

Financial reporting for the "Partners for Wise Use of Wetlands, 2002-2003 Programme"

1. *Filling in the forms*

For financial reporting the format as shown in the Excel-file "**0emptyfinreportDGIS.xls**" should be used. The workbook contains 2 reports: a midterm report and a final report.

When reporting, first of all fill in the top part of the report: dates of report, name grant recipient, agreement number, project title, total project period.

Secondly in the columns called "Budget line as in approved grant agreement budget" the code and descriptions of the agreed budget should be filled in and in column (1) and (2)) you fill in the agreed budget. When appropriate in column (1) you should fill in the number of days/months. In column (2) the total agreed amount should be filled in.

For **smaller sized projects only a final financial report** is required (see grant agreement). In that case fill in the report called <final> and fill in the columns (5) and (6) with the actual figures.

For **bigger sized projects a mid-term and a final financial report** are required (see grant agreement). Use the report called <midterm> for the midterm report and use <final> for the final report. In the midterm report columns (3) and (4) are for filling in the actual expenses and income for the reporting period. The columns (5) and (6) have to be filled in with the estimated expenses and income expected until the end of the project. On the final report the actual expenses and income of the midterm report should be copied to column (3) and (4). The actual expenses and income of the last period of the project should be filled in in column (5) and (6).

Columns (7), (8), (9) and (10) will automatically calculate the total project expenses and income and the unspent balance at the end of the project. The deviation of the approved budget is shown in the next column.

Fill in all expenses and income that were spent and received for the project in the appropriate period. In the budget lines for time input or subsistence allowance you can fill in the agreed rate multiplied with the number of days. For all the other expenses the actual costs have to be reported (and not the budgeted amounts).

As agreed in the grant agreement deviations of more than 10% from the original budget are not allowed without written prior approval. The percentage of deviation in the last column clearly shows if there are going to be or have been over/under expenditures of more than 10%. If this is the case in one of your reports explain in a note why there is a deviation and if needed propose and request a budget change.

If a project is co-funded by other funders, Wetlands International will calculate the percentage of the share of the Wetlands International's funding is in relation to the total funding. The final funding by Wetlands International will never be more than that percentage multiplied with the total expenses of the project (and of course these total expenses have to stay within the original budget).

Also in the case that a co-funder withdraws their funding Wetlands International's contribution will be proportionately reduced.

This means that if the total project expenses are 20% less than the budgeted expenses Wetlands International's funding will be 20% less than originally budgeted and agreed funding.

2. *An example*

Attached you will also find an excel workbook called "**0examplefinreportDGIS.xls**" in which I have filled in the forms as an example of what a report should look like for a projects for which a midterm and a final report are required.

3. Accompanying material

Midterm financial report

As a financial midterm report the above described **<midterm>report** (including an eventual inventory list of assets, see below) is the **only** report that is needed to be send to Wetlands International.

On request the grant recipient can be asked to supply WI with *copies of contracts with subcontractors, an overview listing all (numbered) individual expenses per budget line and an overview listing all income* for the project. Also *copies of all invoices and receipts* can be asked by WI.

The grant recipient will therefore keep separate and accurate financial records for the project, including keeping original receipts for accounting purposes.

Final financial report

The final financial report will consist of the above mentioned **<final> report** and **an overview listing all (numbered) individual expenses and income** per budget line and a separate list of all purchased assets and their destination(see below)

On request of WI corresponding numbered *copies of subcontracts, invoices and other receipts* have to be supplied. For staff or subcontractors input *time registration reports* may be requested by WI.

Wetlands International reserves the right to conduct an investigation of the financial administration carried out by the Grant Recipient in the framework of this activity. To a financial audit of the project conducted by registered auditor appointed by WI, the Grant Recipient will co-operate fully.

Any unspent amounts of the WI funding have to be refunded.

4. Assets

Durable goods and equipment of over EUR500/item purchased with project funding for the project need to be specified on a separate inventory account and should be presented with the financial reports.

6 weeks before the end of the project the Grant Recipient will provide WI with an inventory of all these assets indicating their condition and proposing a relevant purpose for these goods after termination of the project.

Before the end of the project WI will communicate the destination of these goods.

5. Timing

Reporting dates can be found in the Grant Agreement and may differ from project to project. The reporting dates should be respected.