



unitar

United Nations Institute for Training and Research

PRTR Project reporting

**Steering Committee Meeting and Inception Workshop
PRTR Project
26-28 November 2015**

Executing Agency role:

A: Progress technical report

B: Progress financial report

C: Inventory report

D: Planned expenditure and cash advance

E: Cash advance

Why half year reports?

Not a bureaucratic exercise; the working relationship between us

To ensure that:

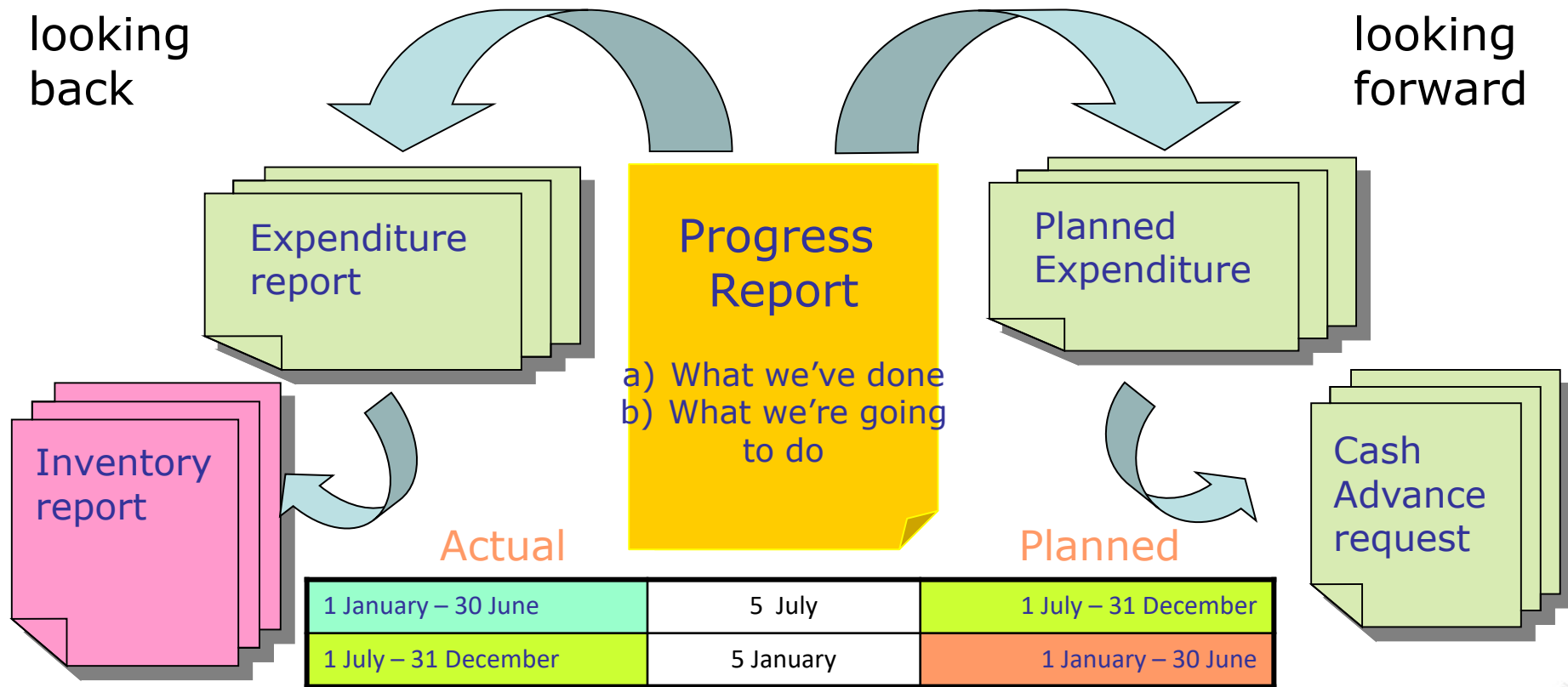
1. project teams are equipped to undertake the project (efficiency)
2. project progresses towards its planned outputs and outcomes (effectiveness)
3. funds are made available at the right time and used appropriately (accountability, transparency)

What?

1.	Progress report	a) What we've achieved in the last 6 months b) What we plan to do in the next 6 months
2.	Local Expenditure report	How much we spend
3.	Inventory	Items we've bought for the project
4.	Planned expenditure	How much we plan to spend
5.	Cash Advance request	How much money we have or need

looking back

looking forward



knowledge, international, participatory approach, research, diversity, innovation, knowledge sharing, new technology, transfer, expertise, network, learning by doing, skills building, partnership, training, etc.

Progress report



Project identifiers

- What has been done in the last 6 months
- Who has been employed
- What meetings, when, where and for what
- What are we planning for the next six months
- Any services required from UNITAR or UNEP?

Local Expenditure report



Prepared from local spending records

You must keep records of your spending, receipts & other evidence

How much we:

spent in the last 6 months

spent in the year so far

have left from the annual allocation

Prepared against UNEP budget lines

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Budget lines

Links to 'people employed' in the progress report

1100 – National project staff

1200 – National & international consultants

1300 – Administrative support staff

1600 – Travel

(2100 – Subcontracts)

3200 – Training

3300 – Workshops & meetings

4100 – Expendable equipment

4200 – Non-expendable equipment

5100 – Operational costs (maintenance)

5200 – Reporting costs

5300 – Sundries (comms costs)

Links to the inventory report



Non-expendable equipment

'permanent' equipment expected to last longer than the project

Computers, photocopiers, fax machines ...

Costing > US\$1,500

What it is, how much, where it is kept, what condition it is in

The basis of a physical audit



Description	Serial No.	Date of purchase	Original price (US\$)	Purchased /imported from (name of country)	Present Condition	Location	Remarks/ recommendations for disposal
Computer: Dell586	ABC123	01/03/13	1750	Japan	Good	Room C514	Retain for POPs information system
Photocopier: Ricoh987	123ABC	01/09/13	1550	China	Good	Room C204	Retain for POPs information centre

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diversity, innovation, knowledge sharing, research
ship: transfer, expertise, new technology
learning by doing, network
ship, skills building, exch

Funds Transfers



First Cash Advance on signature of the project document
(and supply of bank details to UNITAR)

Subsequent cash advances

NOT automatic

**based on your needs – as set out in the planned
expenditure table & Cash Advance Requests**

Last cash advance may be retained against delivery of
Final output



A summary of the local project account:

How much has been advanced from UNITAR

The total spent since the project began

The balance

A 'forward look':

The balance

How much we plan to spend in the next quarter

How much we will have left afterwards

None or a deficit? = We need more money!



Start of project

Cash statement			US \$
1. Opening cash balance as at 30 June 2015			0.00
2. Add: cash advances received:			
	Date		
	23 – April - 2014		150,000.00
	01 – Nov - 2014		23,000.00
3. Total cash advanced to date			173,000.00
4. Less: total cumulative expenditures incurred			165,000.00
5. Closing cash balance as at		31-Dec-2013	8,000.00

'Carried forward'

Only the GEF funds

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Cash requirements forecast				
6. Estimated disbursements for quarter ending			30-june 2013	25,000.00
7. Less: closing cash balance (see item 5, above)				8,000.00
8. Total cash requirement for the	1st	Semester of:	2013	17,000.00

From planned expenditure table

What you need from us

From first part of cash advance request

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Submission of reports

6 month intervals

End June, December

Cross-check reports for consistency

Does the progress report justify the expenditure?

If the expenditure report shows the purchase of expensive equipment, is it listed in the inventory?

Does the planned expenditure match the work plan?

Is the total planned expenditure the same in the table and the cash advance request?

Each report element must be

SIGNED by the project coordinator

COUNTERSIGNED by an authorised officer



Thank you

Ownership, innovation, knowledge, transfer, expertise, action, learning by doing, responsiveness, leadership, skills building, approach, methodology, training, research on knowledge systems, new technologies, capacity building, learning by doing, networking, leadership, skills building, methodology, training, research on knowledge systems, new technologies, capacity building, learning by doing, networking, leadership, skills building