**APPENDIX 13: HALF YEARLY EXPENDITURE STATEMENT TEMPLATE**

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| **HALF YEARLY EXPENDITURE STATEMENT (US$)** |
| Project title: |   |   |
| Project number: |   |   |
| Project executing partner: |   |
| Project implementation period: | From: |   | To: |   |
| Reporting period: |   | From: |   | To: |   |
| UNEP Budget Line | GEF-approved budget | Actual expenditures incurred\* | Cumulative unspent balance to-date |
| Total project budget | Currentyearbudget | Cumulative expenditure from previous period | Jan-MarQtr 1 | Apr-JunQtr 2 | Jul-SepQtr 3 | Oct-DecQtr 4 | Currentyear total | Cumulative expenditures to-date |
|  |  | A | B | C | D | E | F | G | H=D+E+F+G | I=C+H | J=A-I |
| 1100 | Project personnel |   |   |   |   |   |   |   |  |  |  |
| 1200 | Consultants |   |   |   |   |   |   |   |  |  |  |
| 1300 | Administrative support |   |   |   |   |   |   |   |  |  |  |
| 1600 | Travel on official business |   |   |   |   |   |   |   |  |  |  |
| 2100 | Sub-contracts (UN entities) |   |   |   |   |   |   |   |  |  |  |
| 2200 | Sub-contracts (supporting organizations) |   |   |   |   |   |   |   |  |  |  |
| 2300 | Sub-contracts (commercial purposes) |   |   |   |   |   |   |   |  |  |  |
| 3200 | Group training |   |   |   |   |   |   |   |  |  |  |
| 3300 | Meeting/Conference |   |   |   |   |   |   |   |  |  |  |
| 4100 | Expendable equipment |   |   |   |   |   |   |   |  |  |  |
| 4200 | Non-expendable equipment |   |   |   |   |   |   |   |  |  |  |
| 4300 | Premises |   |   |   |   |   |   |   |  |  |  |
| 5100 | Operation and maintenance |   |   |   |   |   |   |   |  |  |  |
| 5200 | Reporting |   |   |   |   |   |   |   |  |  |  |
| 5300 | Sundry |   |   |   |   |   |   |   |  |  |  |
| **GRAND TOTAL** |  |  |  |  |  |  |  |  |  |  |  |

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| \*The actual expenditures should be reported in accordance with the specific budget lines of the approved budget (Appendix 1) of the project implementation plan in Annex 1 |
| The appended schedule "Explanation for expenditures reported in half yearly expenditure statement" should also be completed |
| **EXPLANATION FOR EXPENDITURES REPORTED IN HALF-YEARLY EXPENDITURE STATEMENT** |
| From: |   | Totalexpenditure for THE HALF YEAR | EXPLANATION  |
| To: |   |
| BL\*\* | Budget Line description |
| 1100 | Project personnel |   |   |
| 1200 | Consultants |   |   |
| 1300 | Administrative support |   |   |
| 1600 | Travel on official business |   |   |
| 2100 | Sub-contracts (UN entities) |   |   |
| 2200 | Sub-contracts (supporting organizations) |   |   |
| 2300 | Sub-contracts (commercial purposes) |   |   |
| 3200 | Group training |   |   |
| 3300 | Meeting/Conference |   |   |
| 4100 | Expendable equipment |   |   |
| 4200 | Non-expendable equipment |   |   |
| 4300 | Premises |   |   |
| 5100 | Operation and maintenance |   |   |
| 5200 | Reporting |   |   |
| 5300 | Sundry |   |   |
| **99** | **Total as per Expenditure Statement** |  **-**  | ***equals total of column D, E, F or G (as relevant)***  |
| \*\*Budget Lines (BL) in this report shall be exactly as specified in the approved budget (Appendix 1) of the project.  |
| Name: |   | Title: |   | **Name of Project Manager:** |   |
|  | Authorized official of Executing Agency | Date: |   | **Signature:** |   | **Date:** |   |
| Signature: |   |  |