

Assistance for preparation of financial reports (Grant Agreements signed from October 2022)

Please read our Financial Guidelines for general regulations and assistance: [Annex 3a Financial Guidelines for Grant Recipients 10_2022.pdf \(giz.de\)](#) and download Annex 3d-f: Financial report from our website. Please do not prepare the report directly in your browser. Instead please use the excel version.

Recommended order of filling in the financial report:

1. 3d – Covering Note (first worksheet in excel form)

Please fill in all necessary information in the yellow text fields in line 4-38 according to the contract. Please furthermore tick the appropriate boxes for the options that apply to you in line 40-52.

Financial Report - Covering Note

The Recipient
 Name: **Your name and address according to the first page of** Name and place of Bank: **At latest with the first request of payment and if there will be a change of the account number we need a confirmation from the bank account indicated is held by the recipient (annex 3h – confirmation of bank details)**
 Address: **[Yellow field]** Account number: **[Yellow field]**
 Bank code: **[Yellow field]**
 SWIFT/BIC: **[Yellow field]**
 IBAN: **[Yellow field]**

Contact person: **[Yellow field]**
 E-Mail: **Your email address for questions**

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
 Friedrich-Ebert-Allee 36
 53113 Bonn
 Germany

Send to GIZ

Project Processing No.: **XX XXXX X-XXX XX** Date: 09.06.2023
 Agreement No.: **81XXXXXX**

Financial Report Statement-No.: **Serial numbering**
 Reference-No.: **[Yellow field]**

for the period from **XX.XX.XXXX** to **XX.XX.XXXX**

in the amount of **818,07** (automatically transfer from annex 3f)
 in words: **[Yellow field]**

I hereby confirm that the attached financial report is fully and correctly provided for the above mentioned period.
Declaration on co-financing according to article 1.5 (if applicable):
 We confirm that the co-financing parties **XXX**
 have met their contribution to the amount of **EUR XXX (if contractually agreed)**

Declaration:
 The actual costs to be financed from the GIZ grant have not been financed from other subsidies.

The formal requirements for an input **VAT deduction** have been established, as far as legally possible.
 (please tick):
 YES, the legally formal requirements are fulfilled for an input VAT deduction.
 NO, the legally formal requirements for an input VAT deduction are not given.

The following information is attached (please tick):
 proof by the bank of the amount credited for disbursement by GIZ
 information on interest
 inventory of goods
 handing over certificate

von GIZ auszufüllen/nur für GIZ	
Buchungshinweis	
Kosten netto	
...% Ust	
Kosten brutto	-
Tätigung VZ netto	
...% Ust	
Tätigung VZ brutto	-
Summe	-
<input type="checkbox"/> Zahlung	<input type="checkbox"/> Rückzahlung <input type="checkbox"/> NUR Kostenbuchung

2. 3f - Totals per expenditure category (second worksheet in excel form)

Please enter the contractually agreed budget categories.

Financial Report - Totals per categories

Recipient:

Project Processing No.:

Period from:

to:

Category (budget line according Grant article 1.2)

Please fill in
Please fill in
Please fill in
Please fill in
Please fill in
Please fill in
Please fill in

Staff External Experts Etc.



3. 3e – Breakdown of actual costs (third worksheet)

The budget categories entered in 3f are available as drop-down menu in 3e.

1 **Financial Report - Breakdown of actual costs - Recipient**
 2 Recipient:
 3 Project Processing No.:
 4 Period from:
 5 to:
 6
 7

I	II
Budget line (Please use the drop down list)	Sub-category of the Budget line
Staff	
Staff	
External Experts	
abc	
def	
Please fill in	
Please fill in	
Please fill in	
Please fill in	

- For each budget item all columns should be filled in as shown in the following example. This means every expense has to be listed as one line.
- If the voucher currency is Euro, this can be entered with exchange rate 1 so that the actual costs appear in the same amount.
- The exchange rate is always against proof (i.e. bank statement/bank voucher from the received advance payment = exchange receipt), if not available the EU currency converter should be used. Please ask for an confirmation of the financial contract management to use the EU currency converter

Financial Report - Breakdown of actual costs - Recipient

Recipient:
 Project Processing No.: Agreement No.:
 Period from:
 to:

*Each exchange rate is calculated from the main received amount in EUR and the local currency. Or InforEuro after approval of GIZ (financial contract management).

I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Budget line (Please use the drop down list)	Sub-category of the Budget line	no. of voucher	Internal voucher number of the Recipient	Date of voucher	Name of the Recipient from voucher/evidence	Reason for payment (detailed content of voucher/evidence)	Currency of voucher	Amount of voucher	Exchange rate (according EU currency converter or exchange of funds)	Actual costs in the currency of Grant Agreement	Only for GIZ
Staff	Project manager (1.1)	1	36	01.01.2023	Max Musterman	salary	BAM	300,00	0,51	153,39 €	
External Experts	Driver (2.1)	2	35	03.04.2023	xyz company	payment for ..	BAM	200,00	0,51	102,26 €	

According to budget According to budget

unique internal document no. (your accounting) actual date of voucher salary recipient or invoice issuer

Please allocate each item to the budget line and the sub-category.

The image shows a screenshot of a budget form. At the top, there is a field for 'Name of the recipient: XXX'. Below this is a table with columns for 'Description', 'Amount', and 'Unit (e.g. person, vehicle, room, material)'. The table contains several rows, some of which are highlighted in yellow. Two green arrows point to specific rows: one points to a row labeled '1. Staff Costs' and another points to a row labeled '2. External Experts'. Below the table, there are several sections labeled 'A. Procurement of Goods', 'B. Other costs / Consumables', and 'Subtotal - direct costs'. At the bottom, there is a note: '*All budget lines (with the exception of the administration costs) will...'.

Attention:

Staff costs have to be entered per person/ month. The reason for payment (detailed content of voucher) is month + job title according to the financial budget. If not 100% has been worked for the project, enter the number of days

The reason for payment (detailed content of voucher) for **External Experts** is always the role title according to the budget.

The reason for payment (detailed content of voucher) for **Transportation** is Who (person who travels), What (flight, taxi, etc.), When (date + reason for traveling), Where? (content of the voucher) The content must be compatible with the budget!

All items of **Procurement of Goods** exceeding 800€ must be inventoried and need to be handed over. An inventory list is available here: [Annex 3g1 Financial Report inventory-list.xlsx \(live.com\)](#) and the record of surrender here: [Annex 3g2 Record of surrender of equipment and material to the executing organization in the partner country.docx \(live.com\)](#)

The budget line **Administration costs** has to be entered in 3e as well (if agreed in the budget). Since no voucher details are needed for this position, only the budget line and the amount which is the the agreed percentage on actual costs. (calculation: direct costs * lump sum X %)

Advance payments are not costs and therefore cannot be settled for actual incurred costs. Please enter actual incurred costs, only.

4. 3ef – totals&breakdown Third Parties (fourth worksheet)

If “Forwarding of Funds” is contractually agreed “3ef – Totals & Breakdown Third Parties” needs to be filled for each recipient (one worksheet per recipient). The button “additional sheet” creates a further worksheet. The procedure of filling in this sheet is equal to the steps mentioned below (first fill in the category, then choose from the drop-down menu at the same sheet)

I	II	III	IV	V	VI	VII
Category (budget line according Grant article 1.2)	Actual costs for the current period (transfer from breakdown below)		Actual costs from previous periods	Total agreed amount of budget lines according to Grant article 1.2	Rest budget in	Rest budget in
	I	Only for GIZ	I	I	I	%
Staff	255,65 €			1.000,00	744,36	74,44%
Procurement of Goods	306,77 €			4.000,00	3.693,23	92,33%
Please fill in	- €				0,00	
Please fill in	- €				0,00	
Please fill in	- €				0,00	
Please fill in	- €				0,00	
Please fill in	- €				0,00	
Please fill in	- €				0,00	
Please fill in	- €				0,00	
Please fill in	- €				0,00	
Please fill in	- €				0,00	
Please fill in	- €				0,00	
Please fill in	- €				0,00	
Total €	562,42 €		0,00 €	5.000,00 €	4.437,58 €	

advance or pre instalment payments/deposits forwarded to third parties in the above-mentioned period (no expenses/no costs!)

Info für Kreditorenbuchhaltung GIZ:
Nicht Vorerfassen
ist Verwendungsnachweis für einen Weiterleitungsempfänger!

Declaration: The actual costs to be financed from the GIZ grant have not been financed from other subsidies.

I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Budget line (Please use the drop down list)	Sub-category of the Budget line	no. of voucher	Internal voucher number of the Recipient	Date of voucher	Name of the Recipient from voucher/evidence	Reason for payment (detailed content of voucher/evidence)	Currency of voucher	Amount of voucher	Exchange rate (according EU currency converter or exchange of funds)	Actual costs in the currency of Grant Agreement	Only for GIZ
Staff	Project manager (1.1)	19	36	01.01.2023	Max Musterman	salary	BAM	500,00	0,51	255,65 €	
Procurement of Goods	Procurement of machine (2.1)	20	35	03.04.2023	Machine xyz	payment for machine x	BAM	600,00	0,51	306,77 €	

Attention: The total amount per recipient of “Forwarding of Funds” must then be entered manually in 3e – Breakdown of actual costs:

Financial Report - Breakdown of actual costs - Recipient

Recipient:

Project Processing No.:

Agreement No.:

Period from:

to:

*Each exchange rate is calculated from the main received amount in EUR and the local currency. Or InforEuro after approval of GIZ (financial contract management).

I	II	III	IV	V	VI	VII	VIII	IX	X	XI
Budget line (Please use the drop down list)	Sub-category of the Budget line	no. of voucher	Internal voucher number of the Recipient	Date of voucher	Name of the Recipient from voucher/evidence	Reason for payment (detailed content of voucher/evidence)	Currency of voucher	Amount of voucher	Exchange rate (according EU currency converter or exchange of funds)	Actual costs in the currency of Grant Agreement
Staff	Project manager (1.1)	1	36	01.01.2023	Max Musterman	salary	BAM	300,00	0,51	153,39 €
External Experts	Driver (2.1)	2	35	03.04.2023	xyz company	payment for ..	BAM	200,00	0,51	102,26 €
Forwarding of Funds	Recipient 1	3	FR 1	05.04.2023	Recipient 1	Financial Report 01-06/2023	EUR	562,42	1,00	562,42 €

5. 3f - Totals per expenditure category (second worksheet in excel form)

All information from 3e are automatically transferred in 3f as total sum per budget line. The information for third parties (562,42€ in this example for Forwarding of Funds) should be visible as well after step 4. Please doublecheck if all information are included.

Financial Report - Totals per categories (budget lines) - Recipient

Recipient:
Project Processing No.:
Period from:
to:

Agreement No.:

I	II	III	IV	V	VI	VII
Category (budget line according Grant article 1.2)	Actual costs for the current period (transfer from breakdown/Annex 3e) €	Only for GIZ	Actual costs from previous periods €	Total agreed amount of budget lines according to Grant article 1.2 €	Rest budget in €	Rest budget in %
Staff	153,39 €			30.000,00	29.846,61	99,49%
External Experts	102,26 €			20.000,00	19.897,74	99,49%
Forwarding of Funds	562,42 €			15.000,00	14.437,58	96,25%
def					0,00	
Please fill in					0,00	
Please fill in					0,00	
Please fill in					0,00	
Please fill in					0,00	
Please fill in					0,00	
Please fill in					0,00	
Please fill in					0,00	
Please fill in					0,00	
Total €	818,07 €				64.181,94 €	

Please additionally fill in the total contractually agreed amount of budget lines and (if this is not the first financial report) the actual costs from previous periods (previous financial reports).

6. 3d – Covering Note (first worksheet in excel form)

As soon as all necessary information are entered and the total amounts are calculated correctly, please click the button “Send to GIZ”:

Financial Report - Covering Note

The Recipient

Name:

Address:

Name and place
of Bank:

Account number:
Bank code:
SWIFT/BIC
IBAN

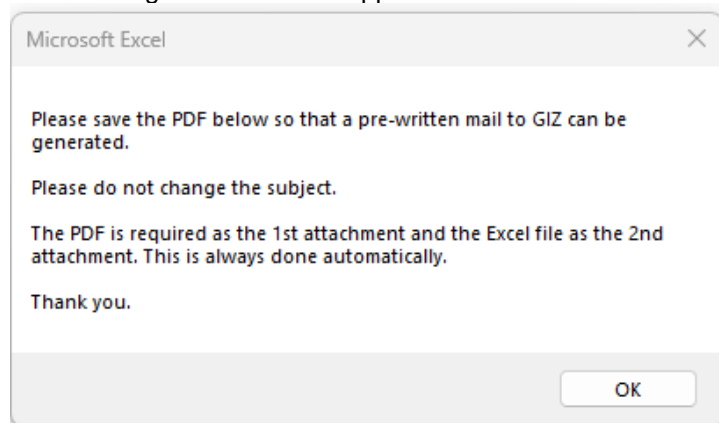
Contact person:

E-Mail:




Send to GIZ

Deutsche Gesellschaft für Internationale
Zusammenarbeit (GIZ) GmbH
Friedrich-Ebert-Allee 36
53113 Bonn
Germany

The following notification will appear:



After you saved the document in your personal files the e-mail with the necessary attachments will be generated automatically:

 Senden	An	<input type="radio"/> Invoice
	Cc	
Betreff		contract no./ Financial Statement from 01.01.2023 to 30.06.2023
 Financial Report 1.pdf 159 KB		 giz2023-en-annex-3d-f-financial-report (2).xlsm 157 KB

Dear Sir or Madam,

Enclosed please find the attached Financial Statement with a request for processing.

Yours sincerely.

7. Please send the e-mail to invoice@giz.de (the e-mail address will also be entered automatically).