

Instructions

| About this file | | Action |
|---|--------------------------------------|--|
| Topic | Yellow cells | Follow the instructions in yellow cells. |
| | White cells | Insert your information in white cells only. |
| | Blue cells | Leave blue cells for ICMP use only. |
| Formula and additions | | This file contains formulas. There is no need for you to add or multiply any numbers. You can verify the total expenditures for the Project in Tab 3. |
| Step by Step Instructions to prepare the financial expenditure report | | |
| Step | Type | Action |
| 1 | Prepare | It is good practice to start filling in the financial expenditures report every time you make a purchase or payment under the project. |
| 2 | Roles and Responsibilities | Assign one person in the organization to prepare the report, and one person to approve it. If the person approving the report is the same as preparing it, assign one person to help you review it. It is good practice to have financial reports checked by a second set of eyes. |
| 3 | Receipts and Evidence | Compile all the receipts of the reporting period and organize them per activity. Scan the receipts and name each file using sequential numbers and descriptions. For example 001 Bus ticket ; 002 Per diems list |
| 4 | Cover Page | In TAB 2 COVER PAGE: Fill in all the relevant information in the Cover Page |
| 5 | Record expenses | In TAB 3 EXPENDITURES REPORT: Follow the steps described in the cells in yellow, 1 to 10 to log all the expenses incurred during the reporting period that are linked to the project. |
| 6 | Currency | In tab 3 column I (Step 10): If the expenditure is in the same currency as the grant currency, type number 1 in each cell. If it is not the same currency, indicate the exchange rate used. Please attach evidence of such exchange rate. If you don't have evidence, please highlight the cell. |
| 7 | Updates to past reports | If you are updating an expenditure that was already reported in a previous submission, add a new line for this expenditure and mark both lines with red. The expenditure will be recorded twice but after approval ICMP will reconcile this numbers and delete the outdated expenditure. |
| 8 | Consult status | In TAB 4 CONTROL: Once you have completed tab 3, and have added the information in step 11 in tab 4, you can consult the status of expenditures. |
| 9 | Protected tab | In TAB 5, ICMP will annotate the approval of the report. Do not use this tab, it is for ICMP use only. Once you have completed tab 3, save the file as: Grant number - Financial Expenditure Report YY-MM-DD |
| 10 | Save file | Ensure the report as prepared is reviewed and approved before submission to ICMP. |
| 11 | Review | Submit the electronic file via email. Include in your message all the relevant evidence or supporting documentation. |
| 12 | Submit to ICMP | For the final report, print tabs 2 and 3. Send to ICMP both the electronic version and the signed pdf. |
| 13 | Final Report | Remember to keep the original receipts for a period of 7 years from the completion of the project (See Grant Agreement, General Terms and Conditions, article 8.1). |
| 14 | Archive the supporting documentation | |

| FINANCIAL EXPENDITURE REPORT Cover page | |
|--|---|
| Organization(s): | The Authority on Opening the Communist Era State Security Files |
| Grant number: | |
| Project: | |
| Execution period: | |
| Report 1 | |
| Prepared by, Name, Title: | |
| Approved by, Name, Title: | |
| Email address from which the report will be submitted: | |
| Date: | |
| Report 2 (if applicable) | |
| Prepared by, Name, Title: | |
| Submitted by, Name, Title: | |
| Email address from which the report will be submitted: | |
| Date: | |
| Report 3 (if applicable) | |
| Prepared by, Name, Title: | |
| Submitted by, Name, Title: | |
| Email address from which the report will be submitted: | |
| Date: | |
| Final Report | |
| Prepared by, Name, Title: | |
| Submitted by, Name, Title: | |
| Email address from which the report will be submitted: | |
| Date: | |
| Signature | |
| Stamp | |

In submitting this document to ICMP, the organization certifies that all expenses reported upon have been made in good faith and in accordance with the conditions established in the Grant Agreement.

| Expenditure submitted in report number: | Date of expenditure | Budget Reference | Activity | Item | Currency | Amount/Currency | Verification Document Number | Exchange Rate | Fill in here the currency of the grant: COP, BAM, Dfl. Once you add it here it will be updated throughout the whole document | Verified |
|---|---------------------|------------------|---|---|----------|-----------------|------------------------------|---------------|--|----------|
| Annual Report 1 | 03.06.2021 | 5.4 | Activity 7 (Community mtg. (travel, accommodation, meals) | Community meeting in Shkoder | LEK | 170,500 | Pay slip 1 | 123.498684 | 1,380.58 | |
| Annual Report 1 | 03.06.2021 | 5.4 | Activity 7 (Community mtg. (travel, accommodation, meals) | Community meeting in Shkoder | LEK | 297,600 | Invoice no.14 | 123.498684 | 2,409.74 | |
| Annual Report 1 | 27.05.2021 | 5.4 | Activity 7 (Community mtg. (travel, accommodation, meals) | Community meeting in Shkoder | LEK | 47,688 | Invoice no.32 | 123.498684 | 386.14 | |
| Annual Report 1 | 29.06.2021 | 5.5 | Activity 6 (Translation Albanian-English) | Translation Albanian-English | LEK | 39,000 | Invoice no.4 | 123.498684 | 315.79 | |
| Annual Report 1 | 13.07.2021 | 5.4 | Activity 7 (Community mtg. (travel, accommodation, meals) | Community meeting in Porto Palermo, Sarande | LEK | 286,000 | Pay slip 2 | 123.498684 | 2,315.81 | |
| Annual Report 1 | 12.07.2021 | 5.4 | Activity 7 (Community mtg. (travel, accommodation, meals) | Community meeting in Porto Palermo, Sarande | LEK | 38,160 | Pay slip 2-1 | 123.498684 | 309.92 | |
| Annual Report 1 | 09.07.2021 | 5.4 | Activity 7 (Community mtg. (travel, accommodation, meals) | Community meeting in Porto Palermo, Sarande | LEK | 93,000 | Invoice no.76 | 123.498684 | 759.04 | |
| Annual Report 1 | 02.09.2021 | 5.4 | Activity 7 (Community mtg. (travel, accommodation, meals) | Community meeting in Tepelene, Gjirokastr | LEK | 193,032 | Invoice no.22 | 123.498684 | 1,563.03 | |
| Annual Report 1 | 27.08.2021 | 5.4 | Activity 7 (Community mtg. (travel, accommodation, meals) | Community meeting in Tepelene, Gjirokastr | LEK | 99,600 | Pay slip 3 | 123.498684 | 801.63 | |
| Annual Report 1 | 02.09.2021 | 5.1.1 | Activity 3 (Exhibition Development) | Exhibition Development | LEK | 62,988 | Invoice no.30 | 123.498684 | 808.38 | |
| Annual Report 1 | 23.09.2021 | 5.4 | Activity 7 (Community mtg. (travel, accommodation, meals) | Community meeting in Maliq, Korce | LEK | 885,000 | Invoice no.5 | 123.498684 | 7,166.07 | |
| Annual Report 1 | 22.09.2021 | 5.4 | Activity 7 (Community mtg. (travel, accommodation, meals) | Community meeting in Maliq, Korce | LEK | 145,000 | Pay slip 4 | 123.498684 | 1,174.10 | |
| Annual Report 1 | 20.09.2021 | 5.4 | Activity 7 (Community mtg. (travel, accommodation, meals) | Community meeting in Maliq, Korce | LEK | 168,000 | Invoice no.37 | 123.498684 | 1,360.34 | |
| Annual Report 1 | 16.09.2021 | 5.4 | Activity 7 (Community mtg. (travel, accommodation, meals) | Community meeting in Maliq, Korce | LEK | 58,548 | Invoice no.151 | 123.498684 | 474.08 | |
| Annual Report 1 | 31.08.2021 | 5.1.1 | Activity 6 (Translation Albanian-English) | Translation the guide | LEK | 199,068 | Invoice no.29 | 123.498684 | 1,611.90 | |
| Annual Report 1 | 28.09.2021 | 5.5 | Activity 6 (Translation Albanian-English) | Printing a guide for families | LEK | 75,600 | Invoice no.144 | 123.498684 | 612.15 | |
| Annual Report 1 | 11.10.2021 | 5.1 | Activity 2 (Printing a guide for families) | Printing a guide for families | LEK | 111,540 | Invoice no.6 | 123.498684 | 903.17 | |
| Annual Report 1 | 18.10.2021 | 5.5 | Activity 2 (Printing a guide for families) | Translation Albanian-English | LEK | 240,000 | Invoice no.166 | 123.498684 | 1,943.34 | |
| Annual Report 1 | 29.12.2021 | 5.5 | Activity 2 (Printing a guide for families) | Printing a guide for families | LEK | 18,720 | Invoice no.7 | 123.498684 | 151.38 | |
| Annual Report 1 | 30.12.2021 | 5.1.1 | Activity 3 (Exhibition Development) | Exhibition Albanian-English | LEK | 44,460 | Invoice no.9 | 123.498684 | 360.00 | |
| Annual Report 1 | 01.02.2022 | 5.5 | Activity 5 (Printing a guide for families) | Exhibition Development | LEK | 153,400 | Invoice no.122 | 123.498684 | 1,287.60 | |
| Annual Report 1 | 01.02.2022 | 5.1.3 | Activity 4 (Printing a collect oral histories) | Printing a guide for families | LEK | 221,650 | Invoice no.1 | 123.498684 | 1,794.76 | |
| Annual Report 1 | 01.02.2022 | 5.6 | Activity 8 (Tepelena memorial) | Tepelena memorial | LEK | 189,600 | Invoice no.22 | 123.498684 | 1,535.24 | |
| Annual Report 1 | 01.02.2022 | 5.7 | Activity 9 (Malq memorial) | Malq memorial | LEK | 408,000 | Invoice no.23 | 123.498684 | 3,303.68 | |
| Annual Report 1 | 31.01.2022 | 5.8 | Activity 10 (Virtual exhibition) | Virtual exhibition | LEK | 297,600 | Invoice no.5 | 123.498684 | 2,409.74 | |
| | | | | | LEK | 343,200 | Invoice no.6 | 123.498684 | 2,773.98 | |
| | | | | | LEK | 399,000 | Invoice no.2 | 123.498684 | 3,230.80 | |
| | | | | | | | | | 0.00 | |
| | | | | | | | | | 0.00 | |
| | | | | | | | | | 2,409.74 | |

FINANCIAL EXPENDITURE REPORT
Expenditures Control (for Grantees)

| Expenditure Summary | | | | |
|---------------------|--|---|-----------------------------|-------------------|
| Activity | Step 11. Insert the Approved Budget for each activity | Total Expenditure Grant Currency (TAB 3 COLUMN 1) | Remaining in Grant Currency | |
| A | Activity 1 (Grants officer) | € 23,547.38 | € 23,547.35 | € 0.03 |
| B | Activity 2 (Archivist - exhibition development) | € 8,905.41 | € 8,905.41 | € 0.00 |
| C | Activity 3 (Exhibition Development) | € 8,891.91 | € 8,448.67 | € 443.24 |
| D | Activity 4 (Printing a collect oral histories) | € 3,500.00 | € 3,303.68 | € 196.32 |
| E | Activity 5 (Printing a guide for families) | € 3,500.00 | € 3,478.58 | € 21.42 |
| F | Activity 6 (Translation Albanian-English) | € 3,525.30 | € 3,525.30 | € 0.00 |
| G | Activity 7 Community mtg. (travel, accommodation, meals) | € 16,600.00 | € 16,469.96 | € 130.04 |
| | Activity 8 (Tepelena memorial) | € 2,880.00 | € 2,409.74 | € 470.26 |
| | Activity 9 (Melig memorial) | € 2,850.00 | € 2,778.98 | € 71.02 |
| | Activity 10 (Virtual exhibition) | € 4,000.00 | € 3,230.80 | € 769.20 |
| | Total Grant | € 78,200.00 | € 76,098.47 | € 2,101.53 |
| | | € 78,200.00 | € 78,200.00 | € (2,101.53) |

Financial Expenditure Control (ICMIP Use Only)

Grant number: **0**

| 1. Expenditure Summary | | | |
|--|-------------------------------|--|--|
| Activity | Approved Budget | Total Expenditure Grant Currency (TAB 3 COLUMN G) | Remaining in Grant Currency |
| | | Fill in here the currency of the grant, COP, BAM, DIR. Once you add it here it will be updated throughout the whole document | Fill in here the currency of the grant, COP, BAM, DIR. Once you add it here it will be updated throughout the whole document |
| A Activity 1 | 0.00 | 0.00 | 0.00 |
| B Activity 2 | 0.00 | 0.00 | 0.00 |
| C Activity 3 | 0.00 | 0.00 | 0.00 |
| D Activity 4 | 0.00 | 0.00 | 0.00 |
| E Activity 5 | 0.00 | 0.00 | 0.00 |
| F Activity 6 | 0.00 | 0.00 | 0.00 |
| G Activity 7 | 0.00 | 0.00 | 0.00 |
| Total in Grant Currency | 0.00 | 0.00 | 0.00 |
| Total in Donor Reporting Currency | Apply formula =C15 / or * B23 | Apply formula =D15 / or * B23 | Apply formula =E15 / or * B23 |
| Total in ICMIP Accounting Currency (USD) | Apply formula =C15 / or * F23 | Apply formula =D15 / or * F23 | Apply formula =E15 / or * F23 |

| 2. Currency Codes | | |
|---|---|-----|
| Donor reporting currency, if different to Grant Currency | ICMIP accounting currency, if different to Grant Currency | USD |
| Exchange rate of Donor reporting currency to Grant currency | Exchange rate of Donor reporting currency to USD | |

| 4. Payment Summary | | | | |
|--------------------|---|--------------------|-----------|------------------|
| Serial | Installment schedule as per Grant Agreement | Actual amount paid | Date paid | Remaining Amount |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| Total: | | 0.00 | | 0.00 |

| 3. Control log | | | |
|----------------|------|---------|--|
| Action number | Date | Done by | Annotations on changes made to submission by Grantee |
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| 5. Notes on Payments | |
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| AR 1 Number: | AR Amount: |
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| 5. Notes on Payments | | |
|----------------------|-----------|------------|
| Date | Logged by | Annotation |
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The Authority on Opening the Communist Era State Security Files

| Subtotal Local office | Months | Amount | Total |
|---|---------------|---------------|--------------|
| 1.1.1 Technical | | | |
| 1.1.1.2 Grant officer - Mr. Marcel Hila | 24 | € 1,100.00 | € 26,400.00 |
| salary and social contribution | | | |
| 1.1.1.3 Arkivist (Zhvillues Ekspozitash) Znj. Rovena Voda | 12 | € 1,100.00 | € 13,200.00 |
| salary and social contribution | | | |
| 5. Other costs, services | | | |
| 5.1 Publications | | | |
| 5.1.1 Exhibition development | | | € 10,000.00 |
| 5.1.2 Printing the Guide for families | | | € 3,500.00 |
| 5.1.3 Printing a collection of oral histories | | | € 3,500.00 |
| 5.4 Meeting cost (Community and ICMP consultations (travel, accommodation, meals)) | | | € 16,600.00 |
| 5.5 Translation, interpreters | | | € 5,000.00 |
| Grand Total | | | € 78,200.00 |