





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 CONTRACT NUMBER AND DATE AID-674-A-16-00007 REQUISITION NUMBER AND DATE				SCHEDULE NUMBER PAID BY EFT
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			W	EIGHT	-	GOVERNMENT BIL NUMBER
NUMBER AND DATE	DATE OF		LES OR SERVICES		QUAN-	UNIT PR	RICE	AMOUNT
OF ORDER	DELIVERY OR SERVICE	(Enter description, item num and other info	ber of contract or Federa rmation deemed necessa		TITY	COST	PER	7610011
		FEBRUARY 2020	EXPENSES		1	1,787,083.4		1,787,08
Use continuation sheet(s	if necessary)	(Pavee must NC	OT use the space	below			OTAL	1.787.08
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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

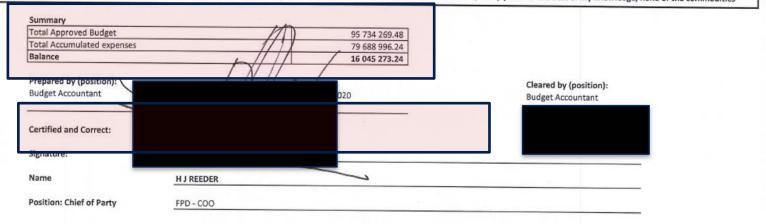
Report of Expenses generated from the

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	В	С	D=(B+C)	E=(A-D)	
2000	Personnel & Fringe Benefits	15 611 677.64	22 155 347.97	1 061 177.77	23 216 525.74	(7 604 848.10	
2 1	Travel	13 700 889.65	5 818 884.68	197 766.19	6 016 650.87	7 684 238.78	
3 8	Equipment	4 298 189.26	4 071 405.08	11 607.56	4 083 012.64	215 176.62	
4 5	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 5	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 sited under this Acquisistion or Assistance's provisions and terms; (2) the information on fiscal report is correct and the detailed supporting documention / 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



Liquidation report

- Support to public voucher 1034 (1-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 198 Department of the Tri 1 TFM 4-2000	PUBLIC VOUCHER FOR PURCHASES AND					_	VOUCHER NUMBER	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION USAID/SA P O BOX 43 GROENKLOOF PRETORIA			DATE VOUCHER PREPARED 03/10/2020 CONTRACT MUMBER AND DATE AID-674-A-16-00007 REQUISITION NUMBER AND DATE				SCHEDULE NUMBER PAID BY EFT	
PAYEE'S NAME AND ADDRESS	POB	DATION FOR PROFESSION DX 75324 WOOD RIDGE DRIA	AL DEVELOPM	MENT			DATE INVOICE RECEIVED DISCOUNT TERMS PAYERS ACCOUNT NUMBER	
SHIPPED FROM		то	TO WEIGHT				1497197554	╛
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVIC (Enter description, item number of control or and other information descreed)	Federal supply schedule.	QUAN- TITY	UNIT P	RICE PER	AMOUNT	(1)
		APRIL 2020 ADVANCE		1	3,867,320.3		3,867,320.	39
(Use continuation sheet)s PAYMENT: PROVISIONAL COMPLETE PARTIAL RINAL PROGRESS	APPROVED BY 2	(Payee must NOT use the s		_	ENCES —	TOTA .	3,867,320.	39
Persuant to authorit 03/10/2020 (Date)	1			- CO	re or initials)	(Title)		
CHECK NUMBER ON ACCOUNT OF U.S. TREASURY CASH DATE			CHECK NUMBER ON (Name of bank) PAYEE 3					
B Y \$ 1, When stated in foreign	currency, insert r	name of currency.	PER					
officer will sign in the s 3. When a voucher is rec	pace provided, or elpted in the nam- apacity in which it	prove are combined in one person, one signature are his official title. of a company or corporation, the name of the p exigns, must appear. For example: "John Doe	serson writing the compan	w or comport	ite	TITLE		-
revious edition usab	the information re	PRIVACY, questod on this form is required under the provide artion requested is to identify the particular credit the payment obligation.	ACT STATEMENT stone of 31 U.S.C. 82b and for and the amounts to be	182c, for the paid. Failu	e purpose of dis no to furnish this	bursing Fede information	ord will	

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: Advance Requested for the month of: Start Date of Award: March 10, 2020

April 2020

November 1, 2016

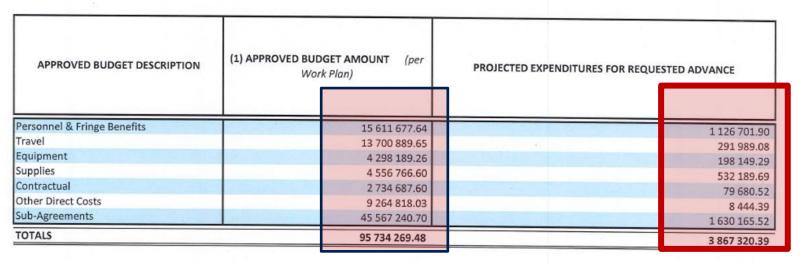
Name of Project:

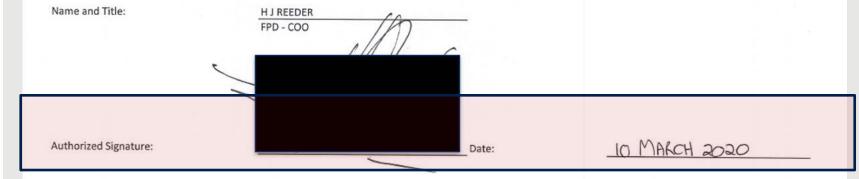
Award/Obligation Number:

End Date of Award:

LEARNING SUPPORT r: AID-674-A-16-00007 October 31, 2020

ANNEX TO SF-103-





Advance request

- Support to public voucher
 1034 (1-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?