

*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: WHY VOTE DEBATES

Project Duration: March 1st, to 31st, August, 2015.

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

Exchange rate (if applicable): 2,500

		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: WHY VOTE DEBATES

Project Duration: March 1st – 31st August ,2015.

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

Exchange rate (if applicable): \$2500

		Unit rate Ush	Unit rate\$	# of units	Cost Ush	Cost \$	reference # of receipt
Other Direct cost							
	1.1 Activity 1: Refreshments						
	<i>Food for Participants</i>	10,000/=	\$ 4	300pple	3,000,000/=	\$1,200	1062
	<i>Soft Drinks for Participants</i>	1000/=	\$ 0.4	300pple	300,000/=	\$120	1062
	<i>Water for Participants</i>	1500/=	\$ 0.6	300pple	450,000/=	\$180	1062
	1.2 Activity 1: Stationery	1000/=	\$ 0.4	300pple	300,000/=	\$120	086
				Sub Total	4,050,000/=	\$1,620	
	2.1 Activity 2: Refreshments						
	Food for Participants	10,000/=	\$4	100pple	1,000,000/=	\$400	1196
	Soft drinks for participants	3000/=		100pple	300,000/=	\$120	19935
	Water for participants	2000/=		100pple	200,000/=	\$80	19935
	2.2 Activity 2: Stationery	2500/=	\$1	150pple	375,000/=	\$150	207
				Sub Total	2,125,000/=	\$750	
2. Contractual							
	2.1 Contractual						
	<i>Designing of Project Banner</i>	300,000/=	\$120	1	300,000/=	\$120	154
	2.2 Venue Hire	250,000	\$100	1	250,000/=	\$100	
	<i>2.3 Designing and Printing of Project Reports</i>	15,000/=	\$6	68	1,020,000/=	\$408	233
				Subtotal	1,570,000/=	\$628	
TOTAL EXPENDITURE					7,495,000	\$2,998	

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