



## **5. APN Regulations and Templates for Financial Reports of APN Funded Projects/Activities in Fiscal Year 2014 (as of 23 April 2014)**

The regulations and templates set forth indicate the way in which financial reports of APN funded projects/activities must be prepared.

As mentioned under "**VI. APN Reporting Requirements**" in the "**3. APN 2014 Terms of Agreement**" the quality and content of reports, including the **Financial Report**, submitted by the Project Leader to the APN Secretariat, are of **key importance**. Please bear in mind that your Financial Report will be incorporated in the APN's overall financial statement for external auditing. Hence, the completeness and correctness of your Financial Report are essential.

**Please also keep in mind that the second and final remittance of an amount of UP TO the remaining 20% of the APN Grant is subject to APN Secretariat's approval of your Financial Report.**

**In the case of multi-year projects/activities, the contracts for the continuation of the projects/activities will be only drawn when the APN Secretariat has approved all mandatory reports, including the Financial Report, of the previous years, respectively.**

The Financial Report of APN funded projects/activities, which must be submitted in both printed and electronic form, must include **all** of the following:

- 1. Financial Statement;**
- 2. Detailed Financial Breakdown;** and
- 3. Evidence of all Expenditures,** such as receipts, acknowledgements, invoices, pay slips (originals are preferred, but photocopies are accepted).

Please refer to the section on Financial Reporting on the APN website for further details. Financial reports of APN projects/activities must adhere to the format provided. **Please note that all collaborators must also adhere to the APN format and comply with all APN regulations. They must forward their individual reports to the Project Leader to be incorporated into one (1) consolidated report for submission to the APN.**

## 1. **Financial Statement**

Using the "**Template: Financial Statement of Total Expenditure of APN Funded Projects/Activities**", all expenses during the conduct of the project/activity must be listed in the statement as **Descriptions of Expenditure** with **Item No.'s of Expenditures**.

Please acknowledge the correctness of the **Financial Statement** with the signature(s) of the Project Leader and/or the Authorised Representative of the Grantee.

Please be aware that, if the total amount of expenditure of the project/activity exceeds the APN Grant as stated in the Contract, the APN will not refund this exceeding difference.

Please also note that since 01 April 2004, **administrative overheads are not permitted** as they are against the regulations of a number of APN's sponsors.

## 2. **Detailed Financial Breakdown**

Using the same **Item No.'s of Expenditures** and **Descriptions of Expenditures** of the **Financial Statement**, please list in more detail how the funds were spent. If need be, please use (sub numbers) (e. g. 1.1, 1.2, etc.) for expenses occurred (please refer to the "**Template: Detailed Financial Breakdown**" attached).

If funds were used for travel, accommodation, per diems, etc., please indicate the names of those persons who travelled and/or received per diems.

## 3. **Currency and Exchange Rate to be used in the Financial Report**

A) The currency to be used in the Financial Report (both the Financial Statement and Detailed Financial Breakdown) of APN funded Projects/Activities is US Dollar. However, in the event of the following two cases the Financial Report can be prepared in two currencies<sup>1</sup>:

- I. If most/the majority of the expenditures are made in a currency other than US Dollar (e.g. the local currency of the country where the Grantee organisation is located); and/or
- II. If the APN remittance to the Grantee organisation is automatically converted into another currency when credited to the bank account of the Grantee organisation.

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<sup>1</sup> By inserting an additional column next to "Amounts" in the Financial Statement; between "Total" and "Remarks" in the Detailed Financial Breakdown.

- B) If cases A.i and/or A.ii above occur the Financial Report must include a clear evidence that documents the exchange rate applied for the conversion of the currencies:
- I. In the case of number A.i above, the exchange rate of US Dollar to the other currency on the day of the receipt of the APN's remittance, using OANDA Currency Converter: <http://www.oanda.com/currency/converter/>; and
  - II. In the case of number A.ii above, the official exchange rate of US Dollar to the other currency of the bank of the Grantee organisation from the day of the receipt of the APN remittance, in the form of an official receipt that clearly shows the US Dollar amount received, the applied exchange rate to the other currency, the total amount converted to the other currency, and the date of the conversion.
- C) Either exchange rate, as specified under B.i and B.ii above, must be applied in the Financial Report for the US Dollar-conversion of all expenses that are made during the official term of the Contract.

**If a Project Leader is unclear in any parts related to A, B, and C above please contact the APN Secretariat for advice.**

#### **4. Evidence of Expenditures**

Following the same order of the **Item No.'s of Expenditures** in the **Detailed Financial Breakdown** and their corresponding numbers and (sub numbers) (if any), please sort and submit evidence of **ALL** expenditures (originals are preferred, but photocopies will be accepted).

If original receipts can be submitted, please glue them on A4 paper (please use both sides). In case of photocopies please also use A4 paper (here again, double sided printing is very much encouraged and welcome).

**Please ensure that all evidence of expenditure is sorted and labelled to correspond with the Detailed Financial Breakdown.**

**In the case that no English descriptions/indications are available on the receipts please provide (in readable handwriting is fine) with a short translation of the kind of the expenditures occurred, e.g. data purchase, air ticket, accommodation, etc., in English.**

**The following documents are required as evidence:**

- Air Travel: invoice of the travel agent or slip of the ticket where the fare and name of passenger is clearly visible; itinerary
- Surface Transportation: receipts of taxi, limousine bus, trains, etc.;
- Accommodation: invoice of the hotel with the name of the person who was

accommodated, the rate per night and the total number of nights;

- Daily Subsistence Allowance (DSA): signed acknowledgements of the persons who received DSA. In order to fix the DSA rate, please refer to the APN Per Diem Rates for 2013 in "**4. APN 2014 Financial Regulations**";  
*\*Note: Please use the APN Acknowledgement and Receipt form No I (Payments for DSA, Accommodation, Travel expenses and others) provided.*
- Part-Time payment and Honoraria: signed acknowledgements of the persons who received the payments;  
*\*Note: please use APN Acknowledgement and Receipt form No II to acknowledge and document the payments made. In the event that the individual is **both** the Provider and the Receiver of funds, another Authorized Person should sign on behalf of the Provider.*
- Meeting Room Rental, etc.: invoice/receipt of the venue, restaurant, hotel, etc.;
- Meals and Beverages: shop receipts, restaurant receipts, etc.;
- Printing: invoice of the printing company, including unit rate and number of copies;
- Other Expenses, Consumables, Equipment: shop receipts, vendor invoice, etc.

## **5. Electronic Copy of the Financial Report**

Once your Financial Report is complete, please make electronic copies of all documents (e.g. as CD-ROM) including all evidence such as receipts, invoices, etc., and send this soft copy to the APN Secretariat, together with the hard copy.

Please note that the APN Secretariat is strictly instructed by the relevant authority and external auditor **to ensure that Project Leaders of APN funded projects/activities submit solid financial reports**, including (copies of) relevant supporting documents.

Upon signing the **Contract of an APN Funded Activity**, the Project Leader and the Authorised Representative of the Grantee fully agree to comply with the contractual regulations as stated in full in the enclosed **3. APN 2014 Terms of Agreement, 4. APN 2014 Financial Regulations, 5. APN Regulations and Templates for Financial Reports of APN Funded Projects/Activities in Fiscal Year 2014, 6. APN Institutional Policy on Data Sharing and Data Management, and 7. APN Suspension and Termination Policy.**

If you have any questions regarding the financial reports of APN-funded projects/activities, please contact Mr. Yukihiro IMANARI at the APN Secretariat:

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