

	Strategy Development Department Service Standards Table	Document No.	1
		First Publication Date	01/01/2022
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		Page No.	1

Row	Name of the Service	Documents Used in the Application	Service Completion Duration
1	Budget preparation work and procedures	Program in accordance with the Budget Preparation Guide Tables prepared through the Budget System	2 IS
2	Investment Budget preparation work and procedures.	In accordance with the Investment Program Preparation Guide Tables prepared using the Ka-Ya system.	2 IS
3	Investment Program Monitoring and Evaluation Report preparation	Tables prepared using the Ka-Ya system.	1 IS
4	Preparation and approval processes for the Detailed Financing Program.	Tables prepared through the Program Budget System.	1 IS
5	Preparation of the Corporate Financial Status and Expectations Report	Financial status and expectations information from spending units.	1 IS
6	Fund transfer process	Tables prepared through the Program Budget System.	2 DAYS
7	Preparation of the Performance Program	Tables prepared through the Program Budget System.	1 IS
8	Strategic Plan studies (Preparation, monitoring and evaluation)	Strategic Plan, objective cards, monitoring charts from units	As stated in the regulation in periods of time
9	Preparation of Activity Report	Unit Activity Report form	1 IS
10	Bank statements are obtained daily showing incoming and outgoing payments to the account. making accounting entries for the amounts	Bank statement	2 MOMENTS
11	Checking additional teaching loads and making payment of fees.	Payment Order Document	4 BUSINESS DAYS
12	Payment of amounts held in escrow accounts and offsetting of overdue amounts.	Payment Order Document	2 BUSINESS DAYS
13	Making accrual and collection records for term accounts and ensuring control	Bank statement	1 MOMENT
14	Closing the transfer order instructions sent to the bank to be done and checked	Bank statement, accounting records	2 MOMENTS
15	For enforcement proceedings notified by enforcement offices, a follow-up file is opened, deductions are made, and payments are made to the relevant parties.	Enforcement notice, accounting records	1 MOMENT
16	Reporting of Public Administration Accounts to the Court of Accounts	Financial statements	2 DAYS
17	Preparation of the final accounts and submission to the relevant authorities within the legal timeframe. giving	Final account book	2 IS
18	people's debts are being monitored and collected.	Official documents, accounting records	1 DAY
19	Recording, return, and tracking of non-cash assets. to be done	Official documents, accounting records	1 MOMENT
20	Ensuring the recording, return, and tracking of cash collateral. Official correspondence,	accounting records.	10 MINUTES
21	All expenses of all academic and administrative units Checking of documents (salary, overtime, travel expenses, expenses subject to and not subject to Law No. 4734, projects, etc.), payment and accounting procedures	Payment Order Document and its attachments	4 BUSINESS DAYS
22	Bank statements and accounting records for rent accrual, tracking, and collection transactions of leased properties. to be done		4 MOMENTS

23	The quarterly bail slips and bail refund requests are submitted to the Treasury and... Notification to the Ministry of Finance, Guarantee Fund Presidency	Printed forms and attachments	2 DAYS
24.	Timely declaration and payment of taxes.	Tax returns, payment instructions	5 DAYS
25	Monthly accounting documents (journal entries, payment order, financial statements, etc.) receipts were attached and filed, making them ready for audit by the Court of Accounts.	Expense documents and attachments	10 DAYS

If additional documents are requested during the application process beyond those listed above, if the service is not completed within the specified time despite submitting a complete set of documents, or if you discover that some services are missing from the table above, please contact your first or second point of contact.

First Point of Contact		Second Point of Contact	
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