|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | |  | | --- | | Shape  Description automatically generated with low confidence | |  |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  |   November 2019 Geneva, Switzerland  Update: April 2022 |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | |  | | --- | | **Guidelines for Annual Audit of Global Fund Grants**  Annex 1: Financial Statements Accrual Basis – template | |  |

SEPTEMBER 2019 Geneva, Switzerland

Update : April 2022

Annex 1: Financial statements accrual basis template

**Guiding note**

The Financial statements included in Figure 1 here below, represent an illustrative financial statement which the Principal Recipients are expected to provide to their auditors for the Special Purpose Grant Financial Statements audit.

**Mandatory statements**

All statements as required by the Auditing Guidelines and the Terms of reference **must** be provided to the auditors by the Principal Recipients for them to carry out their work appropriately, namely:

1. The format of the "Income and Expenditures statement" in Figure 1 here below, is mandatory and **must** be used by all Principal Recipients;
2. Similarly, notes providing specific information on the accounting principles used in the preparation of the Financial Statements are **mandatory**;
3. Expenditure reconciliation (**Note 12**) **must** be provided and audited;
4. The different tables on Sub-recipient advances (**Notes 10 & 11**) and Fixed assets (**Note 13**) **mus**t be provided.

**Other notes**

The notes to the financial statements are integral parts of the financial statements. The Principal Recipient **must** ensure that notes are provided wherever they would provide additional information to the stakeholder's understanding of the financial statements.

The following could be cases where a note to the financial statements would be expected:

* material amount;
* significant change from previous year; and
* significant variance with the budget, etc.

**Figure 1: Income and Expenditures Statement (IES)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grant Number** | **FIC-C-MOH** |  |  |  |  |  |  |  |  |  |  |  |
| **Accounting Methodology** | **Mod. accrual** |  |  |  |  |  |  |  |  |  |  |  |
| **Grant's Currency** | **USD** |  |  |  |  |  |  |  |  |  |  |  |
| **Implementation Period Start Date** | **xxx** |  |  |  |  |  |  |  |  |  |  |  |
| **Implementation Period End Date** | **xxx** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Period of Financial Reporting** | **Beginning Date:** | 01-Jan-19 | **End Date:** | 31-Dec-19 |  |  |  |  |  |  |  |  |
| **Cumulative Period of Financial Reporting** | **Beginning Date:** | 01-Jan-18 | **End Date:** | 31-Dec-19 |  |  |  |  |  |  |  |  |
| **Financial Statements (all figures are in US$ unless otherwise stated)** | | |  |  |  |  |  |  |  |  |  |  |
|  | **Current Period** | | | | **Cumulative Period** | | | |  | **Previous year** | |  |
|  | **Budget** | **Actual** | **Variance** | **Percentage** | **Budget** | **Actual** | **Variance** | **Notes** |  | **Budget** | **Actual** | **variance** |
| **Sources of Grant funds** |  |  |  |  |  |  |  |  |  |  |  |  |
| Opening fund balance |  | 1,382,089 |  |  |  |  |  |  |  |  |  |  |
| Adjustments to previous period’s cash position (Note 0) |  |  |  |  |  |  |  |  |  |  |  |  |
| Receipts from Global fund | 38,496,894 | 14,700,000 | 23,796,894 |  | 54,396,894 | 26,960,000 | 27,436,894 | xxx |  | 15,900,000 | 12,260,000 | 3,640,000 |
| Other Income |  | 300,000 | (300,000) |  |  | 300,000 | (300,000) |  |  |  |  | - |
|  | \_\_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_ |  | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |  |  | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| **Total sources of Grant Funds** | **38,496,894** | **16,382,089** | **23,496,894** |  | **54,396,894** | **27,260,000** | **27,136,894** |  |  | **15,900,000** | **12,260,000** | **3,640,000** |
|  | **======** | **======** | **=====** |  | **=====** | **=====** | **=====** |  |  | **======** | **======** | **======** |
| **Uses of Grant Funds** |  |  |  |  |  |  |  |  |  |  |  | - |
| 1.0 Human Resources (HR) | 3,736,254 | 1,513,300 | 2,222,954 | 41% | 7,472,508 | 3,026,600 | 4,445,908 | xxx |  | 3,736,254 | 1,513,300 | 2,222,954 |
| 2.0 Travel related costs (TRC) | 4,432,379 | 536,050 | 3,770,729 | 12% | 5,632,724 | 1,857,049 | 3,775,675 | xxx |  | 1,200,345 | 1,320,999 | (120,654) |
| 3.0 External Professional services | 521,527 | 175,724 | 345,803 | 34% | 752,527 | 185,724 | 566,803 | xxx |  | 231,000 | 10,000 | 221,000 |
| 4.0 Health Products (HPPP) | 3,736,254 | 2,718,487 | 2,222,954 | 73% | 6,704,988 | 5,019,046 | 1,685,942 | xxx |  | 2,968,734 | 2,300,559 | 668,175 |
| 5.0 Health Products (HPNP) | 4,432,379 | 661,650 | 3,770,729 | 15% | 6,233,367 | 2,451,871 | 3,781,496 | xxx |  | 1,800,988 | 1,790,221 | 10,767 |
| 6.0 Health Products (HPE) | 521,527 | 175,724 | 345,803 | 34% | 649,426 | 175,724 | 473,702 | xxx |  | 127,899 | - | 127,899 |
| 7.0 Procurement and Supply-Chain | 3,736,254 | 2,388,300 | 2,222,954 | 64% | 4,508,652 | 3,040,312 | 1,468,340 | xxx |  | 772,398 | 652,012 | 120,386 |
| 8.0 Infrastructure (INF) | 4,432,379 | 897,497 | 3,770,729 | 20% | 5,521,612 | 2,098,261 | 3,423,351 |  |  | 1,089,233 | 1,200,764 | (111,531) |
| 9.0 Non-health equipment (NHP) | 521,527 | 175,724 | 345,803 | 34% | 645,304 | 310,724 | 334,580 |  |  | 123,777 | 135,000 | (11,223) |
| 10.0 Communication Material | 3,736,254 | 1,513,300 | 2,222,954 | 41% | 4,535,009 | 2,081,299 | 2,453,710 |  |  | 798,755 | 567,999 | 230,756 |
| 11.0 Program Administration | 4,432,379 | 62,756 | 3,770,729 | 1% | 6,521,610 | 1,351,662 | 5,169,948 |  |  | 2,089,231 | 1,288,906 | 800,325 |
| 12.0 Living support (LSCTP) | 521,527 | 175,724 | 345,803 | 34% | 752,815 | 273,875 | 478,940 |  |  | 231,288 | 98,151 | 133,137 |
| 13.0 Payment for Results | 3,736,254 | 1,513,300 | 2,222,954 | 41% | 4,466,352 | 1,513,300 | 2,953,052 |  |  | 730,098 | - | 730,098 |
|  |  |  |  |  |  |  |  |  |  |  |  | - |
| **Total uses of Grant Funds (cash outflow)** | **38,496,894** | **12,507,536** | **27,580,898** | **32%** | **54,396,894** | **23,385,447** | **31,011,447** |  |  | **15,900,000** | **10,877,911** | **5,022,089** |
| **Closing Grant Fund position** | **-** | **3,874,553** |  |  |  | **3,874,553** |  | xxx |  |  | **1,382,089** |  |

**Notes to the financial statements**

All amounts are in US$/EUR

**Note 0: Adjustments to previous period’s cash position**

This information is only necessary if the previous audit report included a “cash end position” and not a “end fund” position for an accrual basis reporting.

**Note 1: Basis of accounting**

The Financial Statements are prepared under the historical basis of accounting. Sources of funds are recognized when cash is received, and expenditure is accounted for on a modified accrual basis.

**Note 2: Disbursements/Receipts**

Receipts comprise amounts advanced and reimbursed by the Global Fund under the grant agreement during the period *[January 1, 2019 to December 31, 2019].* Disbursements received from Global Fund were in United States Dollars.

**Note 3:**

Expenditure represents amounts disbursed and costs incurred denominated in *Ficticia Francs (FHF).*

**Note 4:**

Transactions in Ficticia Francs are translated to US dollars at the exchange rate applicable at the time funds received from Global Fund were converted to local currency. For the purpose of this report, balances denominated in Ficticia Francs have been translated to US dollars based on the average exchange rate applied by the Ministry of Health during the period which stood at FHF xxxx to the US dollar.

**Note 5: Receipts from Global Fund**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Current period US$** | **Previous period US$** | **Cumulative US$** |
|  |
| Disbursement 1 | 2,030,908 |  | 2,030,908 |
| Disbursement 2 | 4,415,108 |  | 4,415,108 |
| Disbursement 3 | 8,253,984 |  | 8,253,984 |
| Disbursements |  | 12,260,000 | 12,260,000 |
|  | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
|  | **14,700,000** | **12,260,000** | **26,960,000** |
|  | ========= | ========= | ========= |

**Note 6: Human Resources**

This represents salaries and other staff related costs for the principal recipients and various SRs.

**Note 7: Travel Related Costs**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | **Amount** | | Vehicle rental exp. | 360,000 | | Daily subsistence allowance | 80,000 | | Other | 96,050 | |  | **536,050** | |  | ======== | |  |
|  |  |
|  |  |
|  |  |
| **Note 8: Net sources (uses) of grant funds** |  |
|  |  |

|  |  |
| --- | --- |
|  | **Amount US$** |
|
| Bank balance held at Ecobank Ficticia | 2,266,937 |
| Bank balance held at Citibank New York | 3,749,283 |
| Cash | 241 |
| Less accruals | (2,141,908) |
|  | **3,874,553** |
|  | ========= |
| **Note 9: Accrued expenses and Payables** |  |
|  | **Amount US$** |
| *Accrued expenses* |  |
| Drugs received | 1,205,187 |
| Human resources | 575,085 |
| *Payables* |  |
| Outstanding cost of motorbikes | 235,847 |
| Fuel for Health Centre’s generators | 125,789 |
|  | **2,141,908** |
|  | ======== |

**Note 10: Advances**

|  |  |
| --- | --- |
|  | **Amount US$** |
|
| PR advances to supplier FXF | 601,889 |
| Advance payment for rent | 120,344 |
| PR advances (prepayments) at 31.12.2019 | **722,233** |
|  | ========= |

**Note 11: Outstanding SR advances**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **SR 1** |  | **SR 2** |  | **SRx** |  | **Amount** |
| Unliquidated advances (prior year) | 100,000 |  | 76,934 |  | 62,047 |  | 238,981 |
| Add advances from PR (current year) | 350,000 |  | 488,750 |  | 400,000 |  | 1,238,750 |
| Less SR justified advances | (400,043) |  | (520,789) |  | (431,299) |  | (1,352,131) |
|  |  |  |  |  |  |  |  |
|  | **49,957** |  | **44,895** |  | **30,748** |  | **125,600** |
|  | ========= |  | ========= |  | ========= |  | ========= |

**Note 12: Expenditure reconciliation** **between the IES and the PUDR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Year 2 |  |  | Cumulative |
| AFR expenses | **12,507,536** |  | AFR expenses | **23,385,447** |
| **Add movements in advances/prepayments** |  |  | **Add advances/prepayments** |  |
| Prepayments | 619,644 |  | Prepayments | 619,644 |
| SR unspent advances | 125,600 |  | SR unspent advances | 125,600 |
| VAT recovered | 2,450 |  | VAT recovered | 2,345 |
| Other necessary adjustments (if any, please describe) |  |  | Other necessary adjustments (if any, please describe) |  |
|  | **13,255,230** |  |  | **24,133,036** |
| **Less movements in commitments (accruals + payables)** | 2,141,908 |  | **Less commitments (accruals + payables)** | (2,141,908) |
| **PR expenditure (Payments + advances)** | **11,113,322** |  | **PR expenditure (Payments + advances)** | **21,991,128** |
|  | ======== |  |  | ======== |

**Note 13: Schedule of Fixed Assets**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Categories** | **Opening balances (cost)** | Additions (cost) | Disposals through sale (cost) | Acc. depreciation/Write-off (cost) | **Closing balance (book value)** |
| Intangible assets |  |  |  |  |  |
| Constructions |  |  |  |  |  |
| Rehabilitation/ Renovation |  |  |  |  |  |
| Health Equipment |  |  |  |  |  |
| Other non-Health Equipment |  |  |  |  |  |
| Vehicles/ Motorcycles |  |  |  |  |  |
| IT Equipment (Hardware) |  |  |  |  |  |
| Total |  |  |  |  |  |

**Note 14: Depreciation**

State the depreciation policy and any other relevant information.

**As the above financial statements are illustrative, the Principal Recipient should provide any other relevant information or notes to the statements.**