

# Rapport Financier



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# Tout à savoir sur le rapport Financier

- Vous soumettez un **rapport financier annuel** avec votre **rapport de projet du 31 Juillet**.
- Ce rapport se présente sous un **format standard** que vous devez télécharger et utiliser.
  - Les organisations à but lucratifs et à but non lucratifs utilisent le même format de rapport financier
  - La devise de votre rapport financier doit être celle de votre accord
  - Si votre rapport financier est présenté en USD, vous devez indiquer le taux d'échange utilisé
- Il doit couvrir **toutes les dépenses effectuées à ce jour pour votre projet Terra Fund** - et uniquement pour votre projet TerraFund. Il doit être précis à 0,01 \$ près.
- Il doit être **signé** par votre responsable financier et votre Directeur exécutif.
- Nous ne vous demandons pas de présenter des reçus ou d'autres documents relatifs aux transactions, mais vous devez avoir ces informations à votre disposition et être prêt à les fournir si nous vous les demandons.

# Entreprises!

*Vous devez également présenter des états financiers annuels audités !*

*Vous les soumettez en tant que documents supplémentaires dans le même rapport de projet.*

# Rappel : Vous Définissez un Coût pour Chaque Ligne Budgetaire

## Section 1: Summary Budget

Budget Categories*	Total Budget Per Category (USD)	Year 1 Expenses	Year 2 Expenses	Year 3 Expenses	Year 4 Expenses	Year 5 Expenses	Year 6 Expenses
Personnel / Salaries	\$32,000.00	\$8,000.00	\$8,000.00	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00
External Contractors	\$18,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Seedling Costs	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tree Nursery Management	\$28,000.00	\$23,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Site Preparation	\$16,500.00	\$15,000.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Tree Planting	\$16,500.00	\$10,000.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Tree & Site Maintenance	\$12,500.00	\$0.00	\$8,000.00	\$1,500.00	\$1,500.00	\$1,000.00	\$500.00
Material Inputs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Project Costs	\$7,000.00	\$5,000.00	\$500.00	\$500.00	\$500.00	\$250.00	\$250.00
Community Engagement & Capacity Building	\$4,500.00	\$1,000.00	\$1,000.00	\$750.00	\$750.00	\$500.00	\$500.00
Monitoring & Reporting	\$8,750.00	\$3,000.00	\$2,000.00	\$1,500.00	\$1,000.00	\$750.00	\$500.00
Communications	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Local Transportation	\$6,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
<b>Total Direct Costs</b>	<b>\$226,750.00</b>	<b>\$146,000.00</b>	<b>\$36,500.00</b>	<b>\$13,250.00</b>	<b>\$12,750.00</b>	<b>\$9,500.00</b>	<b>\$8,750.00</b>
Administrative Expenses & Indirect Costs	\$22,675.00	\$14,600.00	\$3,650.00	\$1,325.00	\$1,275.00	\$950.00	\$875.00
<b>Total Project Costs</b>	<b>\$249,425.00</b>	<b>\$160,600.00</b>	<b>\$40,150.00</b>	<b>\$14,575.00</b>	<b>\$14,025.00</b>	<b>\$10,450.00</b>	<b>\$9,625.00</b>

\*Budget categories are representative and can be modified to align with the organization's cost structure. They are explained fully in the "Budget Category Definitions" tab.

## Section 2: Project Overhead

<b>Project Overhead %:</b>	14%	14%	12%	14%	14%	13%	13%
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- Rappelez vous de la [category definitions here](#).
- On attend de vous que vous dépensiez en fonction de ces lignes budgétaires.
- Nous attendons de vous que vous communiquiez à l'avance toute modification à votre gestionnaire de projet TerraFund

# Etape 1: Remplissez les totaux de votre budget approuvé - Vérifiez à nouveau !

Yearly Report Period

Jan 1, [YEAR]

to

Dec 31, [YEAR]

**Summary Financial Report**

## Section 1: Summary Financial Reporting

Budget Categories*	Approved Budget (USD)	Year 1 Expenses	Year 2 Expenses	Year 3 Expenses	Year 4 Expenses
Personnel / Salaries					
External Contractors		\$1,000.00	\$0.00	\$0.00	\$0.00
Seedling Costs		\$4,000.00	\$0.00	\$0.00	\$0.00
Tree Nursery Management		\$375.00	\$0.00	\$0.00	\$0.00
Site Preparation		\$0.00	\$0.00	\$0.00	\$0.00
Tree Planting		\$0.00	\$0.00	\$0.00	\$0.00
Tree & Site Maintenance		\$0.00	\$0.00	\$0.00	\$0.00
Material Inputs		\$0.00	\$0.00	\$0.00	\$0.00
Other Project Costs		\$0.00	\$0.00	\$0.00	\$0.00
Community Engagement & Capacity Building					
Monitoring & Reporting					
Communications					
Local Transportation					
<b>Total Direct Costs</b>	<b>\$0.00</b>	<b>\$5,375.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Administrative Expenses & Indirect Costs					
<b>Total Project Costs</b>	<b>\$0.00</b>	<b>\$5,375.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

\*Budget categories are representative and can be modified to align with the organization's cost structure. They are explained fully in the "Budget Category Definitions"

\*\*Year 7 Expenses are only relevant when tree planting occurs in both Year 1 and Year 2. Projects that only plant in Year 1 should note "N/A" in all Year 7 categories.

These budget cells highlighted in green are locked and must be adjusted on the "Detailed Budget Report" tab. Instructions are located there.

# Etape 2: Remplir les catégories budgétaires non détaillées

- Vous rendrez compte de vos dépenses totales pour les lignes budgétaires non détaillées suivantes en ajoutant le chiffre correct dans l'onglet "Rapport financier Synthèse".
- Il n'est pas nécessaire de ventiler chaque dépense à l'intérieur de ces lignes.
  - Personnel/Salaires
  - Engagement Communautaire & Renforcement des Capacités
  - Suivi & Rapportage
  - Communications
  - Transport Local (Rappel : Conférence et les voyages internationaux ne sont pas autorisés)
  - Frais administratif & Coût Indirect

# Remplissez ici les dépenses non détaillées !

Yearly Report Period Jan 1, [YEAR] to Dec 31, [YEAR]

## Section 1: Summary Financial Reporting

Budget Categories*	Approved Budget (USD)	Year 1 Expenses	Year 2 Expenses	Year 3 Expenses	Year 4 Expenses
Personnel / Salaries					
External Contractors		\$1,000.00	\$0.00	\$0.00	\$0.00
Seedling Costs		\$4,000.00	\$0.00	\$0.00	\$0.00
Tree Nursery Management		\$375.00	\$0.00	\$0.00	\$0.00
Site Preparation		\$0.00	\$0.00	\$0.00	\$0.00
Tree Planting		\$0.00	\$0.00	\$0.00	\$0.00
Tree & Site Maintenance		\$0.00	\$0.00	\$0.00	\$0.00
Material Inputs		\$0.00	\$0.00	\$0.00	\$0.00
Other Project Costs		\$0.00	\$0.00	\$0.00	\$0.00
Community Engagement & Capacity Building					
Monitoring & Reporting					
Communications					
Local Transportation					
<b>Total Direct Costs</b>	\$0.00	\$5,375.00	\$0.00	\$0.00	\$0.00
Administrative Expenses & Indirect Costs					
<b>Total Project Costs</b>	\$0.00	\$5,375.00	\$0.00	\$0.00	\$0.00

\*Budget categories are representative and can be modified to align with the organization's cost structure. They are explained fully in the "Budget Category Definitions"

\*\*Year 7 Expenses are only relevant when tree planting occurs in both Year 1 and Year 2. Projects that only plant in Year 1 should note "N/A" in all Year 7 categories.

These budget cells highlighted in green are locked and must be adjusted on the "Detailed Budget Report" tab. Instructions are located there.

# Etape 3: Remplir les catégories budgétaires détaillées

- Soumettez les données de chaque dépense que vous avez effectuée au cours de la période précédente dans l'onglet "YR1\_Detailed Expense Report".
- Ventilez vos dépenses en remplissant les lignes correspondantes. Elles doivent correspondre aux lignes budgétaires détaillés de votre budget TerraFund Excel.
  - External Contractors
  - Coûts production des plantules
  - Gestion de pépinière
  - Préparation de site
  - Plantation d'arbres
  - Entretien d'arbre & site
  - Matériel
  - Autre coûts du projet
- Rapportez sur plusieurs dépenses ensemble, par exemple "Achats de semences", si vous avez effectué plusieurs transactions du même type.

# Renseignez les dépenses détaillées ici !

## YR1\_Detailed Expense Report

Budget Category	Line Item	Cost per unit - <i>What is the price for ONE (1) of one item within this line in USD?</i>	Quantity - <i>How many of this item did you purchase?</i>	Total cost - <i>This cell autocalculates; do not touch.</i>
Seedling Costs	Plastic Seedling Bags	\$ 0.30	100000	\$ 30,000.00

**Instructions:** Input the item name next to the corresponding budget category. Input the correct unit cost and quantity of the item. This tab will calculate the total dollar amount for the row and will feed into the budget category total on the "Summary Financial Report" tab. All other columns are locked on this tab. If you need additional rows or have questions, **please contact terramatch@wri.org**.

*Only fill out the details for the EIGHT (8) categories listed on this tab*

Budget Category	Line Item	Cost per unit	Quantity	Total cost
External Contractors	Agronomist Consultancy	\$ 5,000.00	1	\$ 5,000.00
External Contractors				\$ -
External Contractors				\$ -
External Contractors				\$ -
External Contractors				\$ -

# La version Finale devrait ressembler à ceci

## Summary Financial Report

Yearly Report Period	1-Mar-24	to	31-Jul-24
Currency Exchange Rate Used	132 KSH	to	1 USD

### Section 1: Summary Financial Reporting

Budget Categories*	Approved Budget (USD)	Year 1 Expenses	Year 2 Expenses	Year 3 Expenses	Year 4 Expenses	Year 5 Expenses	Year 6 Expenses	Year 7 Expenses**	Total Expenses To Date	Funds Remaining
Personnel / Salaries	\$50,000.00	\$20,000.00							\$20,000.00	\$30,000.00
External Contractors	\$10,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Seedling Costs	\$40,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00
Tree Nursery Management	\$30,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$10,000.00
Site Preparation	\$20,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
Tree Planting	\$25,000.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00
Tree & Site Maintenance	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
Material Inputs	\$3,000.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
Other Project Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Community Engagement & Capacity Building	\$20,000.00	\$15,000.00							\$15,000.00	\$5,000.00
Monitoring & Reporting	\$20,000.00	\$0.00							\$0.00	\$20,000.00
Communications	\$2,000.00	\$1,400.00							\$1,400.00	\$600.00
Local Transportation	\$5,000.00	\$2,000.00							\$2,000.00	\$3,000.00
<b>Total Direct Costs</b>	<b>\$255,000.00</b>	<b>\$107,400.00</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>\$107,400.00</b>	<b>\$147,600.00</b>
Administrative Expenses & Indirect Costs	\$21,000.00	\$8,592.00							\$8,592.00	\$12,408.00
<b>Total Project Costs</b>	<b>\$276,000.00</b>	<b>\$115,992.00</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>\$115,992.00</b>	<b>\$160,008.00</b>

\*Budget categories are representative and can be modified to align with the organization's cost structure. They are explained fully in the "Budget Category Definitions" tab. Changes between line items are possible, but deviations of more than 20% from the approval line item total must be approved by

\*\*Year 7 Expenses are only relevant when tree planting occurs in both Year 1 and Year 2. Projects that only plant in Year 1 should note "N/A" in all Year 7 categories.

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### Section 2: Project Overhead

<b>Project Overhead %:</b>	8%	8%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	8%
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Project overhead includes **Administrative Expenses & Indirect Costs + Other Project Costs**. Combined they should not exceed 20% of the project's total cost. This percentage is automatically calculated.



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**Merci!**