

REPORTING GUIDELINES

STANDARDS FOR PARTNER ORGANISATIONS AND CORDAID

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1. INTRODUCTION: PURPOSE OF REPORTING GUIDELINES AND MAIN GLOSSARY

Cordaid, as an internationally operating value-based emergency relief and development organisation, works in and on fragility by delivering assistance through projects founded by institutional and private donors. In both instances, it is Cordaid's responsibility to provide reliable and timely information on project implementation. Additionally, having accurate insights into the progress of these projects and programs enhances their chances of success. Project and program reports are essential tools for both our partners and Cordaid to evaluate progress and to take prompt corrective measures when needed.

Many different reporting standards and templates may apply, but Cordaid believes that consistency and clarity can improve reporting quality. For this reason, Cordaid has developed these Guidelines for narrative and financial reporting, which also include an Audit protocol for external accountants and Simplified Guidelines for small-scale projects.

As a general principle, project reporting should always adhere to donor directives. This requirement also applies to projects conducted as part of consortium participation, such as DRA, which must adhere to the Consortium's instructions.

The purpose of these Reporting Guidelines is to establish the minimum standards that partner organisations must consistently meet when reporting to Cordaid, regardless of donor/consortium requirements.

The guidelines outlined in this document should also be referenced for projects that Cordaid is fully funding with its own semi-restricted income.

The reporting requirements should be proportional to the financial scope of the project or program. Projects with a budget **exceeding €175,000** must adhere to the minimum reporting standards outlined in this document. For projects below this threshold, monitoring and reporting might follow the simplified process specified in this document, **unless otherwise required by the donor**.

In any case, concise reports are recommended, and the reporting frequency will be defined in the contract with Cordaid. Both narrative and financial reports should cover the same period and be submitted together.

In this document, various terms are used, and they are listed below for clarity.

Inputs: means/resources (goods, services, staff, funds) needed to implement activities.

Activities: actions which lead to an output.

Output: direct result of the activities implemented by partners (school is built, medicines are distributed, loans are provided, number of training/workshops given to beneficiaries or to grassroots associations, number of organisations working together on lobby initiatives, etc.)

Outcome: concrete result of the output (longer term) related to changes that occurred at the level of the beneficiaries (number of girls attending school, number of children vaccinated, change in behaviour, increased capacities at beneficiary level, increased capacities at grassroots / local organisation level, etc.)

Impact: the achievement of the objectives in the longer term (such as an improved standard of living, greater independence, greater access to social circuits, positive changes in laws, beliefs and practices, etc.). Naturally, other interventions undertaken by other actors (other donors, other NGO's, government agencies, etc.) may also influence the outcome and the impact of your project/program. Do not forget to mention these other interventions, as well as two other important elements:

- the sustainability of all interventions geared towards the target group;
- the carry-over effect on other sectors/target groups or the significance in a wider context.

Capacity building efforts: at the organisation level, i.e., the nature of efforts or trajectories that have been undertaken by the partner to enhance its capacities. On the other hand, capacity-building efforts at the beneficiary level are intended to be part of the program's outcomes.

Indicators are standards against which to measure, assess or show progress towards the achievement of expected results (number of birth deliveries supervised by trained personnel, number of lobby activities implemented to change regulations, etc.). Indicators presuppose that project and program objectives are clear.

Outreach: description and number of beneficiaries targeted who benefit from the program (for example, 25.000 women and girls from x communities or 45 community organisations involved in the reproductive health sector, representing 25.000 women).

Beneficiaries: A distinction should be made between direct and indirect beneficiaries. Direct beneficiaries participate in the implemented activities or receive/use services offered by the NGO directly supported by Cordaid, while indirect beneficiaries (such as family members, neighbours, etc.) also experience, indirectly, an improvement in their living conditions as a result of the intervention. A distinction should also be made between male and female beneficiaries.

2. GENERAL REPORTING LAYOUT

Reports submitted by any partner organisation must always adhere to the donor's required format. This consistency ensures that both financial and narrative information is presented clearly and in alignment with external expectations.

Cordaid may request additional details or interim reports; however, the primary report must be prepared using the donor's prescribed templates. Any deviations from the specified format must be agreed upon in advance with Cordaid.

Below is a summary of the minimum information any audit report should contain, whether funding comes from an external donor or from Cordaid itself.

A glossary of the most important terminology used in reporting is provided in Annex 1.

Basic data & summary

- Project title and number
- Name organisation
- Name contract holder
- Project starting date
- Reporting period
- Final Report (if applicable): include a paragraph on lessons learnt, evaluation carried out, while looking at achievements upon completion of the project-program.

Context

- A short up-to-date report should be given here on changes in the context during project implementation.
- Position/policy of the government, presence in the intervention area, relationship with other stakeholders;
- Area and sector: relevant developments in this respect which fall outside the project intervention;
- How did your organisation deal with risks encountered? How were risks managed or alleviated?
- Make an analysis of the power relations in the region where you operate, how they have evolved since the beginning of the project, and how this change is related to your interventions.

Objectives (for period covered by report)

- Report on the level of achievement of objectives in the period covered by the report.
- Any changes agreed with Cordaid in the intervening period.

Activities

- Report on the activities carried out as compared to the activities planned at the outset for the total project period and for the reporting period in question.
- Mention outreach, with an emphasis on men/women ratios.
- Any changes agreed with Cordaid in the intervening period.

Output

- Report on delivered output. Provide quantifiable information.
- Mention if adjustments are necessary
- Mention outreach, with an emphasis on men/women ratios.

Outcome

- Report on the achieved outcome, or the extent to which the outcome will be achieved during the remainder of the project. Use indicators already identified in the project proposal. Mention if adjustments are necessary and mention possible challenges. What has been a highlight and why?
- What was a negative point, and what is being done to improve it?
- Mention outreach, with an emphasis on men/women ratios. If relevant, describe as much as possible the outcome of the capacity building activities at the level of a) beneficiaries, b) communities, and c) civil society in general. Show examples.

Organisation

General information

Report on new and relevant organisational aspects, so far as this does not involve an activity mentioned separately under 3. The following might, for example, be mentioned:

- Development of and changes in the organisation.
- Management aspects: the internal and external operation of the organisation;
- staff changes.
- Co-operation, networking.;
- Formal aspects such as statutes and legal status.

Capacity building at the organisation level

- Describe the realised capacity-building activities related to your organisation.
- Describe the what (which capacity building efforts, at what level of the organisation, who benefited) as well as the how (which strategies have been used, i.e. training, workshop, exchange programs, etc.).
- Describe the results of the capacity building efforts undertaken and relate those to where you stand now as an organisation. Refer to the indicators you mentioned in the application.
- Describe how the organisation has been better able to execute its programs.
- Ensure the information is quantitative (number of staff, number of trainings, number of workshops), descriptive (what was tackled, content of training), as well as qualitative (what change occurred, what was the impact). Please refer to the follow-up document, which outlines the agreements regarding the capacity-building efforts.

Human Interest Stories

- What was the contribution of the project to the target group?
- Quote and personal thanks from a beneficiary and/or partner
- Photos of the project and beneficiaries (in high-resolution)
- Website (if applicable)
- Newsletter (if applicable)

Forecast

Indicate the latest forecast, planning for the next (reporting) period. Compared with the original proposal, are any adjustments needed, and if so, what are the implications for the activity plan and budget?

Attach financial projection (including cash flow forecast and request for transfer of funds). Motivate any deviation.

3. FINANCIAL REPORTING LAYOUT & INSTRUCTIONS

The partner must complete the general overview in section 2, including financial information that enables Cordaid to assess the project's financial management. To ensure the reliability of this financial information, it must meet the following requirements.

Cordaid Assumes

- That counterparts have organised themselves around systems and procedures for planning and the administration of activities and resources.
- That counterparts periodically record the resulting information in the form of internal reports and analyse them to make necessary adjustments.
- That this information is also sufficient for external reporting to Cordaid.

Why Do You Report?

- To inform Cordaid about the progress of the funding for monitoring purposes;
- To account for how the funding is used;
- Basis for the following transfer.

What Do You Report?

The report must cover all activities and financial contributions included in the approved budget and funding plan, including local and in-kind contributions where applicable.

It shall include the following components:

- An expenditure overview presenting actual expenditures against the approved budget, both for the reporting period and on a cumulative basis.
- A liquidity overview showing the balance of available resources (opening balance, income, expenditure, and closing balance).
- A financial plan for the forthcoming period, based on the working budget.
- A concise narrative commentary analysing any significant deviations identified in the expenditure overview and financial planning.
- Financial information shall be accompanied by a narrative report, including a summary of key achievements and an outlook on planned activities.

When Do You Report?

The funding contract clearly indicates the reporting periodicity: annually, every six months, or otherwise (see the clause in the funding agreement).

All Narrative and Financial reports must be submitted to CORDAID within three (3) months after the reporting period indicated in the contract. If CORDAID requires an Auditor's report, including the Management letter, it should be submitted to CORDAID within six (6) months after the completion of the project/programme or fiscal year.¹

How Do You Report?

- The reports must refer to the approved budget, to allow comparison. Provide a brief explanation of the figures presented to allow them to be more easily understood.
- Relate budget expenditure to the realisation of objectives and activities.

¹ See also the Chapter Directive for external audit

- The reports must be clear to facilitate Cordaid's processing and follow-up payments.
- The reports must be consistent and follow on from previous reports.
- Cordaid only accepts original (hardcopy) auditor's reports; no scanned or copied versions are accepted.

4. HOW DOES CORDAID DEAL WITH

Contracts

Cordaid accepts the original hard copy or a digitally signed contract sent via email.

Reports

Cordaid commits to evaluating every report upon receipt. Funding can be transferred only after the report is approved. This means the report must be submitted in time to allow sufficient time to evaluate it and authorise the subsequent cash advance.

Transfers

Cordaid typically processes the first advance payment immediately upon receipt of the signed contract. Exceptionally, an initial advance payment may be made upon receipt of a scanned or faxed copy of the original contract. However, the original signed contract (in hard copy or digitally signed via email) must be submitted to Cordaid before any follow-up payments can be processed.

Cordaid issues further advance payments in accordance with the conditions set out in the contract. These follow-up payments are processed only after receiving and approving the progress report or an interim request, which must include a liquidity overview and confirmation of receipt of the previous payment. If the partner is unable to meet these requirements, no follow-up transfers will be made.

Exchange rate differences

Cordaid is a Dutch-based organisation with the euro as its functional currency. Partner organisations utilise local currencies, thereby introducing the risk of foreign exchange (FX) differences during project implementation.

When a project is approved, a fixed exchange rate between the euro (EUR) and the local currency is established for budget planning purposes. This rate is also used throughout the project's implementation to compare the approved budget with actual expenditures. The exchange rate is typically based on a recognised financial source, such as the European Central Bank, OANDA, or the organisation's bank's official rate, as of the date of project approval.

When project funds are received or expenditures are incurred, the actual exchange rate used by the bank or financial institution at the time of the transaction must be recorded.

Any differences between the reference exchange rate used in the budget and the actual exchange rate applied during transactions must be clearly reflected in the financial report.

Exchange rate gains or losses must be reported using the financial reporting templates approved by the donor or Cordaid. The partner organisation is expected to take all necessary steps to mitigate the effects of exchange rate fluctuations and inflation. Cordaid assumes no liability for exchange rate losses.

In the event of significant exchange rate fluctuations that may affect the implementation of the project budget, the implementing organisation should inform and consult with Cordaid to determine appropriate adjustments.

Income from interest

Income from interest earned on Cordaid funds should be added to the Cordaid contribution and reported separately in the cash flow statements. This interest may be used for activities specified in the financing agreement. However, any use of these funds outside the approved budget requires prior authorisation.

Other income

Other income includes proceeds from the sale of project resources (vehicles, equipment, etc.) purchased with Cordaid funds, reimbursements of taxes paid with Cordaid funds, and interest accrued on bank account balances.

Own contribution

It is important to clearly describe the organisation's contribution to the project proposal from the outset. This includes:

- Contribution from whom? Specify the source, such as the institution or target group.
- Contribution in what form? Indicate whether the contribution is monetary or in-kind (for example, volunteer work, use of rooms for courses, transportation for participants, labour, etc.).
- Contribution for what purpose? Identify which part of the budget the contribution is intended to cover.

If the organisation's contribution is included in the approved funding plan, Cordaid also expects it to be accounted for. Monetary contributions must be included in the financial report, while in-kind contributions should be mentioned separately.

Overspending and/or underspending

The most significant differences between actual expenditure and the approved budget for the reporting period must be explained. For the organisation, it is crucial to analyse all discrepancies, as they will affect planning and budgeting for the remainder of the period. Cordaid is interested in understanding the largest deviations, their causes, and how they will be addressed in the upcoming period.

Budget variations

Any reallocation of funds resulting in an increase of more than 10% in a specific budget line requires prior written approval from Cordaid.

If such a budget increase is approved, the organisation must adjust other budget lines accordingly to ensure that the total approved project budget is not exceeded.

Under no circumstances may the total approved project budget exceed the amount agreed in the funding contract.

5. CORDAID GUIDELINES FOR EXTERNAL AUDITING

Reporting, as clarified in this document, may not be sufficient for some programs or projects that require an external audit as specified by the donor. Even Cordaid, as the donor, might deem an external audit more appropriate for certain internally funded projects.

Why is External Auditing Important?

****Internal Transparency****

Within the organisation—among staff, management, and the board of directors—transparency in the annual accounts is crucial for effective monitoring and administration. Moreover, the auditor provides a professional, objective assessment of potential operational management risks.

****External Transparency****

In the broader society, organisations must account for local funds and maintain transparency with stakeholders and interested parties. The NGO sector often faces scrutiny from the government and the public due to its management of large sums of money. Many governments seek to oversee these funds through registration procedures and inspections of NGOs, which may include a requirement to submit audited annual accounts.

****Accountability to Beneficiaries****

Transparency is also vital for target groups or beneficiaries, as organisations must account for the expenditure of funds received in their name.

****Engagement with Foreign Donors****

Organisations must ensure accountability for funds received from foreign donors. Increasingly, potential donors require an external auditor's report as a quality control measure before providing funding, making it critical to demonstrate that external resources will be managed responsibly.

The External Auditor

The auditor should be a member of a national body of accountants that is affiliated with the International Federation of Accountants (IFAC). This affiliation ensures that the auditor is officially registered and complies with professional directives and codes of conduct for accountants.

If it is not possible to find an IFAC-affiliated auditor, it is important to obtain a company profile from the selected accountancy agency. This profile should include references to previous and current audits of NGOs, the agency's employee count, the professional qualifications of those employees, and a list of relevant clients served by the agency.

The fundamental requirements regarding an auditor's responsibilities as a professional practitioner are:

- Independence;
- Integrity;
- Impartiality;
- Professional competence and meticulousness;
- Confidentiality;
- Professional behaviour;
- Knowledge of technical standards.

It is always advisable to change your auditor every few years. This practice helps maintain the auditor's objectivity, as they may become too closely associated with the organisation and fail to introduce sufficient fresh perspectives into the auditing and reporting process. A maximum period of five years is generally considered acceptable for retaining the same auditor.

On the other hand, changing auditors too frequently is usually not beneficial. This is because each auditor needs time to understand the organisation's nature and working methods, and frequent changes can complicate follow-up on previous audits.

The Commissioning Process

When commissioning the selected external auditor, it is essential that the auditor confirm the commission in a formal confirmation document. This confirmation should include the following points:

- The proposed work program and audit approach are based on the agreements made between the organisation and the external auditor.
- The timeline for the audit, including the deadline for submitting the auditor's report.
- The process for periodic communication between the auditor and the organisation throughout the auditing process. The auditor should document this communication carefully.
- The fee structure and payment deadlines.
- The proper organisation of the audit file by the auditor.

The Audit Approach

The external auditor should carry out the audit in accordance with the generally accepted auditing standards, audit commissions, and relevant national directives.

The general directives for auditing include the fundamental principles regarding responsibilities and the tasks to be carried out (how the audit is approached, planned, and conducted), as well as the additional explanations and statements (reports) relevant to those responsibilities and tasks.

In addition, the auditor is requested to provide a professional judgement on the organisation's financial management, including potential risks to the organisation's continuity, the accounting system, internal control procedures, and financial reporting.

The scope of the audit must be made clear. It should preferably cover the organisation's annual accounts, but may also refer to reports on a specific project or a specific part of the organisation.

When seeking to gain a true picture of the annual accounts and/or project reports, the following aspects should be considered:

- Reliability (existence/comprehensiveness/rights and obligations/timeliness/precision);
- Acceptability (of the principles and/or assumptions used);
- Sufficiency (satisfactory explanations, etc.)

The External Auditor's Report

Cordaid accepts a scanned auditor's report unless explicitly required otherwise by the donor.

A comprehensive auditor's report consists of three main parts:

1. Audit certificate

This is the auditor's declaration regarding the financial figures presented by the organisation, including institutional annual accounts, project reports, and other documents. Ideally, this certificate indicates approval of the figures. However, it may also highlight limitations or, in the worst case, lead the auditor to withhold judgment.

2. Audited figures

This section includes the financial figures (such as institutional annual accounts and project reports) along with explanations. It's important to note that the external auditor does not create these figures; that responsibility lies with the organisation.

3. Management letter

In this letter, the external auditor communicates their findings to the client.

This includes:

- Audit Findings - Identification of inadequacies or shortcomings in the administrative organisation and internal control, as well as in reporting practices.
- Recommendations - Suggestions for addressing the inadequacies identified, reflecting a constructive advisory role.
- Organisation's Response - A section detailing how the organisation has reacted to the auditor's findings.
- Follow-up - Updates on the implementation of recommendations from the previous management letter.
- Environment Developments - Insights into changes in the internal and external environment that may affect the organisation.
- Potential Risks - An assessment of risks related to operational management, particularly concerning financial sustainability or the organisation's continuity.

External Audit Guidelines in Cordaid Funding Agreement

When projects are fully funded by semi-restricted income, Cordaid may require the partner to undergo an external audit based on the specific circumstances. Each funding contract clearly states whether an external audit is required for that funding (see the article on reporting requirements in the funding agreement). Three main scenarios may occur:

1. No audit is required by Cordaid, and the relevant clause is not included in the contract. While Cordaid may not mandate an external audit in every case, it is always advisable for the organisation to conduct an annual audit. This practice ensures an objective and expert evaluation of its financial position and management.
2. An annual external audit of the projects/programmes fully funded by Cordaid is required and expressly indicated in the article on reporting requirements of the funding contract.

The auditor will review the income and expenditures associated with the project or program and will provide the following documents:

- a. An audit certificate for the project or program
- b. A financial overview of the audited project or program
- c. A management letter

3. An annual external audit of the partner organisation is required and is regulated in the funding agreement. The auditor will review the partner organisation's annual accounts and provide the following:
 - a. An audit certificate covering the annual accounts.

- b. The annual accounts audited, including a breakdown and explanation.
- c. A management letter.

Please note that in both cases 2 and 3, Cordaid requires submission of the original audit reports; a scanned version is generally accepted.

Cordaid requires the auditor's report to be sent within six (6) months of the end of the project or programme period.

Remarks

Cordaid strongly advocates annual external audits, with a preference for an organisational audit, as it serves as a quality-control tool and improves transparency with stakeholders and other interested parties.

Typically, Cordaid requires an annual audit report. Any exceptions to the reporting period may be specified in the funding contract.

Cordaid does not maintain a fixed list of external auditors that partner organisations must select from. However, as previously mentioned, Cordaid sets out specific requirements regarding the auditor, the audit process, and the audit report.

It is crucial to conduct the audit in a timely manner, so contact the external auditor well in advance. If the auditor completes the audit and promptly submits the report, this enables corrective action and necessary improvements in financial management and internal auditing.

6. SIMPLIFIED AUDIT GUIDELINES - GRANTS BELOW €175,000 (or equivalent in another currency)

Purpose of the Audit

These guidelines apply to Cordaid semi-restricted and/or unrestricted-funded projects with amounts below the €175,000 threshold, for which a full statutory audit is not required, or, more generally, when the previous guidelines do not apply.

Even for small-scale, self-funded projects, a periodic review should be conducted to ensure accountability and transparency. This review should provide reasonable assurance that the funds allocated to the partner organisation have been:

- Used for the intended project purposes
- Recorded properly in the accounting records
- Supported by adequate documentation
- Used in accordance with the grant agreement and approved budget

Scope of the Audit

The auditor should conduct essential controls to confirm that project funds were used appropriately. The review should cover the following areas:

Grant Agreement and Budget

The auditor should confirm that:

- A signed grant agreement exists between the donor and the partner organisation.
- An approved project budget is available.
- The project period and reporting requirements are clearly defined.
- Reported expenditures correspond to the project period

Accounting and financial records

The auditor should verify that the partner maintains basic accounting records and that project transactions can be clearly identified within the accounting system (e.g., a separate ledger or project code). The financial report submitted to the donor must agree with the accounting records.

Bank accounts and cash management

The auditor should verify:

- Project funds were received in a bank account controlled by the partner organisation.
- Bank statements are available for the project period.
- Bank balances reconcile with the accounting records.
- Cash payments are properly supported with documentation

Verification of expenditures

The auditor should select a sample of transactions and verify that each includes:

- Original invoice or receipt
- Proof of payment (bank transfer, receipt, or payment voucher)
- Proper authorisation or approval
- Clear link to project activities
- Correct budget line classification

The auditor must verify that the expenditures are reasonable, directly related to the project's activities, and incurred within the project's implementation period.

Procurement

For significant purchases, the auditor should verify that:

- Basic procurement procedures were followed.
- Where possible, multiple price quotations were obtained.
- Suppliers appear legitimate and independent.

Personnel costs (if applicable)

If salaries or consultant fees are charged to the project, the auditor should verify:

- Employment contracts or consultant agreements exist.
- Payroll records or payment documentation are available.
- Payments correspond to the project period.
- Where applicable, time sheets or activity records support the allocation of staff time

Equipment and assets (if applicable)

If equipment was purchased with project funds, the auditor should verify that:

- The equipment exists and is in use.
- It is being used for project purposes.
- The partner maintains a basic asset register.

Sampling approach

The auditor should utilise risk-based sampling when selecting transactions for review. Emphasis should be placed on large transactions, cash payments, procurement purchases, staff costs, and any unusual or high-risk expenses. As a general guideline, the auditor should review:

- At least 10–15 transactions, or
- Transactions representing approximately 25–40% of total project expenditure.

Documentation to be provided by the partner

The partner organisation should make the following documents available:

- Signed grant agreement
- Approved project budget
- Financial reports submitted to the donor
- Transaction listing or general ledger
- Bank statements for the project period
- Invoices and receipts

- Procurement documentation (quotes, contracts)
- Payroll records (if applicable)
- Asset list (if applicable)

Audit report

The auditor should prepare a short audit report summarising the work performed and the review results. The report should include:

- Basic Information (Name of partner organisation, Project title, Grant amount, Project period, Date of the audit)
- Procedures Performed (Brief description of the work carried out)
- Findings and description of any issues identified (Missing supporting documentation, Budget deviations, weak financial controls, Ineligible or unsupported expenditures)
- Financial Summary (total funds received, total expenditure reported, amount of expenditure reviewed, any questioned or unsupported costs)

Auditor's opinion

The auditor should include a short conclusion or opinion in the report. Below are some examples of the standard opinions.

Based on the procedures performed and the documentation reviewed, in our opinion, the funds provided for the project were, in all material respects, used in accordance with the terms of the grant agreement and the approved project budget for the period reviewed, except for the issues noted in this report (if any).

Auditor's opinion (if issues are identified)

Based on the procedures performed, we noted certain issues with documentation and internal controls, as described in this report. Except for these matters, nothing has come to our attention indicating that the project funds were not used in accordance with the grant agreement and the approved budget.

Classification of findings (optional but recommended)

Findings may be classified as:

- Minor Issues (missing copies of documents, minor accounting errors)
- Moderate Issues (weak procurement practice, budget deviations without prior approval)
- Serious Issues (unsupported expenditures, significant control weaknesses, possible misuse of funds).

ANNEXES

ANNEX 1: MAIN DEFINITIONS

Project Number

This is the reference number used by Cordaid for both the physical file containing all relevant information and documents, and the automated system that records all important data. It is crucial to include this project number in all correspondence and reports to ensure a prompt response.

Contract

A funding agreement signed by the counterpart organisation and Cordaid, which includes both general clauses and specific agreements related to the funding in question. To process any follow-up payments, Cordaid requires the signed contract.

Budget

The funding budget as approved in the contract terms and included in the contract, or subsequently modified through an amended budget agreed upon with Cordaid.

Funding Plan

This section of the funding contract clearly outlines which portions of the funding are provided by Cordaid and which are sourced from external funders (other donors) or local funding sources (such as local governments, target groups, or the organisation itself).

Progress Report

An interim report covering part of the funding period, such as a semester or a year.

Final Report

Summary report covering the entire funding period.

Reporting Period

Period covered by the report.

Expenditures

Refers to the use of financial resources. In accounting, expenditures can be recorded on a cash basis or a transaction basis, with the transaction basis being the international standard.

Cash Basis

This accounting principle records income and expenses when cash is received or paid, whether in cash or through bank transactions. However, it does not comply with internationally accepted accounting standards, as it fails to provide a complete picture of the organisation's financial position.

Transaction Basis

This accounting principle records income and expenditures when they occur, regardless of when cash is received or paid. It complies with internationally accepted accounting standards and provides a comprehensive view of the organisation's financial position. This method records claims and obligations, as well as costs that do not result in an immediate cash expense, such as depreciation. Cordaid supports these internationally recognised standards and advocates for transaction-based accounting.

Cumulative Expenditures

The total expenditures realised from the start of the contract period, including those made during the reporting period.

Overspending

Expenditures that exceed the amounts specified in the approved budget. This refers to the original contract budget or any adapted and approved working budget.

Underspending

Expenditures that are lower than the amounts indicated in the approved budget. This refers to the original contract budget or any adapted and approved working budget.

Currency Type

This can refer to the local currency of a specific country or to a foreign currency, such as the American dollar or the euro, which is considered more stable. Within an organisation, various currency types may be used depending on the situation.

For reports, it is essential to use the same currency type as that in the approved budget to facilitate accurate comparisons.

Exchanges

This refers to the conversion of one currency into another. It is particularly relevant for balance overviews when an organisation receives transfers in foreign currency but incurs expenditures either in local currency or another foreign currency.

Working Budget

A budget prepared for the upcoming period (such as a year or semester) that outlines expected expenditures based on the work plan for that period. While the working budget may differ from the original budget for the period, it cannot exceed the total amount of approved funding.

ANNEX 2: TEMPLATE FOR EXPENDITURE OVERVIEW (IN CASE OF ANNUAL REPORTING CYCLE)

Project no. :
 Organisation :
 Country :
 Period covered by the report :
 Currency : (NB: must be the same as the currency used in the approved budget)

Description	Expenditure/income In the reporting period	Annual budget	Remainder Annual budget	Spending %
	A	B	B-A	A/B
Expenditure				
<i>See sections of</i>				
<i>Approved</i>				
<i>Budget</i>				
Total expenditures				
Income				
Funding organisations				
Local/national governments				
Own financial contribution				
Other income*				
Total income				
Own contribution in kind				

Explanation of deviations against the budget:

* Specify whether funds have been acquired (besides own contribution) through local fundraising

ANNEX 3: TEMPLATE FOR EXPENDITURE OVERVIEW (IN CASE OF A SIX-MONTHLY REPORTING CYCLE)

Project no. :
 Organisation :
 Country :
 Period covered by the report :
 Currency : (NB: must be the same as the currency used in the approved budget)

Description *)	Expenditure/ income 1st semester A1	Expenditure/ income 2nd semester A2		Expenditure/ income In the year of the report A=A1+A2	Annual budget B	Remainder Annual budget B-A	Spending % A/B
Expenditure							
<i>See sections of</i>							
<i>Approved</i>							
<i>Budget</i>							
Total expenditure							
Income							
Funding organisations							
Local/national governments							
Own financial contribution							
Other income							
Total income							
Own contribution in kind							

Explanation of deviations against the budget:

ANNEX 4: TEMPLATE FOR EXPENDITURE OVERVIEW (TOTAL FUNDING PERIOD CUMULATIVE)

Project no:

Organisation:

Country:

Period covered by the report:

Currency:

(NB: must be the same as the currency used in the approved budget)

Description *)	Expenditure/ income Up to and including the previous period	Expenditure/ income Current period	Total Expenditure/ income	Approved budget	Remainder Total budget	Spending %
	C	A	D=A+C	E	F=E-D	D/E
Expenditure						
<i>See sections of</i>						
<i>Approved</i>						
<i>Budget</i>						
Total expenditure						
Income						
Funding organisations						
Local/national governments						
Own financial contribution						
Other income						
Total income						
Own contribution in kind						

Explanation of deviations against the budget:

ANNEX 5: TEMPLATE FOR BALANCE OVERVIEW

Project no:
 Organisation:
 Country:
 Period covered by the report:

			Foreign Currency* Amount	Foreign Currency* Amount	Local Currency* Amount
1. Final balance of the previous period:					
2. Received from funding organisations:					
- Cordaid					
- Other donors: (specify)					
3. Local/national income:					
- Government					
- Own financial contribution from the organisation					
- Own financial contribution from beneficiaries					
- Donations from local fundraising					
4. Other income					
- Income from interest					
- Other (specify)					
5. Total receipts for the period (2+3+4)					
6. Total available (1+5)					
7. Currency exchanges (if applicable)			-/-	-/-	+/+
8. Expenditure			-/-	-/-	-/-
9. Balance at end of period: (6 +/-7- 8)					
Cross-reference to cash and bank balance					
-in cash					
- in the bank					
-cheques in circulation					
-etcetera					
			=====	=====	=====

* The currency types used may be different for each project/programme/organisation. It is important to specify which currency types apply here. If necessary, add or delete columns!

With regard to the request for liquidity

	currency type	amount
End balance for the reporting period		
Expected expenditures in the coming period		
Transfer requested from Cordaid		

(see balance overview)

(see working budget)

ANNEX 6: TEMPLATE OVERVIEW CORDAID TRANSFERS (OPTIONAL)

Project no:
Organisation:
Country:
Period:

Cordaid transfers received during the reporting period

Date	Currency	Amount
Total		

Exchanges during the reporting period

Date	Currency	Amount	Exchange rate	Currency	Amount
Total					

ANNEX 7: TEMPLATE WORKING BUDGET NEXT PERIOD

Project no:

Organisation:

Country:

Period:

Currency: *(NB: must be the same as the currency used in the approved budget)*

Description *)	Total remaining	Planning*	Original	Difference
	budget	Expenditures/income	budget	in amount
	duration of contract	following period	following period	
	F	G	H	H-G
Expenditure				
<i>See sections of</i>				
<i>Approved</i>				
<i>Budget</i>				
Total expenditure				
Income				
Funding organisations				
Local/national governments				
Own contribution				
Other income				
Total income				
Own contribution in kind				

*Planning or working budget should be based on the work plan

Explanation of any deviations between the original budget and the planning

ANNEX 8: TEMPLATE BUDGET ADJUSTMENTS FOR YEAR 2 AND OR 3

Project no:
 Organisation:
 Country:
 Period:
 Currency:

(NB: must be the same as the currency used in the approved budget)

Description	Approved budget as per contract	Actual incomes/ expenditures	Remainder of the approved budget	Approved budget as per contract 2nd year	Adjusted budget 2nd year	Difference between approved and adjusted budgets	Remaining available budget until end of contract
Period	total contract duration	year 1	year 2 and 3	year 2	year 2	year 2	year 3
Calculating aid	A	B	C=A-B	D	E	D-E	C-E
Expenditure							
<i>See sections of approved budget</i>							
<i>If necessary, add new sections (proposed)</i>							
Total expenditure							
Income							
Funding organisations							
Local/national governments							
Own contribution							
Other income							
Total income							
Own contribution in kind							

Explanation of adjusted budget:

ANNEX 9: TEMPLATE OVERVIEW INVESTMENTS / DISINVESTMENTS

Project no:
Organisation:
Country:
Period:
Currency:

Investments

Date	Description of investment	Amount

Disinvestments (e.g. sale of investments)

Date	Description	Realisable value	Original purchase value	Date of purchase

CONTACT

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