

Grants to Institutions

Guidelines for Financial Reporting

Grant Administrative Division

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This appendix is a companion to IDRC Grants to Institutions: [A Guide to Administrative Procedures](#). Its purpose is to guide the project's financial personnel through the process of completing IDRC's Financial Reporting Forms. Forms should simplify and speed the process of financial reporting. An illustration of the forms follows each short description below.

Project Information Summary — FR1

This page asks you to identify the project, specify the time period covered by the report, and certify your institution's endorsement of the accuracy of all statements made in the report.

Identification

The information to be recorded in this section can be found in the grant agreement and in attachments Part 3 and Part 4 to that agreement. Please record the project title and IDRC grant number exactly as they appear in the grant agreement. The working currency of the project, the currency of the Bank Account must be provided as well as the commencement date of the project.

Period covered by report

Please indicate the time frame (dd/mm/yy) covered by the report. You should note the period of actual expenses (the dates during which project expenditures took place) and the time period for which you are making forecasts of project expenditures).

Certification by the institution

Both the project leader and an authorized financial officer must sign and date the financial report to certify that the financial report is accurate. Reports that do not include both signatures will not be accepted by IDRC, and further project payments will be delayed.

Project Information Summary (FR1)

Project Title*:

IDRC Grant Number*:

Institution Name:

Working Currency: Currency of Bank Account:

Commencement Date:

If parallel and/or local contributions have been made to this project, please complete section "Notice of Receipt of Parallel Funds and Disbursement of Local Contributions" on form FR3.

Report No.: 1 Interim Final

(local convention) Months

Period of Actual Expenses: to

Period of Expense Forecast: to

Next Period: to

Remaining Periods:

Certification by the Institution:

We hereby certify that this financial report, and all its schedules, correctly and fairly reflect the expenses of the project, and more specifically the portion supported by IDRC. No expenses charged against the IDRC grant have been, or will be, recovered from another donor.

Name of Project Leader	Signature
Name and Title of Authorized Financial Officer	Signature
Date	

*The grant agreement contains this information.

Template Version: 5.0.1

Detailed Expense and Forecast Worksheets — FR2

This form asks you to record the detailed expenses incurred under each budget category during the reporting period.

Next, please record the forecast of expenditures, in detail, for each budget category for the next financial reporting period. Please explain any variances that exceed 10% of the budgeted amount.

Detailed Expense and Forecast Worksheets (FR2)

Reporting Period: 1

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Personnel Budget item (List allowable expenses as per the grant agreement)	Budget vs. Expenses			Forecast of Expenditures	
	Budgeted amount for this period	Actual Expenses for this period	Variance	For the next period	For remaining periods
%					
				0%	
				0%	
Totals	0	0	0	0%	0
		variance =	0.0%		

*This should correspond to a general ledger account in the recipient's book of accounts or, where details are warranted, to a line item under an account.

Explanations and comments (mandatory if the variance total is more than 10%): (* rows text wrap; Alt+Enter for new line)

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Consultants Budget item (List allowable expenses as per the grant agreement)	Budget vs. Expenses			Forecast of Expenditures	
	Budgeted amount for this period	Actual Expenses for this period	Variance	For the next period	For remaining periods
%					
				0%	
				0%	
Totals	0	0	0	0%	0
		variance =	0.0%		

*This should correspond to a general ledger account in the recipient's book of accounts or, where details are warranted, to a line item under an account.

Explanations and comments (mandatory if the variance total is more than 10%): (* rows text wrap; Alt+Enter for new line)

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Evaluation Budget item (List allowable expenses as per the grant agreement)	Budget vs. Expenses			Forecast of Expenditures	
	Budgeted amount for this period	Actual Expenses for this period	Variance	For the next period	For remaining periods
%					
				0%	
				0%	
Totals	0	0	0	0%	0
		variance =	0.0%		

*This should correspond to a general ledger account in the recipient's book of accounts or, where details are warranted, to a line item under an account.

Explanations and comments (mandatory if the variance total is more than 10%): (* rows text wrap; Alt+Enter for new line)

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Equipment	Budget vs. Expenses			Forecast of Expenditures		
Budget item (List allowable expenses as per the grant agreement)	Budgeted amount for this period	Actual Expenses for this period	Variance		For the next period	For remaining periods
			%			
				0%		
				0%		
Totals	0	0	0	0%	0	0
		variance =	0.0%			

*This should correspond to a general ledger account in the recipient's book of accounts or, where details are warranted, to a line item under an account.

Explanations and comments (mandatory if the variance total is more than 10%):	(* rows text wrap; Alt+Enter for new line)

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International Travel	Budget vs. Expenses			Forecast of Expenditures		
Budget item (List allowable expenses as per the grant agreement)	Budgeted amount for this period	Actual Expenses for this period	Variance		For the next period	For remaining periods
			%			
				0%		
				0%		
Totals	0	0	0	0%	0	0
		variance =	0.0%			

*This should correspond to a general ledger account in the recipient's book of accounts or, where details are warranted, to a line item under an account.

Explanations and comments (mandatory if the variance total is more than 10%):	(* rows text wrap; Alt+Enter for new line)

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Training	Budget vs. Expenses			Forecast of Expenditures		
Budget item (List allowable expenses as per the grant agreement)	Budgeted amount for this period	Actual Expenses for this period	Variance		For the next period	For remaining periods
			%			
				0%		
				0%		
Totals	0	0	0	0%	0	0
		variance =	0.0%			

*This should correspond to a general ledger account in the recipient's book of accounts or, where details are warranted, to a line item under an account.

Explanations and comments (mandatory if the variance total is more than 10%):	(* rows text wrap; Alt+Enter for new line)

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Research	Budget vs. Expenses			Forecast of Expenditures		
Budget item (List allowable expenses as per the grant agreement)	Budgeted amount for this period	Actual Expenses for this period	Variance		For the next period	For remaining periods
				%		
				0%		
				0%		
Totals	0	0	0	0%	0	0
		variance =	0.0%			

*This should correspond to a general ledger account in the recipient's book of accounts or, where details are warranted, to a line item under an account.

Explanations and comments (mandatory if the variance total is more than 10%):	(* rows text wrap; Alt+Enter for new line)

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Indirect Project Costs	Budget vs. Expenses			Forecast of Expenditures		
Budget item (List allowable expenses as per the grant agreement)	Budgeted amount for this period	Actual Expenses for this period	Variance		For the next period	For remaining periods
				%		
				0%		
				0%		
Totals	0	0	0	0%	0	0
		variance =	0.0%			

*This should correspond to a general ledger account in the recipient's book of accounts or, where details are warranted, to a line item under an account.

Explanations and comments (mandatory if the variance total is more than 10%):	(* rows text wrap; Alt+Enter for new line)

Expense and Forecast Summary — FR2

This portion of the report will summarize the total actual and forecast expenditures per major budget line item and as per the details provided in Detailed Expense and Forecast Worksheets.

Expense and Forecast Summary (FR2)

Budget Category	Budget vs. Expenses				Forecast of Expenditures	
	Budgeted amount for this period	Actual Expenses for this period	Variance		For the next period	For remaining periods
				%		
Personnel	0	0	0	0%	0	0
Consultants	0	0	0	0%	0	0
Evaluation	0	0	0	0%	0	0
Equipment	0	0	0	0%	0	0
International Travel	0	0	0	0%	0	0
Training	0	0	0	0%	0	0
Research	0	0	0	0%	0	0
Indirect Costs	0	0	0	0%	0	0
Totals	0	0	0	0%	0	0

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Indirect costs percent 0.00%

Budget Balance Summary (FR2)

Budget Category	Project Budget	Previous Expenses	Remaining Budget	Currency Adjusted
Personnel		0	0	0
Consultants		0	0	0
Evaluation		0	0	0
Equipment		0	0	0
International Travel		0	0	0
Training		0	0	0
Research		0	0	0
Indirect Costs		0	0	0
Totals	0	0	0	0
(CAD)		0	0	

(Recent Exchange Rate)

Cash Receipts, Foreign Exchange and Other Income Forms — FR3 (Section 3A)

Complete this section if the funds received from IDRC are held in a currency other than the project currency (US dollars for example) for subsequent conversion to the project currency. Indicate the

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currency in which you hold the funds, as well as the date of the transaction, the amount exchanged, and the amount received in the project currency

In this section, please provide details of all foreign exchange transactions. Record the date and amount of all payments received from IDRC for the project during the reporting period. Note that you must not factor in bank charges here and must include them as indirect costs. You must also indicate the currency in which you hold the funds, as well as the date of the transaction.

Interest and Other Income

Please record the total amount of interest earned on bank deposits of IDRC funds in either the project currency or any other currency. You must also record other income generated by the project from such activities as sales of products or publications, etc. Note that interest earned and other income must only be recorded for the reporting period and not cumulatively.

Payment Receipts, Foreign Exchange and Other Income Forms

Section 3A — Payment Receipt Form			
Reporting Period	Date	Amount received from IDRC	Currency in which the funds were received and held
1	(local convention)		
Payment 1:			
Payment 2:			
Payment 3:			
Payment 4:			
Payment 5:			
Total		0	

Cash Exchange Form

Previous Period Closing Balance	Date	Amount received from IDRC (before bank charges)* in	Amount transferred in (currency of project)	Rate of Exchange
	(local convention)	0	0	
Opening balance =>		0		
Transaction 1:				
Transaction 2:				
Transaction 3:				
Transaction 4:				
Transaction 5:				
Transaction 6:				
Transaction 7:				
Transaction 8:				
Transaction 9:				
Transaction 10:				
Transaction 11:				
Transaction 12:				
Total Transferred:		0	0	

Other Income Form

Currency of accounts:	0	0
Plus interest earned:		
Plus other income received:		
Total funds received:	0	0
Closing balance =>	0	

*Note: Bank charges must be treated as expenses under Indirect Cost.

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Notice of Receipt of Parallel Funds and Disbursement of Local Contributions — FR3 (Section 3B & 3C)

This section must be completed if the grant you received from IDRC was conditional on additional funds from other donors. If you were successful in attracting other funding to your project, but IDRC funding was not contingent on this funding being received, IDRC requests that you also share this information to better understand the scope of your project.

Parallel Funds

Parallel funds are all funds that were to be provided by other international funding agencies or foundations. Please record the date of the contract (dd/mm/yy) guaranteeing the funding, the amount of funding, the currency in which the grant was made, the name of the donor organization, and the name of the contact person within the donor organization. Please use a separate line for each grant agreement you received in support of the IDRC project, and record all such grants for the entire life of the project.

Notice of Receipt of Parallel Funds and Disbursement of Local Contributions

This form must be submitted if the IDRC grant was conditional on specific amounts of parallel funding being received from other donors. Use this form to record all donor contributions during the life of the project.

Section 3B — Parallel funds				
Parallel funds represent contributions by other international funding agencies (or foundations) for the purpose of the project, whether or not stipulated in the grant agreement.				
Date of contract (local convention)	Funds pledged in signed contract		Donor contact (Name of person)	Donor contact (Name of person)
	Amount	Name of donor (or acronym if well known)		

Note: Each time you complete this report, please list all contributions received since the start of the project. Please use an additional sheet if you need more space.

Local Contributions Estimates

Completion of the section on local contributions is voluntary. IDRC expects that recipients of Centre funding will also receive local contributions to the research project, and is interested in knowing the value of these contributions. Therefore, we encourage recipients to share this information.

Contributions recorded here should include contributions made by your institution from its own resources, as well as contributions from private grants or from grants made by local, provincial, or national agencies. In-kind contributions such as salaries of regular staff, equipment, infrastructure, and overhead costs should not be included.

Section 3C — Local contributions estimates (for information only)

Local contributions represent cash amounts expended by the recipient from its own resources, from private grants, or from grants received from local, provincial, or national authorities for the purpose of the project. In-kind contributions such as salaries of regular staff, equipment, infrastructure, and overhead costs should not

Project period	Estimated amount	Currency
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		
Total for project	0	