

<u>Assistance for preparation Financial Statements (Grant agreement) – Annex 3d-f</u> (Grant agreements from June 2020)

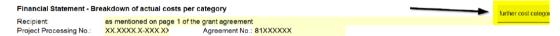
Recommended order of filling in:

1. Annex 3d "Covering Note" (page 2)

Project processing, agreement number + the invoiced period are automatically transferred to the other templates (Annex 3e + 3f)!

2. **Annex 3e** "Breakdown of actual costs per category" (pages 3 – 7)

Each <u>budget line one "Breakdown of actual costs per category"</u> create with the icon "further cost category":



Exception:

• <u>No</u> "Breakdown of actual costs per category" for **admin. costs**. If they are agreed - they are percentage lump sums (see page 8 – example Annex 3f "Totals...").

Special feature:

 Forwarding of funds/ Sub-grants to Final Recipients – an annex 3e must be filled in, but only one total amount per third parties (see page 7)

Annexes to this Annex 3e:

each Sub-grant must be fill in the actual costs in the "Totals..." (Annex 3f) with the corresponding "Breakdown...." (Annex 3e) in accordance with his agreed budget lines.

Annex 3f "Totals per category" (page 8)

The total will be automatically transferred to Annex 3d "Covering Note"

You will find examples on the following pages.

Please <u>all</u> lists <u>one-sided</u> **print**, **sign** and send as **original** + the **copies of the receipts** (from the <u>contractually agreed amount</u> - <u>numbered</u> + <u>sorted</u>) to (without indicating the name of a particular GIZ staff member):

DEUTSCHE GESELLSCHAFT FÜR INTERNATIONALE ZUSAMMENARBEIT (GIZ) GmbH Dag-Hammarskjöld-Weg 1-5 65760 Eschborn Germany DEUTSCHE GESELLSCHAFT FÜR INTERNATIONALE ZUSAMMENARBEIT (GIZ) GmbH Friedrich-Ebert-Allee 32 + 36 53113 Bonn Germany

Thank you very much.

Your

Financial Service Division

- In principle, the contractually agreed regulations in the grant agreement apply. -

Link Annex 3a: Guidelines for the grant agreement Link Annex 3d-f: financial statement

Financial Statement - Covering Note

The Recip	ient						
Name:	as mentioned on pa	ge 1 of	Name a	and place			
	the grant agreem	ent	of Bank	C :	A+ la+oc	t with the	e first request of
Adress:			A	. (there will be a
			Bank c	nt number:			ount number we
			SWIFT		need a c	<mark>onfirmati</mark>	on from the bank
			IBAN	, DIO	accoun		d is held by the
E-Mail:	Your email address	for questions			V	Recip	
		·			YO	u can use	Annex 3h.
				Confirma	ition of E	Bank De	tails (Annex 3h)
Deutsche	Gesellschaft für Intern	ationale					
	narbeit (GIZ) GmbH						
•	marskjöld-Weg 1-5	Name of	the Reci	pient, Projec	ct		
65726 Esc	hborn			reement No			
Germany		period are au					
		the "Breakdo	own" 3	e + "Totals	" 3f!	Doto	00 04 0004
Project Pro	ocessing No.: XX.X	XXX.X-XXX.X	Y			Date: 2	29.01.2021
Agreemen		XXXX	^				
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(Final) Fir	nancial Statement			Statem	ent-No.:	serial nu	mbering
,					nce-No.:		_
for the per	riod from XX.XX.XX	XXX to	XX.X	XXXXXX			
]
	ount of € 33.907,82 <		automat	t <mark>ically transf</mark> from "Tota		ne total	ex 3f)
in words:				from Tota	als 3T		
I hereby co	onfirm that the attache	d financial sta	tement i	s fully and	correctly r	rovided:	for the
-	ntioned period.	a ililariolar ola		o rany aria	oon oony p	oroviaca	
	n on co-financing acco	ording to article	e 1.6 (if	applicable):			
	m that the co-financing			+		rood by a	rant agraamant
have met t	their contribution to the	e amount of	Euro	🛨	II ag	reed by gi	rant agreement
<u>Declaratio</u>							
The exper	nditures to be financed	from the GIZ	grant ha	ave not bee	n finance	d from ot	her subsidies.
The follows	ing information is attac	abad (alagae t	اماداد				
	<mark>ing information is attac</mark> per cost category	ned (please t	ick): 🔷				
	own of expenditures pe	er cost catego	rv				
	y the bank of the amou	-	-	sement by (GIZ		
	ition on interest				- · -		
	ry of goods above EUI	R 400					
	g over certificate		Submit t	he <mark>signed o</mark> r	iginal		
other				pies of recei	_		
				ually agreed			
		<u>n</u>	umbered	d + sorted) b	y mail!		
Date and or	riginal signature of the Re	ecipient					

Financial Statement - Breakdown of actual costs per category Adding further breakdowns via further cost category Recipient: as mentioned on page 1 of the grant agreement If there are several sheets for one budget Project Processing No.: XX.XXXX.X-XXX.XX Agreement No.: 81XXXXXX line, the subtotal must be carried over to Budget line: -Staff the next sheet! Period from: Budget line according budget (see explanation page 8 right down) to: XX.XX.XXXX

Date of Name of the Recipient From voucher From vouchere/vidence Property From Voucher Property Property From Voucher Property Property From Voucher Property Property From Voucher Property Propert										
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er Recipient										
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the financial budget according to your according to your accounting accoun										€
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3 (if contractually is agreed to send copies of supportings documents exceeding xy Euro) 5 - pay slips 6 (personally can be blacked out) 7 - + 8 - sheet explaining the calculation of the entered staff costs 9 (see page 10) 11 If not 100% worked for the project also 12 - Timesheets Submit these vouchers chronologically sorted, numbered and stapled. Submit these vouchers chronologically sorted, numbered and stapled. The numbering in column II must correspond to your internal accounting. The internal number in column II or the ongoing number in column I must appear on the submitted vouchers. Link sample Timesheets Total 2.960,71 to 3.54 (1.5 and satatement/bank voucher from the received advance payment = exchange receipt), if not available the EU currency converter should be used. For a rate with many decimal places (e.g. VND 1 = € 0,36737), see page 9. Link EU-currency converter Link EU-currency converter Trotal 2.960,71 to 3.4 (2.960,71 to 3.4 (2.96		21002	•	· · · · · · · · · · · · · · · · · · ·	-	• •	COD	0.210,00	V .	
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6 (personally can be blacked out) 7 + 8sheet explaining the calculation of the entered staff costs 9 (see page 10) 10 If not 100% worked for the project also 11	5	- pay slips								
7			be blacked out)							
9 (see page 10) 10 If not 100% worked for the project also 11 If not 100% worked for the project also 12 - Timesheets 13 Submit these vouchers chronologically sorted, numbered and stapled. 16 The numbering in column II must correspond to your internal accounting. 18 The internal number in column II or the ongoing number in column I must appear on the submitted vouchers. 19 Link sample Timesheets Total 2.960,714	7	+	,,			(<u>not</u> per each month one "Break	down"!).	conv	erter should	be used.
9 (see page 10) 10 11 If not 100% worked for the project also 11 If not 100% worked for the project also 12 - Timesheets 13 Submit these vouchers chronologically sorted, numbered and stapled. 15 Submit these vouchers chronologically sorted, numbered and stapled. 16 The numbering in column II must correspond to your internal accounting. 18 The internal number in column II or the ongoing number in column I must appear on the submitted vouchers. 20 Link sample Timesheets 21 Total 2.960,710	8	- sheet explaini	ing the calculation of the	entered staff costs				For a rate with m	any decimal i	places (e.g. VND 1 – f
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- Timesheets 13 14 Submit these vouchers chronologically sorted, numbered and stapled. 15 16 17 18 The numbering in column II must correspond to your internal accounting. The internal number in column II or the ongoing number in column I must appear on the submitted vouchers. 22 Link Sample Timesheets transfer the total in "Totals" 3f 2.960,711	10							0,5	, , , , , , , , , , , , , , , , , , ,	rage 3.
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22 Link sample Timesheets 23 Total 2.960,71										
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	23									
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Financial Statement - Breakdown of actual costs per category Adding further breakdowns via further cost category Recipient: as mentioned on page 1 of the grant agreement If there are several sheets for one budget Project Processing No.: XX.XXXX.X-XXX.XX Agreement No.: 81XXXXXX line, the subtotal must be carried over to Budget line:-**External Experts** the next sheet! Budget line according budget Period from: XX.XX.XXXX (see explanation page 8 right down) XX.XX.XXXX to:

1	II	III		IV	V	VI	VII		VIII	IX
no. of vouch- er	Internal voucher number of the Recipient	Date of voucher		me of the Recipient rom voucher/evidence	Reason for payment (detailled content of voucher/evidence)	Currency of voucher	Amount of voucher	(acco	ange rate ording EU cy converter change of	Actual costs in the currency of Grant Agreement
		per 1 voucher fill in one li	ine + all	columns. Do not change	the format .				unds)	€
1	unique internal document number according to your accounting	actual date of the document= date of invoice/receipt	name	of the invoice issuer	month + job title according to the financing plan	currency of the voucher	in currency of the amount on the invoice/receipt			
2	3467a	06.10.2019	samp	le company	Expert Solarenergie September 19	INR	123.450,00	,	0,12192	1.505,10 €
3					·			Exchar	ge rate	
4							always against p			atement/bank
5	<u>C</u>	opies of vouchers					voucher from th			
6		agreed to send copies of					exchange receipt)	, if not	available t	he EU currency
7	supportings docu	ments exceeding xy Euro)					conve	e <mark>rter</mark> sh	ould be us	ed.
8										_
9		ouchers chronologically so	rted,				For a rate with ma			
10 11	nu	mbered + stapled.					0,3	6737),	see page 9) <mark>.</mark> _
12	The numbering	n column II must correspo	nd to				Link EU-	curre	ncv con	verter
13	your	internal accounting.							,	
14										
15		nber in column II <u>or</u> the on								
16		olumn I must appear on th	ie							
17	su	omitted vouchers.					t	ransfer	the total	in "Totals" 3f
20		1	1							
							(please transfer to "totals	s per ca	Total (tegories)	,

	t Processing No.:	Adding further breakdorns for the subtotal must be cather the subtotal must be cather the next sheet!	r one budget	further cost category				
1	II		IV	V	VI	VII	VIII	IX
no. of vouch- er	Internal voucher number of the Recipient	Date of voucher	Name of the Recipient from voucher/evidence	Reason for payment (detailled content of voucher/evidence) format.	Currency of voucher	Amount of voucher	Exchange rate (according EU currency converter or exchange of funds)	Actual costs in the currency of Grant Agreement
								€
1	unique internal document number according to your accounting	actual date of the document= date of invoice/receipt	name of the invoice issuer	Who, What, When, Where? (content of the voucher) The content must be compatible with the budget!	currency of the voucher	in currency of the amount on the invoice/receipt		
2	102-61	05.09.2019	travel agency	Max Smith, flight Frankfurt - Berlin, 10.10.2020, expertsday IHK Berlin	EUR	148,00	1,00000	148,00 €
3 4 5 6 7 8 9 10 11 12 13 14 15 16		(if contractually is a supportings docum Submit these vouche numbers The numbering in coluyour inters The internal number in number in column	of vouchers greed to send copies of ents exceeding xy Euro) rs chronologically sorted, ed + stapled. umn II must correspond to hal accounting. n column II or the ongoing l must appear on the ed vouchers.	f.e. - date + reason for traveling - the person which travel - workshop name and date - flight, taxi., hotel		always against provoucher from the exchange receipt), incompert. For a rate with many 0,367	received advance f not available the er should be use	e payment =e EU currency d
18 19 20							<u>ransfer</u> the total	in "Totals" 3f
20						(please transfer to "totals	Total	148,00 €

Financial Statement - Breakdown of actual costs per category Adding further breakdowns via further cost category as mentioned on page 1 of the grant agreement Recipient: If there are several sheets for one budget Project Processing No.: XX.XXXX.X-XXX.XX Agreement No.: 81XXXXXX line, the subtotal must be carried over to Budget line: ____ **Procurement** the next sheet! XX.XX.XXXX Period from: Budget line according budget XX.XX.XXXX to: (see explanation page 8 right down) Ш IV VII VIII IX Internal voucher Date of Name of the Recipient Reason for payment Currency Actual costs in no. of Amount Exchange rate from voucher/evidence (detailled content of (according EU vouchnumber of the voucher of voucher of voucher the currency of currency converter voucher/evidence) er Recipient **Grant Agreement** or exchange of per 1 voucher fill in one line + all columns. Do not change the format. funds) € What? unique internal actual date of the in currency of the currency of document number document= (content of the voucher) name of the invoice issuer amount on the according to your date of The content must be the voucher invoice/receipt accounting compatible with the budget! invoice/receipt 2 102-80 03.08.2020 media market 1 Laptop Acer 359 VND 64.007.734.35 0.36737 2.351.45 € 3 Exchange rate 4 Copies of vouchers always against proof (i.e. bank statement/bank 5 (if contractually is agreed to send **voucher** from the received advance payment = All items financed from the grant whose purchase or 6 copies of supportings documents exchange receipt), if not available the **EU currency** manufacturig costs exceeding € 800,00 must be 7 exceeding xy Euro) converter should be used. inventoried and an "inventory list" (Annex 3g2) must 8 be submitted with each proof of use. Submit these vouchers chronologically 9 For a rate with many decimal places (e.g. VND 1 = € Are to be handed over according to point 7 of the sorted, numbered + stapled. 10 0,36737), see page 9. contract. 11 Form "Record of surrender...." (Annex 3g1) 12 The **numbering in column II** must Link EU-currency converter correspond to your internal 13 Link "inventory list" 3q2 accounting. 14 15 Link "Record of surrender of equipment. The internal number in column II or 16 the ongoing number in column I must 17 appear on the submitted vouchers. 18 19 transfer the total in "Totals..." 3f 20

Total

(please transfer to "totals per categories"

2.351,45 €

Period from:

XX.XX XXXX

Budget line according budget
to:

XX.XX.XXXX

(see explanation page 8 right down)

			L									
ı	II	III			IV			V	VI	VII	VIII	IX
no. of vouch- er	Internal voucher number of the Recipient	Date vouc	her	fr	me of the Rec	dence		eason for payment (detailled content of voucher/evidence)	Currency of voucher	Amount of voucher	Exchange rate (according EU currency converter or exchange of	Actual costs in the currency of Grant Agreement
			per sub-	<mark>grant</mark> fil	Il in one line +	all colums	. Do <u>not c</u>	hange the format.			funds)	€
1	1245	10.10.2020		name	of sub grant	А						12.478,00 €
2	1248	31.10.2020		name	of sub grant	В						4.900,87 €
3	2745	01.12.2020	1	name	of sub grant	С						9.076,12 €
The rel	evant terms and condition	ons of the						\				
_	greement between the F				<u>for each</u> su	b grant mu	ıst <u>also</u> a	an own "Breakdown" 3	e (per budget line	e fromt the sub-grant)		
	e GIZ are applied equally	to the final			+ an ov	vn "Totals.	<mark>" 3f</mark> to	be filled in according the f	financial budget fi	rom the sub-grant.		
Recipie	nts.				_							
					_		<u>Adjı</u>	ust the headings of 3e + 3f	accordingly:			
	ce payments to the final			-								
	costs and therefore can											
	for actual costs. Enter a	ictual costs,										
only.											`	
Accord	ingly, advances can be e	ntorod in	Fin	ancial 9	Statement - Bro	eakdown o	f actual c	osts per category	Financial Stat	। tement - Totals per ca	tegories	
	otals" 3f .	intereu in			Statement - Di				-			
	itais 31 .			cipient:	cessing No.:	name of t			Recipient: 8 Project Process		ne sub-grant	greement No.: 81X)
16 17					e:	f.e. staff		Agreement No	Period from:	XX.XXX.XX		greement No 812/
18				riod from		XX.XX.X	XXX → B	udget line according budget fron		XX.XX.XXX		
19			to:			XX.XX.XX	(XX	sub-grant		1		III I
20		-				₽				Category	Actual costs	
21					nternal voucher	De De	Ⅲ te of	Nowe of the Desirient	(according	g Grant article 1.2)	for the current period	·
			no	. ot In	iternai voucner	Da	te of	Name of the Recipient			(transfer from	
22 23				1								
				1								
24 25				1								
25 26				1								
27				1							<u>transfer</u> the total	in "Totals" 3f
21											Total	26 454 00 6
										(places transfer to "t		26.454,99 €
										(please transfer to "t	otals per categories")	

Financial Statement - Totals per categories (budget lines)

as mentioned on page 1 of the grant agreement Recipient:

Project Processing No.: XX.XXXX.X-XXX.XX Agreement No.: 81XXXXXX

Period from: XX.XX.XXXX to: XX.XX.XXXX

I	II	III	IV	V	VI	VII
Category	Actual costs		Actual costs from	total agreed	Rest	Rest
(according Grant article 1.2)	for the current period		previous periods	amount of budget	budget	budget
Expenditure category = budget line	(transfer from			lines according to	in	in
according budget	breakdown/Annex 3e)			Grant article 1.2		
(see explanation right down)	€	Only for GIZ	€	€	€	%
1. staff	2.960,71		5.345,21 €	20.000,00€	11.694,08	58,47%
2. external experts	1.505,10		0,00€	15.000,00 €	13.494,90	89,97%
3. transport/travel costs	= direct costs 148,00		5.456,34 €	6.700,00€	1.095,66	16,35%
4. workshops			9.176,00€	27.000,00 €	17.824,00	66,01%
5. procurement	2.351,45		0,00€	4.500,00 €	2.148,55	47,75%
etc.						
admin. costs%	487,57	= <u>lump sum X % of dire</u>	ct costs .398,43 €	5.124,00€	3.238,00	63,19%
			10.000,00€	32.000,00 €		
Forwarding funds for third parties	26.454,99		0,00	50.000,00	23.545,01	47,09%
Total €	33.907,82 €		31.375,98 €	160.324,00 €	73.040,20 €	

advance	or pre payments/deposits
forwarde	d to third parties in the above-
mentione	d period
(no expe	nses/costs!)

0,00 € or the sum of advance payments to third parties

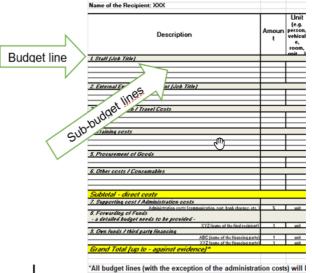
Declaration on co-financing according to article 1.6 (if applicable):

We confirm that the co-financing parties **Euro** have met their contribution to the amount o Euro

if agreed by grant agreement

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

Date and original signature of the Recipient



Budget / Schedule of Estimated Expenditure

^{*} in the case of more than one forwarding of funds, a corresponding list must be attached

- 1	II	III	IV	V		VI	,	VII	VIII	IX
no. of vouch- er	Internal voucher number of the Recipient	Date of voucher	Name of the Recipient from voucher/evidence	Reason for payme (detailled content of voucher/evidence)	(detailled content of of ve		Currency Amount of voucher of voucher		Exchange rate (according EU currency converter or exchange of funds)	Actual costs in the currency of Grant Agreement
1						VND	64	.007.734,35	0,36737	2.351,45€
2					CURR	ENCY CONVERTER				
3		The EU currer	ncy converter rounded after the	5th	CORR	ENCY CONVERTER			CURRENCY CON	VERIER
4			exchange rates with many decir					_		
5			etermine the exchange rate to be							
6			the example and add the formul	<mark>a in Year Year </mark>	2020	Month	8 🔻	Year	2020 ▼ Mo	onth 8 🔻
7		column IX	."Breakdown for" (Annex 3e).	Amount	(1			Amount	10000	×
8		=WENI	N(G10="";"";G10*H10)/10000		_			_		₩
9			, , ,			From		_ (From	•
10				VND (Viet	namese dong	9)	•	VND (Vietna		
11						То	1	EUR (Euro)	То	Ţţ.
12				EUR (Euro)		•	EUR (Euro)		
13					1 V	ND = 0.00004 EUR		_	10000 VND = 0.36	737 EUR
14								_		
15				Please note ti	hat the conve	erted value is rounded aft	er the 5th decima	Please note tha	the converted value is ro	ounded after the 5th decimal.
16				, lease flote t		Janaa io Faariada dit				
17										
18										
19										
20									T-4-1	0.054.45.6
							(please tra	nsfer to "total:	Total s per categories")	

Example of the calculation of staff costs

Only direct co:	sts are accepted!
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The amounts stated in the budget plan are "up to" cost items which must be substantiated (are not lump sums!)

salary (brut)/month	
+ Employer's contributions:	
for health insurance	
for pension insurance	
for	
costs per month	
(in accompany of the maccalin)	

(in currency of the pay slip)

If not 100% worked for the project also calculate:

by month:

costs per month	
: net-working days/month	
costs per day	
x working days according timesheet	
anata ta lan antilani.	

costs to be settled:

(in currency of the pay slip)

or by hours:

costs per month	
: net-working days/month	
costs per day	
: working hours/day	
costs per hour	
x working hours according timesheet	

costs to be settled:

(in currency of the pay slip)

Calculation working time:

365
104

Link sample Timesheets