

Bilateral Climate Finance Programme Austria

Guidance for Financial reporting

The Grant Recipient must report on the progress of the implementation to the Grantor and the Programme Management Office on a regular basis and prepare Technical and Financial Reports in accordance with the Grant Agreement. The regular reporting period covers six months.

The review of the Technical and Financial Reports allows for an assessment of the implementation of the activities. Technical and Financial Reports will be reviewed by the Grantor and the Programme Management Office respectively. Approval of the reports can only be granted when all questions and comments raised by the Grantor or the Programme Management Office have been adequately addressed. If deemed necessary, additional information can be requested from the Grant Recipient to assist the review of the reports. Negative reviews of the Technical and Financial Reports may have financial implications and can lead to a reduction in the Grant Amount and/or an early termination of the project. The approval of the Technical Report is a prerequisite for corresponding Grant Amounts released.

The financial report consists of the following documents:

- ✓ **Financial Report** as an Excel with the Budget overview according to single budget lines and list of all single vouchers (invoices/receipts, etc.) evidencing project expenditures (template available for application submitted in 2023 and later)
- ✓ Digital copies of the **vouchers (invoices/receipts, etc.)** or **audit report** (original vouchers (invoices/receipts, etc.) available upon request of the Grantor)
- ✓ Information and proof on **exchange rates** for all expenditures in currencies other than Euro
- ✓ **Inventory list** if goods for the project were purchased, that stay with the Recipient (template available)
- ✓ **Financial Report Summary** (template available).

The templates are to be found under:

www.climatefinance.at

Tab "Reporting".

Guidance regarding the Financial Report - Overview

A template is available for applications submitted in 2023 and later.

For older projects, please take into account the following requirements:

- ✓ For the financial reporting, the budget form of the Grant Request should be the basis.
- ✓ Add a column for the costs of the reporting period in Euros.

- ✓ Add a column for the balance since the start of the project.
- ✓ Add a column for the % of utilisation of the budget since start of the project.

Further columns can be added if needed/possible:

- ✓ Per partner
- ✓ For costs in local currency.

Guidance regarding the Financial Report – General remarks

- ✓ The Financial report (excel document) has to contain all formulas between the cells and the sheets (financial report / voucher list) for traceability of all figures.
- ✓ The vouchers sent with the financial report should be named in a way that ensures easy correlation with the voucher list provided.
- ✓ The date or period of the service should be clearly stated on the vouchers.
- ✓ Only vouchers which are issued the name of the Recipient or, where applicable the Project Partner will be accepted.
- ✓ If an Audit report is submitted, no copies of the vouchers are needed. However, the costs of the financial report (Excel) must be clearly detailed in the Audit Report.

Guidance regarding the Financial Report - Details

All the vouchers shall be listed in an extra sheet of the excel document and linked to the Overview sheet.

This list shall contain the following information:

- ✓ Voucher number
- ✓ Date/period of the service
- ✓ Object of the voucher
- ✓ Costs in local currency
- ✓ Exchange rate used
- ✓ Costs in Euros.

Further important guidance

- ✓ In line with the provisions of the Grant Agreement, the Recipient must obtain at least two offers when awarding contracts for supplies and services to external experts if the value of the contract exceeds EUR 1,000. For procurements exceeding EUR 7,000, at least three offers shall be obtained. All offers shall be submitted to the Grantor along with the Financial Reports.
- ✓ The data in the budget must align with the information provided in the technical report.
- ✓ Budget reallocations of 10% or more of a budget line do require prior notification or approval and must therefore be requested from the Programme Management Office and the Grantor in a timely manner.