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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | Current year budget | Cumulative expenditure from previous period | Jan-Mar Qtr 1 | Apr-Jun Qtr 2 | Jul-Sep Qtr 3 | Oct-Dec Qtr 4 | Current year  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** |  | |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| \*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: |  | Total expenditure 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: |  |  | | | | | |