

TB FINANCIAL REPORTING FORM

Country	
Grant No.	
PR	
Currency	Please Select ...

PLEASE REFER TO THE "GUIDANCE FOR COMPLETION OF THE ENHANCED FINANCIAL REPORTING TEMPLATE" DOCUMENT TO ASSIST YOU IN COMPLETING THE TEMPLATE

Current Reporting Period	Start Date:	dd-mm-yyyy
	End Date:	

Cumulative Reporting Period	Start Date:	dd-mm-yyyy
	End Date:	

The end date for the current reporting period and cumulative reporting period must be the same

The "TOTAL" rows in Table A, B and C will have a RED background if the amounts in each table do not agree. If the Totals for each Table agrees, these rows will have a YELLOW background.

A- BREAKDOWN* BY EXPENDITURE CATEGORY		Current Reporting Period				Cumulative Reporting Period			
#	Category	Budget	Expenditures	Variance	Reason for Variance	Cumulative Budget	Cumulative Expenditure	Variance	Reason for Variance
1	Human Resources								
2	Technical Assistance								
3	Training								
4	Health Products and Health Equipment								
5	Medicines and Pharmaceutical Products								
6	Procurement and Supply Management Costs								
7	Infrastructure and Other Equipment								
8	Communication Materials								
9	Monitoring & Evaluation								
10	Living Support to Clients/Target Populations								
11	Planning and Administration								
12	Overheads								
13	Other								
TOTAL		0.00	0.00	0.00		0.00	0.00	0.00	

B- BREAKDOWN* BY PROGRAM ACTIVITY				Current Reporting Period				Cumulative Reporting Period			
#	Macro-category	Objectives	Service Delivery Area	Budget	Expenditures	Variance	Reason for Variance	Cumulative Budget	Cumulative Expenditure	Variance	Reason for Variance
	Please Select...		Please select...								
	Please Select...		Please select...								
	Please Select...		Please select...								
	Please Select...		Please select...								
	Please Select...		Please select...								
TOTAL				0,00	0,00	0,00		0,00	0,00	0,00	

To add additional rows, right click the row number (Row 39 in a blank template) to the left of the row above the row for TOTAL and select copy, then over the same number, right click again and select Insert Copied Cells. **WARNING:** Inserting Rows without copying a row as described above will cause the formula in the variance column to become invalid and will mean the overall information will be inaccurate.

C- BREAKDOWN* BY IMPLEMENTING ENTITY				Current Reporting Period				Cumulative Reporting Period			
#	PR/SR	Name	Type of Implementing Entity	Budget	Expenditures	Variance	Reason for Variance	Cumulative Budget	Cumulative Expenditure	Variance	Reason for Variance
	Please Select ...		Please Select...								
	Please Select ...		Please Select ...								
	Please Select ...		Please Select ...								
	Please Select ...		Please Select ...								
	Please Select ...		Please Select ...								
TOTAL				0,00	0,00	0,00		0,00	0,00	0,00	

To add additional rows, right click the row number (Row 51 in a blank template) to the left of the row above the row for TOTAL and select copy, then over the same number, right click again and select Insert Copied Cells. **WARNING:** Inserting Rows without copying a row as described above will cause the formula in the variance column to become invalid and will mean the overall information will be inaccurate.

\* The sum of all three breakdowns should be equal (A- Budget Line-item, B- Program Activity, C- Implementing Entity).

\*\* For the purposes of this report, the SDA Program management and administration should be included in the Supportive Environment Macro Category.

D- ADDITIONAL INFORMATION
Please disclose any relevant information concerning the information in the above tables. Refer to the Guidelines for Completing the Template if required.