**Guideline for completion of revised NORHED Financial Report**

The NORHED Financial Report consists of two parts: 1) Financial Statement, and 2) Detailed Expenditure Report for each partner during Financial Year (FY) (5 sheets).

All cells marked in blue have been formatted and locked, and will automatically sum up the totals as you go along. We hope the revisions will make the report template easier for you to use.

1. **Financial Statement**

The Financial Statement consists of 4 tables and is a summary of all transfers from Norad during the entire project period, in addition to a summary of funds available, actual expenditure and balance for the Financial Year and balance.

**Table1:** Please state all transfers made by Norad to Grant Recipient for the entire project period by end of Financial year (FY). The table should accumulate total funding received for the project so far.

**Table 2:** Please state all transfers made by Norad directly to other project partners for the entire project period by end of Financial year (FY). Note that this table should only include partners that have received funding directly from Norad. Partners that have received funding through the Grant Recipient should be included in the summary for the Grant Recipient in Table 1. The table should accumulate total funding received for the project so far.

**Table 3:** This table will sum up the total amount transferred by Norad to date.

**Table 4:** Please complete columns A-H for all project partners respectively. The table will sum up total funding available, total expenditure, and balance for Financial Year in NOK .

Column A: Please list name of all project partners.

Column B: Please state balance from previous Financial Year for each respective partner.

Column C: Please state total amount received Financial Year for each respective partner.

Column D: Any interest revenue that has accrued during Financial Year shall be reported in Column D. Accrued interest may be used for the benefit of the Project.

Column E: “Total amount available Financial Year” will sum up Balance previous Financial Year + Received amount Financial Year + Interest revenue Financial Year.

Column F: Please state total expenditure Financial Year, based on the reporting in the Detailed Expenditure Report sheet I-V.

Column G: Depending on the currency fluctuation during financial year, the project may experience a gap in the reporting in NOK between funding received, expenditures, and balance end of financial year. This gap will indicate the currency variation that the project has experienced during the Financial Year, and should be reported on in Column H “Currency variation financial year (NOK)”.

The **currency variation** will be calculated automatically, based on the following formula:

|  |
| --- |
|  **Total available FY in NOK** (balance previous FY + all transactions FY) |
| **– Total expenditures FY in NOK** (using average currency rate of available funds FY) |
| **– Balance end of FY in NOK** (using currency rate end of FY) |
| **= Currency variation** |

We are aware that currency fluctuations may affect the projects in various degree depending on currencies used and the international market. Generally, currency fluctuations will go up and down one year to the other, and hopefully the impact on the projects will balance out during the 5 year project period. However, by reporting on the currency variation in the Financial Statement, the intention is to make the impact of currency fluctuations visual to all parties and indicate potential impact in the 5 year project period. Please be reminded that the Project may revise the budgets during the course of the project period and that disbursements shall be made based upon documented needs.

Column H: When calculating “Ending balance financial year (NOK)” (Column H), please use the exchange rate at end of financial year.

The Financial Statement shall be certified by an authorized representative of the Grant Recipient and the Grant Recipient’s financial controller.

1. **Detailed Expenditure Report**

The Report for total expenditures Financial Year consists of 5 sheet (I-V), following the structure of the overall budget.

**Column A and B:** Please fill inn total overall budget (Column A) and approved budget Financial Year (Column B) for all partners.

**Column C**: When reporting on expenditures Financial Year in NOK (Column C), we suggest that the Projects use the average currency exchange rate for the reporting year. By using the average currency exchange rate the fluctuations in regards to the NOK will be better accounted for.

The **average currency exchange rate** should be calculated as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Total available FY in NOK**(balance previous FY + all transactions FY) | / | **Total available FY in local currency** (balance previous FY + all transactions FY) | **= Average currency rate** |

**Column D:** The variance between the approved budget and expenditure Financial Year (Column D) shall be calculated by the following formula: **D=(C-B)/Bx100**. The variance will then indicate the % variance between approved budget and expenditure, in the Financial Year.

**Column E:** Please fill inn expenditure for previous financial years.

**Column F:** Expenditure Financial Year (Column C) and expenditure in previous financial years (Column E) shall be summed up in “Total expenditure to date” (Column F), by using the formula **F=C+E**

**Column G:** The remaining budget for the overall project period shall be reported in Column G, based on the formula **G=A-F**.

**V Administrative support and Grand Total:** The total sums of sheet I-IV will appear automatically in “V Administrative support and Grand Total”, except for “Administrative support (indirect expenses/overheads)” which should be filled in for each partner respectively.

**Comments**: At the bottom of each sheet there is a section for comments, which can be used to comment on budget lines when this is considered necessary.