imprest Fund Turnover Ratio (ALR573)**
This report provides information on the operational efficiency of Imprest Accounts (IA) of the Borrowers, using the turnover (how many times in one year) as the efficiency indicator.
- Statement of Loans (ALR900)**
This report shows the status of loan utilization for the Country of the Borrower. The information in the report is updated monthly. Information on Private Sector loans are not available.
- Statement of Contract Awards (ALR917)**
This report shows cumulative contract awards for loans by Source of Fund and by project division of the Bank. The information available are cumulative amounts for the week, the year and the total to-date. The report is updated weekly.
- Statement of Disbursements (ALR922)**
This report shows disbursements for all active loans (including loans closed during the year) by Source of Fund and by project division of the Bank, for the country of the Borrower.
- Monthly Contracts and Disbursement Report (ALR928)**
This report shows information on contracts awarded, subloan commitments, and disbursements for each loan, by Country and by Source of Fund. The amounts shown are Cumulative for the month, for the Year, and Total-to-Date. The report is updated every month.
- Contract Awards Information on Goods, Related**

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