DEMOCRACY COMMISSION SMALL GRANTS PROGRAM

Public Affairs Section
U.S. Embassy (city, country)

FINANCIAL REPORT GUIDELINES

The financial report should be submitted after the expenditure of each payment installment in the time specified in the grant. It should include a detailed description of all expenses made during the period according to the budget items.

*Use the money only for the purchases/services stated in the grant contract; any other expenses are borne by the organization. Misused funds must be repaid to the Democracy Commission.

*You are allowed to make cumulative adjustments of up to 10% between the budget items. Do NOT make any greater transfer of sums without the written permission of the Democracy Commission.

*Please state the exchange rate for each document and the average exchange rate for the reporting period, based on your expenses.

*Please submit copies of receipts for all expenses over $25. The copies must be readable, the item covered by the document must be clearly stated, and the date of issuance of the document should be within the reporting period.

*All financial documents must be in conformity with the latest requirements of host country authorities.

*The report must be certified by the Grantee's authorized official.

SOME DETAILS

Salaries should be accounted by presentation of the following papers:
-contract with the employee
-copies of salaries report with the signature of the employee
-copies of bank documents for paid local taxes (social insurance)
-please state the exchange rate

Honoraria should be reported by presentation of the copy of the contract with the lecturer or associate, where the job description is clearly stated and reported. The contract should be signed by the lecturer/associate.

Please note that every individual working on the project can be paid either a salary or an honorarium but never both.
(Example: the project coordinator, who is paid an honorarium for conducting research or a speaker's fee for giving a lecture at a conference. He can be paid transportation/per

diem/lodging for a trip).

Equipment should be reported by presentation of copies of financial documents for its purchase.

Trips: Accommodation, transportation and per diem should be accounted for by presentation of official documents with the names and signatures of the participants, the amount per day, the total duration of the trip, the task of the trip, destination, and report for the activities. The general report of the activities and results of the trips should be stated in the program report.

Conference/Symposia should be accounted by presentation of a list of participants and lecturers. The report of the speaker's fee is explained in **Honoraria**; for reporting the expenses of the participants please follow the requirements for the trips. All expenses for the preparation of the event should be reported according to the general requirement of detailed description and presentation of financial documents for expenses over $25.

The results of the conference, the media response should be included in the program report. A limited number of photos from the event attached to the report are most appreciated.

Bank papers: Please present copies of the bank documents for the reported amount. They should state the bank charges for any bank operation and the accrued **interest**, which should be refunded to the Public Affairs section of the Embassy after the completion of the grant.

Administrative expenses should be described as per the budget item. In case the grant includes payment of **rent,** the rent contract should be submitted.

If the grant provides **partial funding** for any expenses, please submit papers for the whole amount and indicate in the financial report the part, covered by the grant.
(Example: The grant covers 30% of the rent per month. Submit the rent contract for $100/per month. State in the financial report review that the amount of $30 is 30% of the rent ($100), which for the period of 6 months makes $180).