

Annex 3: Uncertified Financial Report

Donor name:
Reporting period:
Reporting currency:

Project title:
Project ID:
Agreement #:

Page I: Resource overview

Revenue, expenses, and opening and closing balances							Future expenses			Available resources (k=g-h-i-j)
Opening balance (a)	Contributions received (b)	Other revenue (c)	Refunds & adjustments (d)	Total resources available (e=a+b+c+d)	Expenses (f)	Closing balance (g=e-f)	Programme partner advances (h)	Prepayments and receivables (i)	Commitments (j)	
				-		-				-
-	-	-	-	-	-	-	-	-	-	-

Notes:

- (1) Opening balance is equal to the closing balance as at prior reporting period end date. For example, if reporting period is for 1 Jan 20x4 to 31 Dec 20x4, then opening balance is equal to the closing balance as at 31 Dec 20x3.
- (2) Contributions received is equal to cash received from the donor over the reporting period.
- (3) Other revenue includes miscellaneous revenue generated over the reporting period (if any).
- (4) Refunds and adjustments include amounts reprogrammed (to) / from other projects, refunds made back to the donor, and other adjustments recognized over the reporting period.
- (5) Expenses include all direct and support costs recognized over the reporting period following UN-Women accounting policies in effect. They include cost of goods delivered, services rendered, employee benefits and other costs incurred as part of implementing project activities over the reporting period.
- (6) Programme partner advances represent advances issued to programme partners for implementation of project activities that remain outstanding as at the reporting period end date. These advances will be recognized as expenses in future periods, following the submission and verification of partner reports.
- (7) Prepayments and receivables include prepayments made for goods and services not yet delivered, and other amounts due by the reporting period end date.
- (8) Commitments include purchase orders that have been placed but for which the corresponding goods and services have not been delivered by the reporting period end date.
- (9) Available resources are the funds available to the project for spending as at the reporting period end date.

Page II: Budgets to actuals

Outcome	Output	Budget (a)	Use of resources					Budget less use of resources (g=a-f)
			Expenses (b)	Programme partner advances (c)	Prepayments and receivables (d)	Commitments (e)	Total use of resources (f=b+c+d+e)	
Outcome 1:								
	Output 1.1.						-	-
	Output 1.2.						-	-
	...						-	-
	Output 1.3						-	-
Sub-total: Outcome 1		-	-	-	-	-	-	-
Outcome 2:								
	Output 2.1.						-	-
	Output 2.2.						-	-
	...						-	-
	Output 2.3						-	-
Sub-total: Outcome 2		-	-	-	-	-	-	-
Outcome n:								
	Output n.1.						-	-
	Output n.2.						-	-
	...						-	-
	Output n.3						-	-
Sub-total: Outcome n		-	-	-	-	-	-	-
Project oversight and assurance activities, risk management, etc.*							-	-
Total direct costs		-	-	-	-	-	-	-
Support costs							-	-
Total direct and support costs		-	-	-	-	-	-	-

Notes:

* Project oversight and assurance activities, including risk management, monitoring, evaluation, etc. can either be presented separately or integrated within the corresponding outcomes and outputs. Financial report presentation will follow the presentation of approved budget in this regard.