



Canadian International  
Development Agency

Agence canadienne de  
développement international

## Format for Reporting

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Canada 

## Format for Reporting

**Table 1:** Statement of Source and Use of Funds

**Table 2:** Financial Statement Support Information for <period/dates of quarter>

**Table 3:** Financial Statement

**Table 3.1:** Total project

<Project name>

**TABLE 1: Statement of Source and Use of Funds**

A	CIDA CONTRIBUTION			
		Previous Period(s)	Current Period	To date
		( <quarter # or cumul> )	( <quarter 3> )	( <actual to date> )
1	Total cash on hand			
2	CIDA contribution - advance			
3	CIDA contribution - reimbursement			
4	Interest earned			
5	GST rebate			
	<b>Total</b>	\$0.00	\$0.00	\$0.00
	<b>USE OF FUNDS</b>			
1	Salary			
2	Consulting fees			
3	Travel			
4	Meals & incidentals			
5	Accommodation			
6	Training			
7	Translation and interpretation			
8	Administrative costs			
	<b>Total</b>	\$0.00	\$0.00	\$0.00
	<b>NET FUNDS AVAILABLE</b>	\$0.00	\$0.00	\$0.00
	<b>B SOURCES OF PROJECT FUNDING</b>			
1	Canadian partner in-kind and/or in-cash contribution			
2	Latin American & Caribbean partner in-kind and/or in-cash contribution			
3	Other partner organization in-kind and/or in-cash contribution			
4	CIDA contribution			
	<b>TOTAL PROJECT FUNDING</b>	\$0.00	\$0.00	\$0.00

**Notes:**

1. Use of Funds categories are indicative, and may vary depending on the nature of the project proposal and/or its activities.
2. Sources of Project Funding are indicative, and may vary depending on the partners involved in the implementation of the project.
3. "In-kind" contributions are to be approximated to the closest dollar (Cdn) value.
4. All expenses and contributions are to be reported on in Canadian dollars only.
5. The project proponents are to seek prior approval from the IPPP if the value of any line item is to exceed the value agreed to in the contribution agreement.
6. If a fixed overhead rate of 12% is included in the project budget, it should be reported in this table.

< Project name >

**TABLE 2: Financial Statement Support Information for <period/dates of quarter>**

	<b>Expenditure Category</b>	<b>CIDA</b>	<b>Cdn Partner</b>	<b>LAC Partner</b>	<b>Other</b>	<b>Total</b>
<b>1</b>	<b>Salary</b>				<if applicable>	
1.1	<name & rate+benefits x #days>	\$0.00	\$0.00	\$0.00	\$0.00	
1.2	<name & rate+benefits x #days>	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
<b>2</b>	<b>Consulting fees</b>					
2.1	Advisory services for <purpose>					
2.1.1	<name & rate x #days>	\$0.00	\$0.00	\$0.00	\$0.00	
2.2	Coordination and administration					
2.2.1	<name & rate x #days>	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
<b>3</b>	<b>Travel</b>					
3.1	Mission to <country> for <purpose>					
3.1.1	<name, cost of ticket, itinerary, dates>	\$0.00	\$0.00	\$0.00	\$0.00	
3.2	Mission to <country> for <purpose>					
3.2.1	<name, cost of ticket, itinerary, dates>	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
<b>4</b>	<b>Meals &amp; incidentals</b>					
4.1	<# people x per diem rate x #days & location>	\$0.00	\$0.00	\$0.00	\$0.00	
4.2	<# people x per diem rate x #days & location>	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
<b>5</b>	<b>Accommodation</b>					
5.1	<# people x rate x #days & location>	\$0.00	\$0.00	\$0.00	\$0.00	
5.2	<# people x rate x #days & location>	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
<b>6</b>	<b>Training</b>					
6.1	Material					
6.1.1	e.g. cost of production, printing;	\$0.00	\$0.00	\$0.00	\$0.00	
6.2	Room/equipment rental					
6.2.1	<rate x #days>	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
<b>7</b>	<b>Translation and interpretation</b>					
7.1	<rate x #days or #pages>	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
<b>8</b>	<b>Administrative costs</b>					
8.1	e.g. long distance phone calls	\$0.00	\$0.00	\$0.00	\$0.00	
8.2	other	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
	<b>SUBTOTAL :</b>	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>PROJECT TOTAL :</b>					

**Notes:**

1. Categories of costs are indicative and will vary depending on the nature of the project and its activities.
2. Table 2 is intended to provide details of expenditures by category.
3. All expenses are to be reported on in Canadian dollars only.

< Project name >

**TABLE 3: Financial Statement**

Activities	Total Project Budget			Fiscal Year 20XX-20XX								Year to date	
	Budget	Budget	Variance	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Planned	Actual
	Planned	Actual	%	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
1 Salary													
2 Consulting fees													
3 Travel													
4 Meals & incidentals													
5 Accommodation													
6 Training													
7 Translation and interpretation													
8 Administrative costs													
<b>PROJECT TOTAL :</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**TABLE 3.1: Total project**

Activities	Year 1	Year 2	Year 3	Year 4	Expenses to date	Balance
	(20XX-20XX)	(20XX-20XX)	(20XX-20XX)	(20XX-20XX)		
1 Salary						
2 Consulting fees						
3 Travel						
4 Meals & incidentals						
5 Accommodation						
6 Training						
7 Translation and interpretation						
8 Administrative costs						
<b>PROJECT TOTAL :</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Notes:**

1. Table 3 is to be used to report on planned expenses against actual expenses.
2. Table 3 is to present financial reporting on a quarterly basis.
3. Table 3.1 is to be used for multi-year projects.
4. Categories of costs are indicative and will vary depending on the nature of the project and its activities.
5. All expenses are to be reported on in Canadian dollars only.

**IMPORTANT:** Adjustments for previous period expenditures, are to be reported on in the current quarter if they were not included previously. No changes are to be made to past quarters. An explicative note should accompany the adjustment.