

## Financial Reporting Guidelines

### 1. Types of financial reports

#### I. **Line level reports**-Each budget line is updated in detail

These are: the Interim Financial Report, Final Financial report and Extra-ordinary report

- An Interim Financial Report is required when 70 per cent of the previous installment has been utilized.
- A Final financial report is submitted within two months of completion of the project
- An Extraordinary report is submitted when the Humanitarian Financing Unit (HFU) requires additional reporting from partners. It does not allow disbursements and can be approved by HFU without the involvement of OCHA's Funding Coordination Section (FCS).

**AND**

#### II. **Category level reports**-Reporting is done based on each budget category

- The Category Interim Financial report is submitted by 31 January of the following year for those projects that are not completed by 31 December of the current year to comply with IPSAS' requirements. The expenditure presented in these reports comprises of expenses incurred for the period to 31 December of the previous year as stipulated in Article X of the Grant Agreement.

*"..... 3. In addition, every calendar year until the expiration of the current agreement and the submission of the final financial statement to OCHA, the Implementing Partner shall submit a Progress Financial Statement reflecting expenditure as of 31 December of each calendar year. The Progress Financial Statement shall be submitted no later than 31 January of each calendar year. Progress statements submitted before 31 January reflecting expenditures between 1 November and 31 December satisfy the requirement of this Progress Financial Statement. Projects started after 1 November will not have to provide a Progress report as of the following 31 January...."*

### 2. Steps to follow when requesting for a subsequent installment

- I. Please ensure that the reported expenditure is at least 70% of the first installment. The subsequent installment can only be disbursed when this condition is met. The expenditure should constitute the direct expenses without PSC.
- II. Prepare a summary list of all the vouchers that make up the actual amount in the report that is in GMS (See inputting in GMS below). Use the template below titled Voucher List sample. The total amount on the list should match the Total direct cost (without the PSC).

Voucher list sample

<b>Project Title:</b>	Increased Access to Protective Quality Education for Vulnerable School Age Children (Boys and Girls) at KM7-KM13 IDP Settlements in Mogadishu, Somalia		
<b>Project Code:</b>	SOM-15/DDA-3485/SA 1/Ed/NGO/XXXX		
<b>Implementing partner:</b>			
<b>Country:</b>	Somalia		
<b>Voucher Ref</b>	<b>Payee</b>	<b>Amount</b>	<b>Budget Code (as per Grant Agreement)</b>
1081	Salam Star General Trading	21,175.00	2.1
1084	Dalmar Construction & Logistics	360.00	2.1
1085	Salam Star General Trading	19,745.00	2.1
	<b>Total</b>	<b>41,280.00</b>	

III. Submit scanned copies of the corresponding payment vouchers along with their supporting documents such as invoices, receipts, etc. Please see the attached voucher sample as a guide.

**BARWAAQO SHOP**  
 Tel. 859161 / 06194722 / 06999042242  
 E-mail: barwaaqo@hotmail.com  
 Mogadishu - Somalia

**INVOICE**

Date: 25/8/2015 N° 177  
 Name: FENPS

No	Description	QTY	U. Price	Amount
1.	SOAP	666	\$25.50	\$53.00
2.	CHARLOTTE	6	\$4.50	\$27.00
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				

**PAID**  
 25 AUG 2015  
 BY: \_\_\_\_\_

Total: \$180.00  
 Paid: \$180.00  
 Rest: =

Authorized Signature  


**BARWAAQO SHOP**  
 Tel: 859161 / 06194722 / 06999042242  
 E-mail: barwaaqo@hotmail.com

**RECEIPT VOUCHER**

Date: 25/8/2015 N° 138  
 Received From: FENPS  
 (Ka qabay)  
 The amount of \$180.00  
 (Lacag dhac)  
 In words (Erey ahaan): ONE HUNDRED EIGHTY DOLLARS

Rest: \_\_\_\_\_

Cashier Signature:   
 F.G. Fadlan Lacag la qabay dib looma celiin karo ee ka firso

Regarding the requirements on documentation, refer to Article XI clause 2 of the OCHA agreement.

“.....2. Notwithstanding the above, OCHA, the United Nations Office for Internal Oversight and the United Nations Board of Auditors, shall have the right to monitor, audit, investigate or review such Project-related books and records as it may require, and shall have full and unrestricted access to all documentation, premises, implementation sites relating to the Project implemented under this agreement, including related to activities undertaken by sub-contractors or other operational partners appointed by the Implementing Partner, as necessary. Denial of full information and free access to Project premises and implementation sites will be considered a breach of an essential term of this Agreement, which may result in immediate termination of the agreement or any other remedial action deemed by OCHA....”

Once the documents have been scanned deliver them on a flash drive or CD. If the total size is less than 2GB, you can use the free services of [www.dropbox.com](http://www.dropbox.com).

With regard to the codification, the preferred approach is to use the voucher number of the document. Also ensure that the page with the voucher number is the first one on each document since we will extract this page from each voucher in preparing a summary to upload to GMS.

### 3. Inputting in GMS

Once you log into GMS, you need to click the Edit icon (the pencil on the left hand side in the image below) so that you can record the expenditures for individual budget lines. Ensure that you have put a current date in the “Report End Date” field.

Active Instances					
Reporting					
Interim Financial Reporting					
Action	CHF Code	Project Title	Report Name	Due Date	Status
	SOM-15/DD A-3485/SA 1/Nut/INGO /2392	Integrated managemen...	Category-level Interim Financial Report Abbr 1	31-01-2016	Interim report approved by HFU
	SOM-15/DD A-3485/SA 1/Nut/INGO /2392	Integrated managemen...	Interim Financial Report Abbr 1	16-02-2016	Interim report active

Input the figures then click on the "Save and Stay" button and ensure that the figures are still in place. Then click the "Submit report for review" button at the top left and the HFU will receive the report for review.

Once the submitted documents have been reviewed, HFU will generate the interim financial report to be

certified by your organization and the Disbursement Request. These will be signed by the Legal Representative of your organization before proceeding with the disbursement process for the subsequent installment.

**4. In order to complete the review of the final financial report, please submit the following:**

1. An Excel list of all the transactions that constitute the final expenditure amount (Direct Cost only).
2. Supporting documents i.e. vouchers and accompanying documents. Please exclude the vouchers that you have already submitted with the interim report.

The review is similar to one on the interim financial report.