



A local partner's experience with advance and liquidation vouchers

Sandra Kellerman

FPD, South Africa

A young girl with dark skin and braided hair, wearing a white school uniform, is sitting at a desk. She is looking towards the camera with a slight smile. The desk has a wooden nameplate that reads "MOE-2013". The background is a dark, textured wall.

MOE-2013

Process – 30-day advance

- Understand your award & financial reporting requirements up-front → Align accounting record/General Ledger (GL) & design the reports as per agreement and per donor requirement
 - E.g. include detail per expenditure line, per activity, submission of GL,
 - Monthly reporting should align to requirements for auditor reporting requirements
- Timelines
 - Close finances – between 7th – 10th
 - Submit vouchers – before 15th of month (defined in Award)
- Submit 2 vouchers
 - Standard Form 1034 (public voucher) & liquidation report – to show expenditure
 - Standard Form 1034 (public voucher) & advance request – to request an advance
- Recordkeeping for compliance and audit readiness
 - All supporting documents for expenses kept in file (paper) at office
 - Can be made available based on request:
 - General Ledger print out (upon request)
 - Electronic copy of supporting documentation (scanned)

Standard Form 1034
Revised October 1987
Department of the Treasury
1 TFM 4-2000

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

VOUCHER NUMBER _____

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION
USAID/SA
P O BOX 43
GROENKLOOF
PRETORIA

DATE VOUCHER PREPARED
03/10/2020

SCHEDULE NUMBER _____

CONTRACT NUMBER AND DATE
AID-674-A-16-00007

PAID BY
EFT

REQUISITION NUMBER AND DATE _____

PAYEE'S NAME AND ADDRESS
FOUNDATION FOR PROFESSIONAL DEVELOPMENT
P O BOX 75324
LYNNWOOD RIDGE
PRETORIA
0040

DATE INVOICE RECEIVED _____

DISCOUNT TERMS _____

PAYEE'S ACCOUNT NUMBER
1497197554

GOVERNMENT BILL NUMBER _____

SHIPPED FROM _____ TO _____ WEIGHT _____

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>	QUANTITY	UNIT PRICE		AMOUNT <small>(1)</small>
				COST	PER	
		FEBRUARY 2020 EXPENSES	1	1,787,083.4		1,787,083.4
TOTAL						1,787,083.4

(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)

PAYMENT: PROVISIONAL COMPLETE PARTIAL FINAL PROGRESS ADVANCE

APPROVED FOR _____ EXCHANGE RATE _____

DIFFERENCES _____

Amount verified, correct for payment _____
(Signature or initials)

Pursuant to authority _____ payment.

03/10/2020 _____ FPD - COO
(Date) _____ (Title)

ACCOUNTING CLASSIFICATION _____

P A I D B Y _____

CHECK NUMBER _____ ON ACCOUNT OF U.S. TREASURY

CASH _____ DATE _____

CHECK NUMBER _____ ON (Name of bank)

PAYEE ³ _____

PER _____

TITLE _____

1. When stated in foreign currency, insert name of currency.
2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.
3. When a voucher is recopied in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.

Previous edition usable

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

Public voucher 1034 (liquidation)

- Use ACCPAC* to record all expenses
 - Timesheets due by 2nd of month
 - Close finances – between 7th – 10th
 - Compile report of expenses generated
- Submit liquidation voucher monthly,
 - Before 15th of month
 - one month in arrears
- Red Text Boxes indicate key data fields

*ACCPAC is FPD's general accounting system

PARTNER NAME: FOUNDATION FOR PROFESSIONAL DEVELOPMENT
 Address : P O Box 75324, Lynnwood Ridge, Pretoria, 0040. Struland Office Park, East Block, 173 Mary Road, The Willows, Pretoria, 0184, South Africa

Award/Cooperative Agreement No: AID-674-A-16-00007
 Activity Name: Practical Education Research for Optimal Reading and Management (PERFORM)
 Activity Start Date: November 1, 2016
 Activity End Date: October 31, 2020

Liquidation R
 Report of Expenses generated from the
 Partners Accounting System R

Period: February 2020

Item No	Budget Line Item Description	Approved Budget (per Work Plan)	Total Expenditure Prior to Report date	Current Period Expenditures	Total Accumulated Expenditures	Balance
		A	B	C	D=(B+C)	E=(A-D)
1	Personnel & Fringe Benefits	15 611 677.64	22 155 347.97	1 061 177.77	23 216 525.74	(7 604 848.10)
2	Travel	13 700 889.65	5 818 884.68	197 766.19	6 016 650.87	7 684 238.78
3	Equipment	4 298 189.26	4 071 405.08	11 607.56	4 083 012.64	215 176.62
4	Supplies	4 556 766.60	10 742 141.17	224 020.95	10 966 162.12	(6 409 395.52)
5	Contractual	2 734 687.60	1 554 677.32	87 198.73	1 641 876.05	1 092 811.55
6	Other Direct Costs	9 264 818.03	165 779.44	8 223.41	174 002.85	9 090 815.18
7	Sub-Agreements	45 567 240.70	33 393 677.18	197 088.79	33 590 765.97	11 976 474.73
Total		95 734 269.48	77 901 912.84	1 787 083.40	79 688 996.24	16 045 273.24

I, the undersigned hereby certify that: (1) the expenditure claimed under the cited agreement are proper and in compliance with USAID's regulation as cited under this Acquisition or Assistance's provisions and terms; (2) the information on fiscal report is correct and the detailed supporting documentation / information, as USAID may require will be furnished at grantee's / contractor's home office, as appropriate; (3) that all requirements called for by the Agreement / Contract to date of this certificate have been met; and (4) that to the best of my knowledge, none of the commodities

Summary

Total Approved Budget	95 734 269.48
Total Accumulated expenses	79 688 996.24
Balance	16 045 273.24

Prepared by (position):
Budget Accountant

Cleared by (position):
Budget Accountant

Certified and Correct:

Signature:

Name H J REEDER

Position: Chief of Party FPD - COO

• Liquidation report

- Support to public voucher 1034 (I-line expense report)
- Use ACCPAC to generate report as per agreement requirements
 - Budget line items as per approved budget
 - Approved budget
 - Total expenditure prior to report
 - Current expenditure
 - =liquidation voucher
 - Total accumulated expenditure
 - Balance
- Red text box highlights total expenditure as per voucher

Standard Form 1034 Revised October 1997 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL		VOUCHER NUMBER	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION USAID/SA P O BOX 43 GROENKLOOF PRETORIA		DATE VOUCHER PREPARED 03/10/2020		SCHEDULE NUMBER	
		CONTRACT NUMBER AND DATE AID-674-A-16-00007		PAID BY EFT	
		REQUISITION NUMBER AND DATE			
PAYEE'S NAME AND ADDRESS FOUNDATION FOR PROFESSIONAL DEVELOPMENT P O BOX 75324 LYNNWOOD RIDGE PRETORIA 0040				DATE INVOICE RECEIVED	
				DISCOUNT TERMS	
				PAYEE'S ACCOUNT NUMBER 1497197554	
SHIPPED FROM		TO		WEIGHT	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST PER	AMOUNT (1)
		APRIL 2020 ADVANCE	1	3,867,320.39	3,867,320.39
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)					TOTAL 3,867,320.39
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR BY 2 [Signature]	EXCHANGE RATE =\$1.00	DIFFERENCES		
TITLE [Redacted]		Amount verified; correct for payment (signature or initials)			
Pursuant to authority vested in 03/10/2020 (Date)		- COO (Title)			
PAY BY CASH \$	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY	CHECK NUMBER	ON (Name of bank)	
	DATE		PAYEE 3		
1. When stated in foreign currency, insert name of currency. 2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3. When a voucher is received in the name of a company or corporation, the name of the person writing for the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.			PER TITLE		

Previous edition usable

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Public voucher 1034 (advance)

- Develop & review monthly expenditure report
- Using expenditure reports, look at past three-month average expenditure & current cash on-hand → make projections for advance
 - Consult with program managers (implementers) on any extraordinary upcoming activities and budget implications
- NB: USAID would query any amount that seems significantly higher than average. Communicate with AOR
- Red text boxes indicate key data fields

ADVANCE REQUEST

Date of Report: March 10, 2020 Name of Project: LEARNING SUPPORT
 Advance Requested for the month of: April 2020 Award/Obligation Number: AID-674-A-16-00007
 Start Date of Award: November 1, 2016 End Date of Award: October 31, 2020

ANNEX TO SF-1034

APPROVED BUDGET DESCRIPTION	(1) APPROVED BUDGET AMOUNT (per Work Plan)	PROJECTED EXPENDITURES FOR REQUESTED ADVANCE
Personnel & Fringe Benefits	15 611 677.64	1 126 701.90
Travel	13 700 889.65	291 989.08
Equipment	4 298 189.26	198 149.29
Supplies	4 556 766.60	532 189.69
Contractual	2 734 687.60	79 680.52
Other Direct Costs	9 264 818.03	8 444.39
Sub-Agreements	45 567 240.70	1 630 165.52
TOTALS	95 734 269.48	3 867 320.39

Name and Title: H J REEDER
FPD - COO

Authorized Signature:  Date: 10 MARCH 2020

• Advance request

- Support to public voucher 1034 (I-line advance request)
- Use expenditure report to generate projections
 - Budget line items as per approved budget
 - Projected expenditures for requested budget
- Red text box highlights total expenditure as per voucher

Tips

- Understand financial reporting requirements up-front.
- Align accounting record/General Ledger/system to requirements
- Design the reports as per agreement and per donor funding
 - May include supporting documentation (E.g. per expenditure line, per activity, submission of GL...)
 - Monthly reporting should align to requirements for auditor reporting requirements
- Monitor expenditure against budget on a monthly basis at an internal financial management meeting (implementers & finance team)
- Consult programme managers review expenditure and discuss upcoming activities & cost implications
- Keep all supporting documents as per grant requirements

Thank you!

Questions?