

LEAD FIRM FINANCIAL REPORT FORMAT

(Format for Submission of Expenditures by Lead Firms)

[DATE]

This document presents a template that should be used by companies (that are collaborating with the Project program) to prepare their financial reports and present the expenditures and requested financial support (cost share) amounts for agreed upon activities.

[OPTIONAL – ONLY IF COMPANY IS GETTING AN ADVANCE]

- 1. Initial Payment (Advance) Request** – once the company has completed the initial tasks described in the MOU Addendum (agreement) they can submit an “Initial Payment Request” using the following format (*financial receipts are not presented with the advance request*):

Company Name
Address

Initial Payment (Advance) Request

Submitted to: Project
Ref: MOU Addendum dated _____
Date: _____

As per our agreement with Project dated _____ we have completed the following activities:

- A
- B
- C
- D

Having completed these activities please make initial payment (as per our agreement) of _____ <relevant currency>NRs.

Please make this payment to the following account:
[Name of bank, branch, account #, etc.]

Signed,

APPROVED BY Project Team:

NAME:	TITLE:	DATE:
_____	_____	_____

Invoices (Financial Reports) – once the company has completed major activities described in the agreement an invoice / financial report should be presented

- Invoice / financial report should present the expenditures of the company by budget heading and line item (for agreed upon activities)
- Invoice/financial report should include:
 - Expenditures by budget heading and line items
 - Project contribution percentage (example 70%)
 - The total amount requested for reimbursement (financial support).
- The budget line items in the invoice/financial report should correspond with the budget line items in the MOU addendum.
- The invoice/financial report needs to be signed by an authorized company representative, dated, and submitted to Project in a timely manner.

**Company X
Address**

Invoice/Financial Report #1

Submitted to: Project

Ref: MOU Addendum dated _____

Budget Heading *	Expenditure Amount	Project Contribution (%)	Project Contribution (NRs)
Training Materials and Handouts	10700.52	70%	7490.36
Meals and Transportation for Training	16000.00	70%	11200.00
Consultant	20000.00	70%	14000.00

** See attached summary of expenditures by line item for justification of these amounts*

Total	NRs 46700.52		NRs 32700.26
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The undersigned hereby certifies that the invoice/financial report and any attachments have been prepared from the separate books and records of Company X have not been previously claimed, were wholly and necessarily incurred for the purpose of and in compliance with the terms of the MOU and related MOU Addendum, and to the best of my knowledge and belief are correct.

Signed: _____ Date: _____

Printed Name: _____

APPROVED BY Project Team

NAME:

TITLE:

DATE:

2. **Supporting documentation** must be submitted with the invoice/financial report.

- **A cover page** for each budget heading will summarize the costs incurred for each line item, and provide a reference number for each attached receipt.

RECEIPT COVER PAGE

Budget Heading: Training Materials and Handouts

Description (Budget Line Items)	Reference #	Amount	Project Contribution
Printing of materials	1	NRs 2300.52	NRs 1610.36
Binding	2	NRs 8400	NRs 5880
	Total	NRs 10700.52	NRs 7490.36

* RECEIPTS ATTACHED ON ADDITIONAL PAGES

Budget Heading: Training Materials and Handouts

#1

Best Printing Company Ltd.
200 copies @NRs 7 each
Sub Total NRs 1400
Tax NRs 70
Total NRs 1470

#1

Super Print Inc.
130 copies @NRs 6 each
Sub Total NRs 780
Tax NRs 50.52
Total NRs 830.52

#2

Deluxe Binding Co. Inc.
Binding of 20 books @NRs 400 each
NRs 8000
Sub Total NRs 8000
Tax NRs 400
Total NRs 8400

RECEIPT COVER PAGE

Budget Heading: Meals and Transportation for Training

Description	Reference #	Amount	Project Contribution
Meals for training participants	1	NRs 10000	NRs 7000
Transportation of company staff <i>(see car rental contract)</i>	2	NRs 6000	NRs 4200

Total	NRs 16000	NRs 11200
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RECEIPTS ATTACHED ON ADDITIONAL PAGES

Budget Heading: Meals and Transportation

Yum Yum Food
777 South Street
Kavre
00703-555-5555

INVOICE

TO: Company X
Date: November 16th, 2011

Please provide payment for the following:

Description of Merchandise / Services	Quantity	Unit Price	Total
Meals for training participants	25	NRs 400	NRs 10000
Total			NRs 10000

TRAINING PARTICIPANT LIST

	Participant Name	Signature	Gender	Mobile
1	Mike Jones	Mike Jones	M	1223456
2	Henry Blue	Henry Blue	M	
3	April Smith	April Smith	F	
4	Edward Taylor	Edward Taylor	M	
5	Eric Curtis	Eric Curtis	M	
6	Alex O'Hare	Alex O'Hare	M	
7	Jane Martin	Jane Martin	F	
8	Sabrina Fendrick	Sabrina Fendrick	F	
9	Jason Fillion	Jason Fillion	M	
10	Jessica Schipp	Jessica Schipp	F	
11	Lisa Davis	Lisa Davis	F	
12	Sarah Anderson	Sarah Anderson	F	
13	Frank Shorter	Frank Shorter	M	
14	Steven Walter	Steven Walter	M	
15	John Nash	John Nash	M	
16	Jim Bean	Jim Bean	M	
17	Jack Morgan	Jack Morgan	M	
18	David Harper	David Harper	M	
19	William Austin	William Austin	M	
20	Ben Bennett	Ben Bennett	M	

RECEIPT COVER PAGE

Budget Heading: Training Co-Facilitator and Kannada Language Translator

Description	Reference #	Amount	Project Contribution
Consultant Fees (5 days @ NRs 4000)	1	NRs 20000	NRs 14000

Total	NRs 20000	NRs 14000
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RECEIPTS ATTACHED ON ADDITIONAL PAGES

Budget Heading: Consultant

INVOICE

Date	Purpose	Amount
11/10/11	5 days @ NRs 4000	NRs 20000

Please remit payment to John Doe



11/15/11

I, John Doe, confirm that I received NRs 20000 from Company X



John Doe

OTHER INFORMATION

- All of the receipts for expenditures must be attached to the cover sheet for the appropriate budget heading.
- Original receipts are preferred unless the company provides a strong reason why it needs to keep the original (in which case it can provide a copy).
- It is preferred that all receipts be pasted onto blank sheets of paper and labeled with a reference number (that will show up in the cover sheet and invoice/financial report).
- If receipts are not available the company should produce a reimbursement voucher (showing proof of payment).
- A copy of filled out daily attendance forms for company sponsored events must also be included.
- A copy of the LF's MOU Addendum can be added by the LF to their financial report for reference

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- Project will only reimburse up to the 70% contribution amount described in the agreement. Any amount above this will be the full responsibility of the company. Therefore the company should carefully monitor the budget in the agreement.
 - Project will reimburse up to 70% **of each individual line item** in the agreement budget (pens, paper, meals, etc.). If the company has savings in one line item they cannot spend more in another line item.