

EIF Phase 2 Budget & Financial Reporting

Vanuatu November 2016

Changes

- Results based Budgeting
- Linkages to workplan
- Results Based Reporting

Country:

XXXX

Project Title:

XXXX

Funded by:

EIF

Input Account	Input Account Title	Budget per (Calendar) Year				Remarks
		Year 1	Year 2	Year 3	Total	
71200	International Expert	-	-	-	-	
71300	National Staff	-	-	-	-	
71600	Travel & Missions	-	-	-	-	
72100	Subcontracts	-	-	-	-	
72200	Equipment	-	-	-	-	
72600	Grants	-	-	-	-	
74100	Prof Services	-	-	-	-	
74000	Operating Costs	-	-	-	-	
		-	-	-	-	

SUMMARY BUDGET PER ACTIVITY					
Country:	XXXX				
Project Title:	XXXX				
Funded by:	EIF				
Indicator Reference	Budget per (Calendar) Year				Remarks
	Year 1	Year 2	Year 3	Total	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
Management	-	-	-	-	
TOTAL	-	-	-	-	



Detailed Budget Template

Country: XXXX
Project Title: XXXX
Funded by: EIF

Indicator Reference (Same as the Workplan)	Input Account (As per below listed)	Input Account Title (As per below listed)	Input description (For each input there should be details to differentiate them)	Unit	(Calendar) Year 1			(Calendar) Year 2			(Calendar) Year 3			Total Budget for years	Remarks
					No Units	Unit Cost	Total	No Units	Unit Cost	Total	No Units	Unit Cost	Total		
							-			-				-	
							-			-				-	
							-			-				-	
Sub Total:							-			-			-	-	
							-			-				-	
							-			-				-	
							-			-				-	
Sub Total:							-			-			-	-	
							-			-				-	
							-			-				-	
							-			-				-	
Sub Total:							-			-			-	-	
Management							-			-				-	
All staff, and other operation cost should be listed here							-			-				-	
							-			-				-	
							-			-				-	
							-			-				-	
							-			-				-	
							-			-				-	
Sub Total: Management							-			-			-	-	
TOTAL							-			-			-	-	

Note:
Account codes can be repeated in cases where more than one line is required for example for staff cost there should be separate line for each position.

Financial reports



Annex E

Financial Report Template
(Quarterly, Annual, Final)

[ON OFFICIAL LETTERHEAD]

Date: [INSERT DATE]

Mr./Ms. [INSERT EIF CONTACT NAME],

Subject: FINANCIAL STATEMENT AS OF [INSERT DATE]

Enclosed, please find Financial Statement for project [INSERT NAME OF PROJECT], which indicates the expenditure recorded as of [INSERT DATE].

You will note the following from the statement:

MoU Signature date:	[INSERT DATE]
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I. Income:	A: Funds Transferred by UNOPS:	USD [INSERT AMOUNT]
	B: Interest earned:	USD [INSERT AMOUNT]
	C: Total Funds: (A+B)	USD [INSERT AMOUNT]

II. Expenditure:	D: Total Disbursements as of reporting date:	USD [INSERT AMOUNT]
	E: Un-liquidated Obligation as of reporting	USD [INSERT AMOUNT]
	F: Total Expenditure (D+E)	USD [INSERT AMOUNT]

III. Balance:	G: (G = C – F)	USD [INSERT AMOUNT]
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New advance required:	USD [INSERT AMOUNT]
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If you have any questions or comments, please do not hesitate to contact [INSERT NAME AND CONTACT INFORMATION].

Yours sincerely,

[INSERT NAME, CONTACT INFORMATION, SIGNATURE and STAMP]



ENHANCED INTEGRATED FRAMEWORK TRUST FUND (EIF-TF)

Certification of Expenditures and Request For Payment

All figures should be in USD

SECTION I : TO BE FILLED IN BY REPORTING COUNTRY:

A) CONTRACT/MOU INFORMATION;

Project Title:		Country:	
MoU Number:		Signed date:	
		Expiry date:	

B) EXPENDITURE STATEMENT

	Duration of this Report - From: [INSERT DATE]			To: [INSERT DATE]		
INPUT ACCOUNT	INPUT ACCOUNT TITLE	TOTAL BUDGET	TOTAL PRIOR EXP.	CURRENT QRT. EXP.	TOTAL EXP.	BALANCE
71200	International Experts				-	-
71300	National Staff				-	-
71600	Travel & Missions				-	-
72100	Subcontracts				-	-
72200	Equipment				-	-
72600	Grants				-	-
74100	Prof Services				-	-
74000	Operating Costs				-	-
TOTAL USD		-	-	-	-	-

C) PAYMENT CONTROL TABLE

DESCRIPTION	Budget Amount	Installments	Budget Balance	Remarks
Total MoU Amount:		-	-	
Date of receipt 1st Inst.			-	
Date of receipt 2nd Inst.			-	
Date of receipt 4rd Inst.			-	
Date of receipt			-	
			-	
New Advance Amount Requested:				

D) CERTIFICATION OF EXPENDITURE STATEMENT AND REQUEST OF PAYMENT BY THE NIU:

CERTIFICATION	NAME OF OFFICER	TITLE	DATE	SIGNATURE
Government				
Government				

SECTION II: FOR TFM USE:

E) VERIFY CONFORMITY OF EXPENDITURE REPORT TO BANK STATEMENT, BUDGET AND AUDIT REPORTS

VERIFICATION	NAME OF OFFICER	TITLE	DATE	SIGNATURE
UNOPS EIF TFM		REGIONAL PORTFOLIO MANAGER		

F) VERIFY CONFORMITY OF EXPENDITURE AND REQUEST FOR PAYMENT TO ALL CONDITIONS AS PER MOU

VERIFICATION	NAME OF OFFICER	TITLE	DATE	SIGNATURE
UNOPS EIF TFM		EIF TFM Finance Officer		

G) APPROVAL OF PAYMENT

VERIFICATION	NAME OF OFFICER	TITLE	DATE	SIGNATURE
UNOPS EIF TFM	Chakib BELHASSAN	EIF TFM Executive Officer		



Financial Report Template			
(Quarterly, Annual, Final)			
Project Title:		Country:	
MoU Number:		MoU Signature Da	
Approved Budget:		MoU Expiry Date:	
Starting date:		Funded by EIF:	

FINANCIAL STATEMENT AS OF [INSERT DATE] - USD

1. INCOME		
Deposit:	Receipt Date	Amount
		-
		-
		-
		-
		-
	Sub Total Deposits:	-
Interest:		-
		-
		-
		-
		-
	Sub Total Interest	-
TOTAL FUNDS AVAILABLE		-

2. EXPENDITURE		
Prior Year (s) Expenditure:	Year	Amount
		-
		-
		-
	Sub Total Prior Years:	-
Current Year Expenditure:	Quarter	Amount
	Quarter 1 - (Jan - Mar)	-
	Quarter 2 - (Apr - Jun)	-
	Quarter 3 - (Jul - Sep)	-
	Quarter 4 - (Oct - Dec)	-
		-
	Sub Total Current Year:	-
TOTAL EXPENDITURE		-
FUNDING AVAILABLE AS OF [INSERT DATE]		-

3. GOVERNMENT CONTRIBUTION		
Cash:	Description and Date	Amount
		-
		-
	Sub Total Cash:	-
In-Kind:	Description and Date	
Total Government Contribution:		-

4. OTHER CONTRIBUTION		
Cash:	Description and Date	Amount
		-
		-
		-
	Sub Total Cash:	-
In-Kind:	Description and Date	
Total Other Contribution:		-

Activity Based Expenditure Summary

As of

Country:
 Project Title:
 Project Duration:
 Approved Budget:
 Funded by: Enhanced Integrated Framework Trust Fund (EIF TF)

All amounts should be in USD

Indicator Reference (Same as the WP)	INPUT ACCOUNT	INPUT ACCOUNT TITLE	Total Approved Budget	Expenditure per Calendar Year				Budget Balance	Remarks
				Year	Year	Year	Total		
							-	-	
							-	-	
							-	-	
							-	-	
							-	-	
							-	-	
Sub Total:			-	-	-	-	-	-	
							-	-	
							-	-	
							-	-	
							-	-	
							-	-	
Sub Total:			-	-	-	-	-	-	
MANAGEMENT							-	-	
							-	-	
							-	-	
							-	-	
Sub Total: MANAGEMENT			-	-	-	-	-	-	
Grand Total			-	-	-	-	-	-	

Note for preparation:

The accounts and category can be amended based on the accounts as per the MoU;



DETAILED CURRENT YEAR [INSERT YEAR AND QUARTER]

EXPENDITURES BY QUARTER

Project Title:		Country:		
MoU Number:		Funded by EIF:		
Approved Budget:				

[illegible]

Questions