

*Taiwan Foundation for Democracy
International Grants Program
Guidelines on Financial Reporting*

Dear Grantee,

As stated in the grant agreement between your organization and the Taiwan Foundation for Democracy, your project's final report shall include "a financial report of expenses of the project, according to the line-item categories of the budget plan, and with documentation of invoices and/or receipts." Following is a more detailed explanation of what is required in the financial report.

1. An overall summary of the project's cumulative expenses, according to the categories of your proposal's approved budget plan, as well as sources and amounts of funding. Please refer to Appendix 1.
2. An expenditure report detailing all expenses funded by the TFD grant, according to the categories of your proposal's approved budget plan. Each expense must be documented by an invoice or receipt, which should include unit costs and quantity where applicable. Please also label your documentation accordingly. See Appendix 2 for more details.
3. Original invoices or receipts that document each expense. If originals cannot be provided, please discuss this with your grant officer. If your approved grant budget includes airfare expenses, the TFD requires the 1) airfare invoice; 2) ticket receipt or electronic ticket; and 3) original boarding passes of the roundtrip flight as complete documentation.
4. Please also remember that the TFD's accounting rules also do not permit funding for capital expenditures (i.e. purchases of equipment) and staff salaries.

Thank you for your cooperation. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Antonio

Program Officer, International Cooperation Department

Taiwan Foundation for Democracy

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Note: The spreadsheets in these appendices explain what is required in your financial report. You may use your own preferred format, as long as the following information is clearly presented.

Appendix 1

FINANCIAL SUMMARY

Project Name: Youth Mock Parliaments.

Project Duration: April 1st, to 31st, August, 2016.

Currency unit (US Dollars or Euros): US Dollars.

Exchange rate (if applicable): 3300

| | | Budget Plan | Actual Expenditure |
|-----------------------------|----------------------------------|--------------------|---------------------------|
| 1. Other Direct cost | | | |
| | 1.1 Refreshments for High school | | |
| | 1.2 | | |
| | 1.3 | | |
| | 1.4 | | |
| | 1.5 | | |
| | 1.6 | | |
| | | | |
| | | | |
| 2. | | | |
| | 2.1 sub-category | | |
| | 2.2 sub-category | | |
| 3. Category | | | |
| | 3.1 sub-category | | |
| | 3.2 sub-category | | |
| ... | | | |
| ... | | | |
| TOTAL | | | |

| Sources of Funding | | | |
|---------------------------|---------------------------------|---------------|-------------------|
| No. | Organization | Amount | Percentage |
| 1 | Taiwan Foundation for Democracy | 3000 | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| TOTAL | | 3000 | |

Appendix 2

TFD GRANT EXPENDITURE REPORT

Project Name: Youth Mock Parliaments

Project Duration: April 1st – 31st August, 2016.

Currency unit (US Dollars or Euros): 3300

Exchange rate (if applicable): \$3300

| | | Unit rate Ush | Unit rate\$ | # of units | Cost Ush | Cost \$ | reference # of receipt |
|--------------------|---|------------------|----------------|------------|-------------|---------|------------------------------|
| Other Direct costs | | | | | | | |
| | 1.1 Activity 1: Refreshments for participants at Broadway High School Mock Parliament | | | | | | |
| | Snacks for Participants | 4000/= | \$ 1.2 | 250pple | 1,000,000/= | \$303 | 2802 |
| | Soft Drinks for Participants | 2000/= | \$ 1 | 250pple | 500,000/= | \$151.5 | 2802 |
| | | | | | | | |
| | 2.1 Activity 2: Refreshments for participants at Seroma Christian High School Mock Parliament | | | | | | |
| | Food for participants | 8000/= | \$2.4 | 300people | 2,400,000/= | \$727.2 | 228 |
| | Soft drinks for participants | 2000/= | \$1 | 300people | 600,000/= | \$181.8 | 228 |
| | 2.2 Activity 2: Conference facilitation | | | | | | |
| | Stationary for Seroma Christian High School Mock Parliament: Flip Charts-3 | 50,000/= @ | \$15.1 | | 150,000/= | \$45.45 | 4751 |
| | | | | | | | |
| | | | | | | | |
| | 3.1 Activity 3: Refreshments for participants at Kings College Budo Mock Parliament | | | | | | |
| | Food for participants | 10,000/= | \$3.03 | 250people | 2,500,000/= | \$757.5 | 1197 |
| | Soft drinks for participants | 2000/= | \$0.6 | 250people | 500,000/= | \$151.5 | 1197 |
| | 3.2 Activity 3: Conference Facilitation | | | | | | |
| | Public Address System Hire for Kings College Budo Mock Parliament Debate | 250,000/= | \$75.7 | 1 | 250,000/= | \$75.75 | 357 |

| | | | | | | | |
|------------------|---|-----------|---------|------------------|--------------------|-------------------|-------|
| | Stationary for Kings College Budo Mock Parliament: Flip Charts, Printing Policy Papers, Printing Participants Registration Forms | 150,000/= | \$45.45 | | 150,000/= | \$45.45 | 271 |
| | | | | | | | |
| | | | | Sub Total | 8,050,000/= | \$2,439.39 | |
| | | | | | | | |
| 2. Travel | | | | | | | |
| | 1.1 Activity 1: Fuel for Participants Transportation to Induction Meeting for Mock Parliament Policy Papers at Broadway High School | 3000/= | \$1 | 50liters | 150,000/= | \$45.45 | 8609 |
| | 1.2 Activity 1: Fuel for Participants Transportation to Broadway High School Mock Parliament | 3000/= | \$1 | 50liters | 150,000/= | \$45.45 | 19916 |
| | 1.3 Activity 1: Car Hire for Participants Transportation to Broadway High School Mock Parliament | 200,000/= | \$60.6 | 1car | 200,000/= | \$60.6 | 099 |
| | | | | | | | |
| | 2.1 Activity 2: Fuel for Participants Transportation to Induction Meeting for Mock Parliament Policy Papers at Seroma Christian High School | 3000/= | \$1 | 50liters | 150,000/= | \$45.45 | 7919 |
| | 2.2 Activity 2: Car Hire for Participants Transportation to Seroma Christian High School Mock Parliament | 200,000/= | \$60 | 1car | 200,000/= | \$60.6 | 132 |
| | 2.3 Activity 2: Fuel for Participants Transportation to Seroma Christian High School Mock Parliament | 3000/= | \$1 | 66liters | 200,000/= | \$60.6 | 1458 |
| | | | | | | | |
| | | | | | | | |
| | 3.1 Activity 3: Car Hire for participants Transportation to Mock Parliament Induction Meeting at Kings College Budo | 150,000/= | \$45.45 | 1car | 150,000/= | \$45.45 | 147 |
| | 3.2 Activity 3: Car Hire for Participants Transportation to | 200,000/= | \$60 | 1car | 200,000/= | \$60.6 | |

| | | | | | | | |
|----|--|-------------|--------|----------|--------------------------|--------------------|-----------------------|
| | Kings College Budo Mock Parliament Debate | | | | | | |
| | 3.3 Activity 3: Fuel for Participants Transportation to Kings College Budo Mock Parliament | 100,000/= @ | \$30.3 | 3Schools | 300,000/= | \$90.9 | 21320 2868 1498 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 3. | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | Subtotal | 1,700,000/= | \$515.1 |
| | | | | | TOTAL EXPENDITURE | 9,750,000/= | \$2,954.5 |

*** Note: Please organize all receipts, invoices, etc. so that the cost of each expense can be easily cross-referenced with its matching documentation.**