

## 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](mailto:fizu.ausland@kindermissionswerk.de).

Use of the financial report template.....	1
Structure of the financial report .....	1
General project details.....	1
Income .....	2
Expenses .....	2
Extend formulas when adding further lines .....	3
Balance reconciliation.....	3

### 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

Project Number  
Project Title  
Project Duration  
Current Reporting Period

Language   
Chose your currency



From (DD.MM.YYYY) To (DD.MM.YYYY)  
From (DD.MM.YYYY) To (DD.MM.YYYY)

- Select language and local currency
  - o 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	0				
Local Contribution	0			0%	
Third Party Contribution	0			0%	
KMW Funds*	0			0%	
Interest gains	0			0%	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	

- **Approved budget** (column B-C, numbers & text): transfer corresponding cost items/positions from the approved overall budget (see contract annex or, if applicable, the last approved changed budget).
- **Income in the reporting period** (column D, numbers only): realised income for the reporting period only.
- **Income for the entire project term** (column E, 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 F; calculated automatically, numbers only): what percentage of the budget has already been utilised?
- **Justification of budget surplus or deficit** (column G, 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 / USD
1. Installment (Date/ Amount Credited)	
2. Installment (Date/ Amount Credited)	
3. Installment (Date/ Amount Credited)	

## Expenses

EXPENSES (In Local Currency)	Approved Budget	Expenses in Reporting Period	Total Project Expenditure	% Used Budget	Justification of budget surplus or deficit
<b>1. Building Expenditure</b>					
1.1				0%	
1.2				0%	
1.3				0%	
etc.				0%	
<b>Subtotal Building Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	
<b>2. Non-Recurring Expenses (Investments)</b>					
2.1				0%	

- **Approved budget** (column B-C, 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 D, numbers only): realised expenses for the reporting period only.
- **Expenses for the entire project term** (column E, 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 F, calculated automatically, numbers only): what percentage of the budget has already been utilised?
- **Justification of budget surplus or deficit** (column G, 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 are to be added as specified, the formulae in columns A, I and, N must be dragged down (either with copy-paste or by dragging down the filling point of the corresponding formula).



**Balance reconciliation**

Summary	Balance for the Reporting Period (In Local Currency)
<b>Balance (Income Minus Expenses)</b>	0
<b>Balance Reconciliation</b>	OK
Bank	
Cash	
Others (Uncashed Cheque, advances, loans etc.)	

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