

Financial Report

Project Number	
Project Title	
Project executing organisation (Name, Contact Person, Contact Address)	

During the project period the financial report has to be handed in at the end of the year. In this way, the revenues and expenditures are to be presented comprehensibly and transparently. Necessary deviations from the previewed plan are to be explained and justified in this report as well.

Please number the receipts of your revenues and expenditures (e.g. chronologically) and annex a list of this receipts to this form .Either you can use the table which is annexed at this form or your own. It is important that the revenues and expenditures are documented regularly. The receipts are to be used for the writing of the Auditors Report (PM12) or to be annexed, either as copy or scan.

EXPENDITURES - *For the listing of the expenditures the structure from PM03 has to be taken and it has to be noted, how much of the money has been already spent and for what this money has been spent. In this way it is easier to estimate if the expenditure plan was realistic or if deviations upwards or downwards will be necessary. If deviations probably are necessary, please justify these in the field "Remarks". Please allocate the receipts to their corresponding cost factors. For clarification you find an example (incomplete!) in the table. Please adapt it to your organisation, complete or delete it. Please only fill in the white boxes! –*

PLAN Data <i>-Please take the content for the columns from PM03!</i>				ACTUAL Data <i>- Please note the real expenditures here!-</i>				
For what - Activity (Take numbering from PM02 question B18)	Cost factor/type	Calculation of the amount	Amount in the year of application	Already spent	Numbers of the receipts	Deviation (ACUTAL -- PLAN)	Period of reporting:	
							Currency:	
							Remarks	
1a) Office	Rent	100 x 12 Months	1200	600	1, 5, 8, 13, 20, 24	600		
1a) Office	Phone	120 x 4 Quarter	480	260	2, 23	220	The expenditures are higher than the planned amount for this half-year, eventually there will be also higher expenditures of circa 40 X at the end of the year.	
1a) Office	Porto	50 x 12 Months	600	150	3, 18, 25, 30	450	The postage costs are significantly under the previewed costs, but at the second half-year invitations have to be sent. Nevertheless, we think that we can cover the higher telephone costs thanks to these savings of postage costs.	
1a) Office	Account Management	30 x 12 Months	360	180	4, 9, 12, 19, 26, 29	180		

Subtotal Means 1a)					XXX	1450	
1b) Staff	Secretary of the association	250 x 12 Months	3000	1500	6, 10, 14, 16, 21, 27	1500	
1b) Staff	Temporary employee	75 x 12 Months	900	450	7, 11, 15, 17, 22, 28	450	
Subtotal Means 1b)					XXX	3900	
1c) National Assembly	Travelling expenses	3 with journey 120 + 2 members with journey 50	460	0		460	The National Assembly will only take place in November.
Subtotal Means 1c)					XXX	460	
1a) Office	Account Management	30 x 12 Months					
Total sum of the planned measures in local currency							
Total sum of the planned measures in € (circa)							

2. INCOME – Also for the presentation of the revenues the structure from PM03 should be taken. Please assign the receipts to the income items. Justify deviations from the previewed plan in the box „Remarks“. Please only fill in the white boxes. -

PLAN Data - Please take the content for the columns from PM03! -		ACTUAL Data - Please note the real income here!-				
Origin of the income	Current Year	Already received	Receipts numbers	Balance	Currency	
					Remarks:	
- Contribution of the project-executing organisation						
- Contribution of participants from seminars/workshops etc.						
- Membership fees						
- Others:						
- Others:						
Requested funding amount from Weltnotwerk (together with KAB partner)						
Contribution of other donors (please name in the box “Remarks”)						
Total amount of all measures in local currency						
Total amount of all measures in €						

3. RESUME AND CONCLUSION - - *Please indicate the data in local currency. Please only fill in the white boxes -*

		Plan (from PM 03)	Actual (from 1. and 2. of this form)
1	Sum of income up to now		
2	Sum of expenditures until now		
3	Balance		
4	How do you judge the current financial status?		
5	Can the initial planning (PM03) be realized or are significant deviations upwards/downwards foreseeable?		
6	Other remarks		

4. SIGNATURES

Position	Name	Place, Date	Signature
Chairman			
Treasurer			
Responsible of the project			

Thank you for your information and good luck for your further project work! Yours Weltnotwerk of the KAB!

ANNEX

LIST OF RECEIPTS

No.	Date	Short description	Amount	Balance
0	01.01.20__	Initial inventory		