Completion aid to the financial report

Thank you for using our completion aid. This serves as a guide for the correct completion of our document templates and aims to anticipate and clarify possible questions and misunderstandings. Above all, however, you enable us to check your documents correctly and in a standardised manner. In this way, your and our financial decisions will be comprehensible for all parties. If you have any questions, please contact fizu.ausland@kindermissionswerk.de.

Use of the financial report template 1

Structure of the financial report 1

General project details 1

Income 2

Expenses 3

Extend formulas when adding further lines 3

Balance reconciliation 4

Use of the financial report template

- One document for each financial report (this template can be duplicated for each subsequent report).
- Send as Excel version and signed PDF version to KMW.

Structure of the financial report

The financial report is divided into three sections:

- General project details (lower section)
- Income and expenditure sides (middle section)
- Balance reconciliation (lower section)

General project details

FINANCIAL REPORT				
OVERVIEW - INCOME AND EXPENDITURE	Language	english		
	Local Currrency			
Project Number				
Project Title				
Project Duration	From (DD.MM.YYYY)		To (DD.MM.YYYY)	
Actual Reporting Period	From (DD.MM.YYYY)		To (DD.MM.YYYY)	

- Select language and local currency
  - For local currency: same currency as that of the financial statement or accounting.

Income

INCOME (In Local Currency)	Approved Budget	Income During Reporting Period	Total project Income (Till date)	% Income received	Justification of budget surplus or deficit
Balance - carried forward from previous reporting period					
Local Contribution	0.00			0%	
Third Party Contribution	0.00			0%	
KMW Funds*	0.00			0%	
Interest gains	0.00			0%	
Total	0.00	0.00	0.00	0%	

- **Approved budget** (Column D, numbers only): transfer corresponding income items from the approved overall budget ("Cost and Financing Plan", see contract annex or, where applicable, the latest approved revised budget).
- **Income in the reporting period** (column E, numbers only): realised income for the reporting period only.
- **Income for the entire project term** (column F, numbers only): cumulative income for the entire project term (from the start of the project to the end of the reporting period).
- **Budget progress** (column G; calculated automatically, numbers only): what percentage of the budget has already been utilised?
- **Justification of budget surplus or deficit** (column H, text only): major deviations from the approved budget or planned implementation must be explained.

KMW Funds: each KMW instalment is indicated using the corresponding bank receipt of the money received by the project partner.

KMW Funds*	Date	Euro	Local Currency	ER
1. Installment				
2. Installment				
3. Installment				
4. Installment				
5. Installment				
6. Installment				
7. Installment				
8. Installment				
9. Installment				
10. Installment				
11. Installment				
12. Installment				
13. Installment				
14. Installment				
15. Installment				
16. Installment				
17. Installment				
18. Installment				

- **Date:** The receipt date of the respective payment into your account.
- **Euro:** Received amount in euros before conversion.
- **Local currency:** The actual amount after conversion into the local currency.
- **ER (Exchange Rate):** This value is calculated automatically.

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Expenses

EXPENSES (In Local Currency)		Approved Budget	**Expenses in Reporting Period**	Total Project Expenditure	% Used Budget	Justification of budget surplus or deficit
1.	**Building Expenses**					
1.1					0%	
1.2					0%	
1.3					0%	
1.4					0%	
1.5					0%	
Subtotal Building Expenses		**0.00**	**0.00**	**0.00**	**0%**	
2.	**Non-Recurring Expenses (Investments)**					

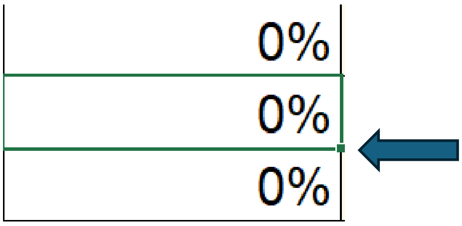
- **Approved budget** (column B-D, numbers & text): transfer corresponding cost items/positions from the approved overall budget (see contract annex or, if applicable, the last approved changed budget).
- **Expenses in the reporting period** (column E, numbers only): realised expenses for the reporting period only.
- **Expenses for the entire project term** (column F, numbers only): cumulative expenditure for the entire project term (from the start of the project to the end of the reporting period).
- **Budget progress** (column G, calculated automatically, numbers only): what percentage of the budget has already been utilised?
- **Justification of budget surplus or deficit** (column H, text only): major deviations of both single budget lines and cost categories from the approved budget or planned implementation must be explained.

Notes:

- Major deviations from the approved budget of more than +-20% per cost category must be approved in advance by KMW in the form of an amendment request.
- Unauthorised modifications entitle KMW to reclaim payment.

Extend formulas when adding further lines

If more rows need to be added than provided, the formulas in column G must be dragged down (either by copy-pasting or by dragging down the fill handle of the corresponding formula).



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Balance reconciliation

Summary		Balance for the Reporting Period (In Local Currency)
Balance (Income Minus Expenses)	✓	0.00
Balance Reconciliation		OK
Bank		
Cash		
Others (Uncashed Cheque, advances, loans etc.)		

- This box shows the balance reconciliation for the figures in the reporting period in column E. The total amount in the last line of column E in the "Income" table is offset against the total amount in the last line of column E in the "Expenses" table.
- Which part of the balance is in the bank account, in cash, or in others?