

PARTNER BUDGET & REPORTING TEMPLATE

EXAMPLE

CONTRACT	Rights of the Migrants in Action
TIMEFRAME	July 2015 to July 2017

PARTNER NAME		
REPORTING PERIOD	from 01/01/2015	to 31/12/2015
REPORTING LOCAL CURRENCY	XXS	(rate (indicator) 1.22)

A. BUDGET & EXPENSES in CHF

BUDGET LINE DESCRIPTION	TOTAL GRANT BUDGET	EXPENSES		BUDGET VARIANCE		
		PREVIOUS CUMULATIVE PERIOD	REPORTING PERIOD	TOTAL	in CHF in %	
PERSONNEL	1,000,000	0	600,000	600,000	400,000	80%
WORKSHOPS AND TRAINING	346,987	60,000	0	60,000	286,987	17%
TRAVEL	738,940	88,277	28,320	116,597	622,343	16%
LOGISTICS, TRANSPORT AND STORAGE	346,980	16,248	54,960	71,208	274,782	21%
OTHER EXPENDITURE	39,209	146	0	146	39,063	0%
		0	0	0	0	0%
		0	0	0	0	0%
		0	0	0	0	0%
		0	0	0	0	0%
		0	0	0	0	0%
		0	0	0	0	0%
TOTAL	2,470,126	164,671	683,280	847,951	1,622,175	34%

B. EXPENSES in LOCAL CURRENCY

EXPENSES	REPORTING PERIOD	TOTAL
PREVIOUS CUMULATIVE	500,000	500,000
50,000	23,800	50,000
73,504	45,800	97,164
13,540		59,340
122		122
		0
		0
		0
		0
		0
137,226	569,400	706,626

C. INCOME

INCOME SOURCES				
	in LC	in CHF	Rate	TOTAL in CHF
A. INCOME FROM IFRC				
1st Instalment	date: 15/02/2015	1,453,579	1,744,295	1,2000
2nd Instalment	date:			0,0000
3rd Instalment	date:			0,0000
4th Instalment	date:			0,0000
a. Income Received to Date		1,453,579	1,744,295	1,2000
b. Income Due		604,859	725,831	1,2000
B. INCOME FROM OTHER SOURCES				
a. Income Received to Date		80,000	96,000	1,2000
b. Income Due		70,000	84,000	1,2000
TOTAL		2,208,438	2,650,126	180,000
				7%

D. BALANCE

	in CHF	in CHF
Total Expenses	700,026	847,951
Total Income	2,208,438	2,650,120
BALANCE	1,501,812	1,802,175
BALANCE excl. due income	1,351,812	1,622,175

Comments

I hereby certify that the information provided in this report is based on the Partner's books of accounts and truly reflects the financial situation. I am aware that any mislaid or unauthorised expenditure may be rejected by IFRC.

NAME	PLACE
TITLE	DATE

signature