

The Recipient Name:  Name and place of Bank: **Same as confirmed with annex 3h / bank confirmation**

Address: **Your name and address equal to the first page of the contract** Account number:   
 Bank code:   
 SWIFT/BIC:   
 IBAN:

Contact person:   
 E-Mail: **Your e-mail for questions/requests**

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

Project Processing No.: **please enter** Date: 16.08.2024  
 Agreement No.: **please enter**

**Financial Report** Statement-No.:   
 Reference-No.:

for the period from **please enter** to **report each 6 months!**

in the amount of €  (automatically transfer from annex 3f)  
 in words:

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 **please enter if applicable** have met their contribution to the amount of **EUR - 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

**Send to GIZ**

## Assistance for preparation of financial reports (signed after August 2024)

Please read our Financial Requirements for general regulations and assistance: Annex 3a Requirements for Financing Recipients 08\_24.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:

### Fill this form 3d at first

### 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

von GIZ auszufüllen/only for GIZ	
Buchungshinweis	
Kosten netto	
... % Ust	
Kosten brutto	- €
Tilgung VZ netto	
... % Ust	
Tilgung VZ brutto	- €
Summe	- €
<input type="checkbox"/> Zahlung <input type="checkbox"/> Rückzahlung <input type="checkbox"/> NUR Kostenbuchung	

# Fill this form 3f in second 3f - Totals per expenditure category (second worksheet in excel form)

Please enter the contractually agreed budget categories.

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

Recipient: **enter your name here**  
 Project Processing No.: **please enter** Agreement No.: **please enter**  
 Period from: **please enter**  
 to: **report each 6 month:**

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)		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					0,00	
external experts					0,00	
transportation					0,00	
procurement of goods					0,00	
other costs					0,00	
admin					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	
<b>Total €</b>	<b>0,00 €</b>				<b>0,00 €</b>	

**Please enter in column  
Category only the agreed  
main budget lines  
staff, external services etc.**

**Fill in all information**

advance or pre instalment payments/deposits forwarded to third parties in the above-mentioned period (no expenses/no costs!)	0,00 €
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We confirm that the costs were necessary and that economic and economical procedures have been followed and that the costs included in the supporting documents are correct

Declaration on co-financing according to article 1.6 (if applicable):  
 We confirm that the co-financing parties have met their contribution to the amount of

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

# Fill this form 3e in Third

## 3e – Breakdown of actual costs (third worksheet) The budget categories entered in 3f are available as drop-down menu in 3e

### Financial Report - Breakdown of actual costs - Recipient

Recipient: **please enter the name here**  
 Project Processing No.: **please enter** Agreement No.: **please enter**  
 Period from: **please enter**  
 to: **report each 6 months!**

\*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											
external experts											
transportation											
procurement of goods											
other costs											
admin											
Please fill in											

### Financial Report - Breakdown of actual costs - Recipient

Recipient: **please enter the name here**  
 Project Processing No.: **please enter** Agreement No.: **please enter**  
 Period from: **please enter**  
 to: **report each 6 months!**

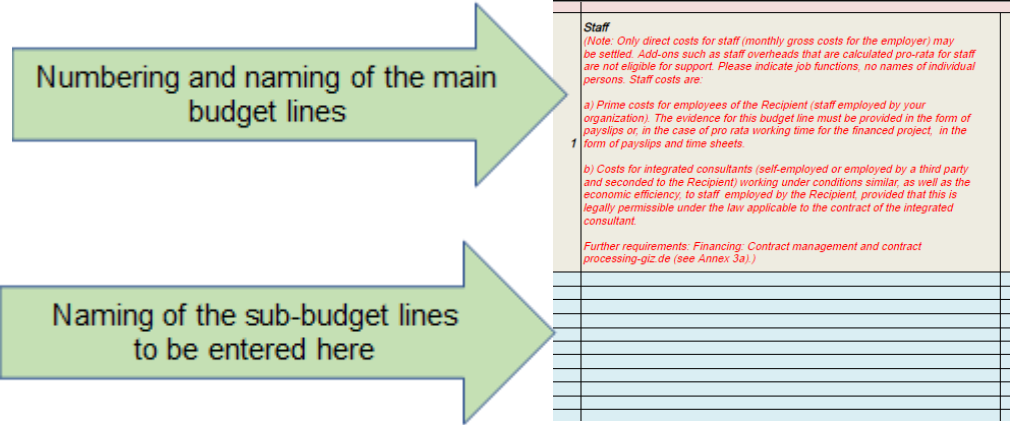
\*Each exchange rate is calculated from the main received amount in EUR and the local currency. Or InforEuro after approval of GIZ (financial contract management).

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	1.1. a Project Manager	1	38	01.08.2024	John Doe	Salary 80% August	BAM	300,00	0,51	153,00 €	
staff	1.4. b Account Manager	2	89	01.08.2024	Jane Doe	Honorar August	BAM	200,00	0,51	102,00 €	
external experts	Solar Consultant	3	45	15.08.2024	Henry Sun	Fee Solar Consultant	EUR	1500,00	1,00	1.500,00 €	

Choose via drop down menu According to the budget / subbudget lines is automatically filled in consecutively enter your internal invoice number enter the invoice date enter the name of voucher recipient to the budget detailed and assignable to the budget local currency invoice amount exchange rate will be calculated automatically

- For each budget item all columns should be filled in as shown in the following example.
- Distinguish for staff between a) own staff and b) integrated consultants (column II)
- every actual cost has to be entered in one row.
- If the voucher currency is Euro, enter the exchange rate with “1” so that the actual costs appear in the same amount.

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



**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

**External Services:**

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

**Transportation/Travel Costs**

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!

**Procurement of Goods**

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 and the record of surrender Annex 3g2 Record of surrender of equipment and material to the executing organization in the partner country

**Third Party Beneficiaries**

Check the budget what evidences are agreed and must be submitted

**Administration Costs**

Lump sum calculated pro rata on the reported direct costs. – No evidence needed

### 3ef – totals&breakdown Third Party Recipient (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 above (first fill in the category, then choose from the drop-down menu at the same sheet

Category (budget line according Grant article 1.2)	Actual costs for the current period (transfer from breakdown below)	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
			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	
<b>Total €</b>	<b>562,42 €</b>		<b>0,00 €</b>	<b>5.000,00 €</b>	<b>4.437,58 €</b>	

advance or pre instalment payments/deposits forwarded to third parties in the above-mentioned period (no expenses/no costs!)	
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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 <sup>1</sup> )	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 of the Recipient (see page 3 of the assistance of preparation annex 3d-f)**

**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 €

### 3f - Totals per 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 amounts in column IV and V are entered. Column VI and VII are calculated automatically on the base of the entries in column IV and V.

#### 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	
<b>Total €</b>	<b>818,07 €</b>				<b>64.181,94 €</b>	

### 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:

Contact person:  
E-Mail:

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

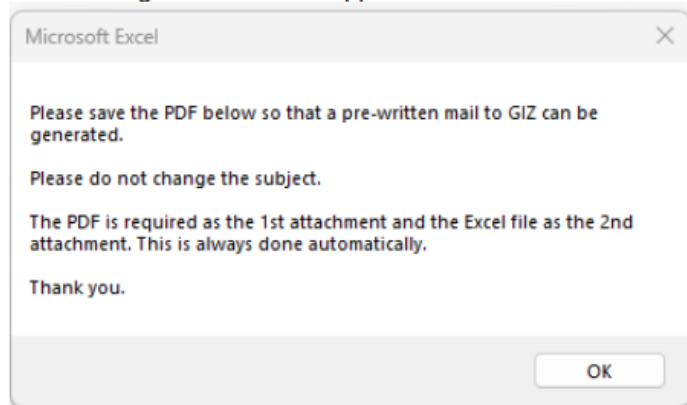
Name and place  
of Bank:

Account number:  
Bank code:  
SWIFT/BIC  
IBAN



- **Submit electronically to [invoice@giz.de](mailto:invoice@giz.de)**
- Download the form Annex 3d-f [Financing: Contract management and contract processing - giz.de](http://Financing: Contract management and contract processing - giz.de)
- Make sure that the correct form, which is foreseen for your contract, is used
- **Activate Macros**
- Complete the entries (Cover Sheet, Totals and Breakdownlist) (see pages 1-7)
- Press the Button “send to GIZ” on the cover Sheet  
(a small extra windows open where you will be asked to save the pdf, do not change the reference line of the e-mail, pdf will be attached automatically as well as an excel-file of the financial report > press ok)
- Save the pdf file.
- Check your outlook window: there must be an e-mail to [invoice@giz.de](mailto:invoice@giz.de) with the pdf file (cover sheet and totals sheet) plus the excel file.
- Send it to GIZ.




The following notification will appear:



- Do not attach any other documents e.g. copies of supporting documents/evidences. During our own GIZ-Auditing process you will be asked for these supporting documents with a separate e-mail



After you have saved the document in your personal files an e-mail with the necessary attachments (pdf with coversheet and totals sheet and the Excel-File of the Financial report) is generated automatically

 Senden	An	<input type="radio"/> Invoice
	Cc	
Betreff		contract no./ Financial Statement from 01.01.2023 to 30.06.2023
<hr/>		
 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.

**Do not attach any other documents**

**Please send this e-mail to [invoice@giz.de](mailto:invoice@giz.de) – see above – named as “invoice”**

The process of checking your financial report will start in a timely manner. You will then receive a separate e-mail with the request to submit the requested evidences.