Only fill cells in yellow - all other cells are automatically calculated

Enter your budget category references in column B

IP	XXXXXX	**A. Staff and Other Personnel Costs**	190,000.00
Project Currency	USD	**B. Office Costs**	156,000.00
Project code	XXXXXX	**C. Operational Costs**	25,500.00
Project Period	1/2021 6/2022	*Control 2*	*371,500.00* *TRUE*

Make sure that your **Project Period** is correctly reflected in the reporting section. Add Columns if necessary, however do not forget to copy with formulars

Financial Interim Report 1	
Total Expenditure	44,182.00
Burn Rate % according to Budget	12%
Control 3	*TRUE*

Financial Interim Report 2	
Total Expenditure	83,414.00
Burn Rate % according to Budget	22%
Control 4	*FALSE*

Financial Final Report	
Total Expenditure	127,596.00
Burn Rate % according to Budget	46%
Control 5	*FALSE*

Budget

Budget Category Line	Budget Category Line Description	Direct / Support Cost	Units (Quantity)	Unit Cost	Duration (Monthly)	Allocation %	Total Cost
	A. Staff and Other Personnel Costs						
A.1	Project Officer	0	1	7,000.00	10	100%	70,000.00
A.2	Accountant	5	1	8,000.00	10	50%	40,000.00
A.3	M&E field assistant	0	2	4,000.00	10	100%	80,000.00
A.4							0.00
A.5							0.00
A.6							0.00
A.7							0.00
A.8							0.00
A.9							0.00
A.10							0.00
A.11							0.00
A.12							0.00
A.13							0.00
A.14							0.00
A.15							0.00
	Sub Total						**190,000.00**
	B. Office Costs						
B.1	Examples	0	1	4000.00	10	30%	12,000.00
B.2	Examples	0	1	4000.00	10	30%	12,000.00
B.3	Examples	0	1	4000.00	10	30%	12,000.00
B.4	Examples	0	1	40000.00	10	30%	120,000.00
B.5							0.00
B.6							0.00
B.7							0.00
B.8							0.00
B.9							0.00
B.10							0.00
B.11							0.00
B.12							0.00
	Sub Total						**156,000.00**
	C. Operational Costs						
	C.1 Output 1: XXXXXXXX						
C.1.1	Laptop	5	1	1000.00	10	30%	3,000.00
C.1.2	Mobile Phone	5	1	1000.00	10	30%	3,000.00
C.1.3							0.00
C.1.4							0.00
C.1.5							0.00
C.1.6							0.00
C.1.7							0.00
C.1.8							0.00
C.1.9							0.00
C.1.10							0.00
C.1.11							0.00
C.1.12							0.00
	C.2 Output 2: XXXXXXX						
C.2.1	Water Tank	0	1	1000.00	10	30%	3,000.00
C.2.2	Electric Drill	0	1	100.00	10	30%	300.00
C.2.3	Jackhammer	0	1	1000.00	10	30%	3,000.00
C.2.4	Heaters	0	1	100.00	10	30%	300.00
C.2.5	Generators	0	1	100.00	10	30%	300.00
C.2.6							0.00
C.2.7							0.00
C.2.8							0.00
C.2.9							0.00
C.2.10							0.00
C.2.11							0.00
C.2.12							0.00
	C.3 Output 3: XXXXXX						
C.3.1	Flight Geneva	5	2	1000.00	10	30%	6,000.00
C.3.2	Flight Nairobi	5	2	100.00	10	30%	600.00
C.3.3							0.00
C.3.4							0.00
C.3.5							0.00
C.3.6							0.00
C.3.7							0.00
C.3.8							0.00
C.3.9							0.00
C.3.10							0.00
C.3.11							0.00
C.3.12							0.00
	C.4 Output 4: XXXXXX						
C.4.1	Training Materials	5	2	1000.00	10	30%	6,000.00
C.4.2							0.00
C.4.3							0.00
C.4.4							0.00
C.4.5							0.00
C.4.6							0.00
C.4.7							0.00
C.4.8							0.00
C.4.9							0.00
C.4.10							0.00
C.4.11							0.00
C.4.12							0.00
	Sub Total						**25,500.00**
	Total						**371,500.00**

Financial Interim Report 1 *If applicable according to IP Financial Management Manla*

	EXPENDITURE						TOTAL	Burn Rate %
	1/2021	2/2021	3/2021	4/2021	5/2021	6/2021	EXPENDITURE	of Budget
	10,000.00	-	-	-	-	-	10,000.00	14%
	-	-	12,000.00	-	-	-	12,000.00	30%
	-	-	2,000.00	-	-	-	2,000.00	3%
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
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	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
Sub Total							24,000.00	13%
B. Office Costs								
	-	100.00	-	-	-	5,400.00	5,500.00	46%
	-	345.00	-	-	-	-	345.00	3%
	-	-	6,788.00	-	-	-	6,788.00	57%
	-	-	-	-	-	-	-	0%
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
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	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
Sub Total							12,633.00	8%
C. Operational Costs								
C.1 Output 1: XXXXXXXX								
	-	653.00	487.00	-	60.00	50.00	1,250.00	42%
	-	-	-	-	-	-	-	0%
	-	-	-	-	-	-	-	#DIV/0!
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	-	-	-	-	-	-	-	#DIV/0!
C.2 Output 2: XXXXXXX								
	-	999.00	-	-	-	-	999.00	33%
	-	-	-	-	-	-	-	0%
	-	1,000.00	-	-	-	-	1,000.00	33%
	-	-	-	-	-	-	-	0%
	-	-	-	-	-	-	-	0%
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C.3 Output 3: XXXXXX								
	-	-	3,500.00	-	-	-	3,500.00	58%
	-	-	-	-	-	-	-	0%
	-	-	-	-	-	-	-	#DIV/0!
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C.4 Output 4: XXXXXX								
	-	800.00	-	-	-	-	800.00	13%
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Sub Total							7,549.00	30%
Total							44,182.00	12%

Financial Interim Report 2 *If applicable according to IP Financial Management Manla*

	EXPENDITURE						TOTAL	Burn Rate %
	7/2021	8/2021	9/2021	10/2021	11/2021	12/2021	EXPENDITURE	of Budget
	-	5,000.00	5,000.00	-	-	-	10,000.00	14%
	-	-	-	12,000.00	-	-	12,000.00	30%
	-	-	2,000.00	-	-	-	2,000.00	3%
	-	-	-	-	-	-	-	#DIV/0!
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	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
Sub Total							24,000.00	13%
B. Office Costs								
	-	-	400.00	150.00	-	-	550.00	5%
	-	-	345.00	-	-	-	345.00	3%
	-	6,788.00	-	-	-	-	6,788.00	57%
	-	-	-	-	-	-	-	0%
	-	-	-	-	-	-	-	#DIV/0!
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	-	-	-	-	-	-	-	#DIV/0!
Sub Total							7,683.00	5%
C. Operational Costs								
C.1 Output 1: XXXXXXXX								
	-	-	1,250.00	-	-	-	1,250.00	42%
	-	-	-	-	-	-	-	0%
	-	-	-	-	-	-	-	#DIV/0!
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C.2 Output 2: XXXXXXX								
	-	-	-	999.00	-	-	999.00	33%
	-	-	-	-	-	-	-	0%
	-	1,000.00	-	-	-	-	1,000.00	33%
	-	-	-	-	-	-	-	0%
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C.3 Output 3: XXXXXX								
	-	-	-	3,500.00	-	-	3,500.00	58%
	-	-	-	-	-	-	-	0%
	-	-	-	-	-	-	-	#DIV/0!
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C.4 Output 4: XXXXXX								
	-	-	-	800.00	-	-	800.00	13%
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	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
Sub Total							7,549.00	30%
Total							39,232.00	11%
Cumulative Expenditure							83,414.00	22%

Financial Final Report

	EXPENDITURE						TOTAL	Burn Rate %
	1/2022	2/2022	3/2022	4/2022	5/2022	6/2022	EXPENDITURE	of Budget
	-	-	10,000.00	-	-	-	10,000.00	14%
	-	12,000.00	-	-	-	-	12,000.00	30%
	-	-	2,000.00	-	-	-	2,000.00	3%
	-	-	-	-	-	-	-	#DIV/0!
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	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
Sub Total							24,000.00	13%
B. Office Costs								
	-	-	-	5,400.00	-	100.00	5,500.00	46%
	-	-	-	345.00	-	-	345.00	3%
	-	-	-	-	6,788.00	-	6,788.00	57%
	-	-	-	-	-	-	-	0%
	-	-	-	-	-	-	-	#DIV/0!
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	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
Sub Total							12,633.00	8%
C. Operational Costs								
C.1 Output 1: XXXXXXXX								
	-	-	-	60.00	1,190.00	-	1,250.00	42%
	-	-	-	-	-	-	-	0%
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
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	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
C.2 Output 2: XXXXXXX								
	-	-	999.00	-	-	-	999.00	33%
	-	-	-	-	-	-	-	0%
	-	-	-	-	1,000.00	-	1,000.00	33%
	-	-	-	-	-	-	-	0%
	-	-	-	-	-	-	-	0%
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	-	-	-	-	-	-	-	#DIV/0!
C.3 Output 3: XXXXXX								
	-	-	-	-	3,500.00	-	3,500.00	58%
	-	-	-	-	-	-	-	0%
	-	-	-	-	-	-	-	#DIV/0!
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	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
C.4 Output 4: XXXXXX								
	-	-	-	-	-	800.00	800.00	13%
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
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	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
Sub Total							7,549.00	30%
Total							44,182.00	12%
Cumulative Expenditure							127,596.00	46%