

4. Regulations and Templates for Financial Report

I. Financial Reporting Regulations

The financial report of a project/activity will be incorporated in APN's overall financial statement for the **relevant authority and external auditor** and, therefore, proper accounting and accuracy is essential. For this reason, Section 4 describes the way in which the financial report of a project/activity is to be prepared and provides the templates to be used.

The Project Leader is responsible for providing one consolidated financial report of a project/activity to APN. The Project Leader, therefore, is responsible for providing Collaborators with the information contained in Section 4. Collaborator must adhere to the contents of Section 4 and forward any individual financial report to the Project Leader to be incorporated into one (1) consolidated report.

Deviations from the procedures are not acceptable.

II. Procedures and Templates

Financial Report is required to be submitted at the end of the term of the Contract. However, for multiyear project, Financial Report is required to be submitted in each year as stipulated under Part 1. Term of Reporting.

The financial report of a project/activity must be submitted in **two formats**: printed and electronic, and must include **all** of the following:

1. Financial Statement (see template);
2. Detailed Financial Breakdown (see template); and
3. Copies of evidences of expenditure - such as receipts, acknowledgements, invoices, pay slips (originals must be kept on file for five years after the official notification that your Financial Report has been approved).

When the financial report is complete, an electronic copy including all evidence such as receipts, invoices, etc., should be submitted (in CD/DVD/USB Stick) to APN Secretariat, together with the printed copy.

1. Financial Statement

The Financial Statement outlines all expenditure made under the project/activity during the term of the Contract or, for multiyear project, the yearly term stipulated under **Part 1**. Term of Reporting. All expenditures must be in line with the budget contained in **Part 2**. A template is provided for the Financial Statement (see **Template 1**). All expenses must be listed under

the column **Description of Expenditure**. Receipts dated after the end of the duration of the Contract are not permissible

The Financial Statement **must be signed** by the Project Leader and/or the Authorised Representative of the Grantee to indicate the completeness and accuracy of the statement.

If the total expenditure of the project/activity exceeds the APN Grant as stated in **Part 1**, and/or yearly budget allocation as stated in **Part 2. The Proposal**, APN will not reimburse the difference.

2. Detailed Financial Breakdown

Using the same order indicated under **Description of Expenditure** in the Financial Statement, details of each line of expenditure must be **clearly documented**. Sub-level numbering (e.g. 1.1, 1.2, etc.) for expenses occurred is advised (see **Template 2**).

If funds were used for travel, accommodation and per diems, names of those persons who travelled and/or received per diems must be **clearly documented**.

3. Currency and Exchange Rate to be used in the Financial Report

A. The currency to be used in the Financial Report (both the Financial Statement and Detailed Financial Breakdown) of APN funded Projects/Activities is US Dollar. Financial Report can be prepared in two currencies¹ in the event of the following:

- i. If most of the expenditures are made in a currency other than US Dollar (e.g. the local currency of the country where the Grantee is located); and/or
- ii. If the APN remittance to the Grantee is automatically converted into another currency when credited to the bank account of the Grantee.

B. If cases A.i and/or A.ii above occur, Financial Report must include a clear evidence that documents the exchange rate applied for the conversion of the currencies:

- i. In the case of number A.i above, the exchange rate of US Dollar to the other currency on the day of the receipt of the APN's remittance, using OANDA Currency Converter: <http://www.oanda.com/currency/converter/>; and
- ii. In the case of number A.ii above, the official exchange rate of US Dollar to the other currency of the bank of the Grantee on the day of the receipt of the APN remittance, in the form of an official receipt that clearly shows the US Dollar amount received, the applied exchange rate, the total converted amount in the other currency, and the date of the conversion.

¹ By inserting an additional column next to "Amounts" in the Financial Statement; between "Total" and "Remarks" in the Detailed Financial Breakdown.

- C. Either exchange rate, as specified under B.i and B.ii above, must be applied in the Financial Report for the US Dollar conversion of all expenses that are made during the official term of the Contract.

If a Project Leader is unclear in any parts related to A., B., and C. above please contact the APN Secretariat for advice.

4. Evidence of Expenditure

Evidence of **all** expenditure **must be provided, sorted and labelled** following the same order in **Detailed Financial Breakdown** (also using sub-level numbering system, where appropriate).

Important notes and advice on evidence of expenditure:

- Copies of evidences (originals must be kept on file for five (5) years after the official notification that your Financial Report has been approved).
- Evidence is to be presented on A4 paper (preferably using both sides).
- If there is no English description on the evidence, a short translation in English must be provided (readable handwriting is acceptable).

The following documentation is required as evidence:

Air travel: receipt from the travel agent (please note that invoice only is not acceptable) and/or a printout of the ticket clearly showing the amount of the fare, the name of passenger and the itinerary; and two-way boarding passes.

Surface transportation: receipts for bus, train, or other means for travelling from origin location to the place of work.

Airport transfer: receipts for taxi, limousine bus, train, subways or other means for transfer between airport and place of work.

Accommodation: hotel receipt clearly showing the name of the person who was accommodated, the rate per night and the total number of nights.

Daily Subsistence Allowance (DSA): signed acknowledgement clearly showing the name of the person who received DSA and his/her travel itinerary. The DSA rate can be confirmed by referring to **Part 3., Section 3. Financial Regulations, V. Per Diems.**

**Note: Please use the APN Acknowledgement and Receipt form No I (Payments for DSA, Accommodation, Travel expenses and others) provided.*

Part-time payment and honoraria: signed acknowledgement clearly showing the name of the person who received the payment and a timesheet.

Note: please use APN Acknowledgement and Receipt form No II to acknowledge and document the payment made. In the event that the individual is **both Provider and Receiver of payment, another authorised person should sign on behalf of the Provider.*

Meeting venue: payment receipt from the venue (conference hall, hotel, etc.).

Printing: payment receipt from the printing company, clearly showing the unit rate and number of copies.

Other expenses, consumables, equipment rental, etc.: shop receipt, vendor payment receipt, etc.