

***Sample 1: ESAF/SAF E-mail***

Sent: Thu 10/23/2010 8:05 AM

**To:** agalarso@worldbank.org (Anita Galarso, Division Chief)  
**From:** ialjalala@worldbank.org (Ibrahim al-Jalala, Research Analyst)  
**Subject:** Inclusion of ESAF/SAF Transactions in Green Sheets

Dear Anita:

This email is in response to your request that I evaluate the possibility of including the Enhanced Structural Adjustment Facility (ESAF) transactions and the Structural Adjustment Facility (SAF) transactions in the green sheets (division's accounting calendar).

Based on my review, I strongly recommend that we include these transactions in the green sheets. Following are the rationale and the follow-up procedures that could start the process.

**Rationale**

*Why do we need to include the ESAF and SAF transactions in the green sheets?*

The ESAF and the SAF transactions are the last of the entity transactions that are not currently in the green sheets. By including them, the green sheets (the division's accounting calendar) will be complete.

Their inclusion would also make precious ESAF and SAF information available to all the accountants in the division. Quicker response to area department queries on the outstanding positions of member countries will be much appreciated. Finally, the Green Sheets with the SAF and ESAF transactions will help the accountant record, summarize, and translate numbers into meaningful information.

*How will including the ESAF and SAF transactions in the green sheets reduce workload?*

The green sheets with the list of SAF and ESAF transactions would

- serve as an internal control to assess and manage the work flow;
- be a good supplemental source of information to other individual country accountants;
- answer specific ESAF queries for their respective countries;
- save the division a lot of data entry time;

- eliminate the need to look up various schedules, thus saving time and effort;
- provide relevant information (such as reference number, media, confirmation) which is helpful in posting the transaction;
- help in the closing process of reconciling the total; and
- help in computing the outstanding balances for the facilities.

### **Follow-up Procedures**

*What type of ESAF and SAF transactions can be included?*

Generally, all transactions such as repayments of loan, debt, interest, and other contributions, which are triggered from the Repayment, Borrowing, or Contribution Schedule, can be included in the green sheets. A possible list of transactions in the various main and subaccounts is attached for your perusal and approval.

*Where can we get the ESAF and SAF transaction?*

The Treasurer's Accounting Database (TAD) will be the principal source from which the repayment transactions will be downloaded. The Treasurer's Operating Systems (TOS) will be the source to download new borrowing and special charge transactions. However, at this point a combination of interaction between both TAD and TOS can be explored. Ideally, the procedure would require the accountant in charge of the green sheets to run a program that would download from TAD the basic repayment schedule with the confirmation part in terms of composition of currencies, value date, and other details from TOS. Details of this procedure will have to be discussed and worked out with BCS and the accountant.

**Please let me know if you have any questions or concerns.**

**Regards,**

**Ibrahim al-Jalala  
Research Analyst**