

THEMES TO BE DEVELOPED IN THE DOCUMENT TO BE CONTRIBUTED BY THE RMF TO THE CONSTITUTIVE GENERAL MEETING FOR THE ASSOCIATION OF AFRICAN ROAD MAINTENANCE FUNDS (AFERA)

Theme 1: Revenue collection circuit

- Ordinance n°2001-591 of September 19, 2001 establishing a Road Maintenance Fund
- Active revenue sources
 - Petroleum tax revenues
 - Description of the collection circuit
 - Control procedure
 - Advantage of the system
 - Budget allocation
 - Description of how funds are made available

Theme 2: Managerial methods and accounting tools

- Financing of road maintenance: principle and procedures
 - Disbursements to the Road Management Agency (AGERROUTE)
 - Replenishment of funds of the Road Management Agency
- Accounting management tools
 - Software for administrative, accounting, financial and project management
 - Organization of the RMF
 - RMF accountant
 - Project accountant
 - Quality control manager

Theme 3: Supervision of work programs

- Evaluation method for the Road Management Agency program
- Post-evaluation process

Themes to be developed in the document to be contributed by the RMF to the constitutive general meeting for AFERA

Theme 1: Revenue collection circuit

1. Ordinance n°2001-591 of September 19, 2001 establishing a Road Maintenance Fund (see photocopy).
2. Active revenue sources
 - a. Petroleum tax revenues
 - Description of the collection circuit

No later than the 15th of each month, oil companies are required to pay all petroleum tax revenue received during the previous month to the tax collector, accompanied by a declaration conforming to the model prescribed by the tax administration.

A payment certificate to the order of the Road Maintenance Fund must be attached to this declaration.

The tax collector is required to credit revenue from the petroleum tax to a special account at the Central Bank of West African States (BCEAO) in the name of the Road Maintenance Fund.

- Control procedure

Periodic reconciliations are made between the oil companies' statements and the statements of the General Tax Directorate.

- Advantage of the system

Funds no longer pass through the Treasury but are instead deposited directly to a special account in the company's name at BCEAO. With this arrangement, the company is never without the resources needed to carry out the mission entrusted to it by the Government of Côte d'Ivoire.

- b. Budget allocation

After the general government budget is adopted at the General Assembly, the DAAF of the MEMIE notifies the company of the amount of the subsidy that it will receive over the course of the year.

The DAAF then sends a payment order to the Treasury for disbursement of funds.

When the payment order is received, the Treasury official examines the document and credits the company's bank account according to the funds available.

Theme 2: Managerial methods and accounting tools

1. Financing of road maintenance: principle and procedures

a. Disbursements to the Road Management Agency

Once the annual agreement between the RMF and the Road Management Agency is signed, the Road Management Agency must open a bank account under the heading “Advances for Work and Studies.” This account is authorized to receive only funds earmarked for investments and to pay out only expenses related to them.

The Road Management Agency must submit an annual work program to the RMF for its approval.

Once the annual work program has been accepted, the RMF moves funds into the Advances account to enable the Road Management Agency to begin its program.

b. Replenishment of funds of the Road Management Agency

In order for the RMF to replenish the Advances account, the Road Management Agency must attach to its request for replenishment supporting documents that show how the previous funds were utilized.

These supporting documents include:

- Invoice and itemized list of expenses of the enterprise that performed the work.
- Statement of the Road Management Agency’s expenses of the period.
- Reconciliation statement for the Advances account.
- Report on program execution.

2. **Accounting management tools**

a. Organization of the RMF

* RMF accountant

Responsible for booking all current transactions of the company until the date of the year-end financial statements.

* Project accountant

Responsible for booking all transactions relating to (i) financing road maintenance studies and work and (ii) preparing requests for withdrawal of funds when donor refinancings are involved.

* Quality control manager

Technician responsible for checking that work is done according to standards and technical specifications.