

UNDEF - FINANCIAL UTILIZATION REPORT		Note: (Please see Annex I submitted with this report)	
MILESTONE 2	MILESTONE 3	FINAL	
UNDEF Project Number:	UDF-15-BRA-681	Date Prepared:	11/07/2019
Project Title:	Increasing Transparency and Public Accountability Mechanisms in Education in Brazil		
Implementing Agency:	Transparência Brasil		

Milestone Disbursement Schedule			
Project Milestone	Amount (\$ US) as disbursed by UNDEF*	Milestone Date (actual)	Disbursement Date
1) Project signature	\$65.777,00	May 2017	May 2017
2) Completion of the Second Training on monitoring of construction works – one 1-day on site course for 24 activists (Q3) (Output 2.3)	\$67.915,00	December 2017	January 2018
3) Submission of the second Semi-Annual Report on the monitoring of construction of public schools and nurseries to UNDEF (Output 3.5)	\$66.308,00	September 2018	January 2019

All amounts in USD	Project Budget	Income and Expenditure	Project Budget Balance
	Total Budget (as in Project document)	CUMULATIVE (from project start date to milestone date)	Total Budget Minus Total Expenditures
INCOME			
Contributions (to date)*		200.000,00	
Interest *		1.330,27	
Total Income		201.330,27	
EXPENDITURE* / Project Costs			
1. Staff and Other Personnel Costs			
a) Professional Staff &	43.200,00	46.052,13	-2.852,13
b) Administrative Staff	16.380,00	14.037,33	2.342,67
c) Consultants and other non-staff personnel costs	4.800,00	4.283,39	516,61
Sub-Total:	64.380,00	64.372,85	7,15
2. Supplies, Commodities, and Materials	3.100,00	3.829,34	-729,34
3. Equipment and Furniture			
a) ICT Equipment	6.170,00	5.678,40	491,60
b) Furniture and Office Equipment	0,00	480,06	-480,06
Sub-Total:	6.170,00	6.158,46	11,54
4. Travel			
a) Project Staff on official business / Representation	6.000,00	6.270,39	-270,39
b) Consultant and experts	3.000,00	1.471,19	1.528,81
c) Participants in workshops, seminars, study tours	41.750,00	39.554,38	2.195,62
Sub-Total:	50.750,00	47.295,97	3.454,03
5. Contractual Services	16.470,00	17.828,64	-1.358,64
6. General operating and other direct costs			
a) Venue Hire, Meals during event, and other activity based related costs	9.566,00	10.383,43	-817,43
b) Rent and office related costs	5.520,00	5.519,21	0,79
c) Audit	4.507,00	2.900,43	1.606,57
d) Miscellaneous	2.787,00	3.344,78	-557,78
Sub-Total:	22.380,00	22.147,86	232,14
7. Transfers & Grants to Implementing Partners			
a) Grants to local partner organizations	36.750,00	35.608,86	1.141,14
b) Grants out to participants	0,00	0,00	0,00
Sub-Total:	36.750,00	35.608,86	1.141,14
Total Expenditure/ Total Project Costs	200.000,00	197.241,98	2.758,02
8. Programme Support Costs : UNDEF M&E			
Total UNDEF Grant Award	200.000,00		
Summary :			
Total Income (interests included)		201.330,27	
Less: Total Expenditure		197.241,98	
Total Unencumbered balance		4.088,29	
Utilisation rate		98%	


Auditors certification: This is to certify that the above financial utilization report is correct, and that the expenditures were incurred in connection with the approved project. The overall assessment is as follows (tick the appropriate box):

Conformity with appropriate financial management practices

Minor issues found regarding financial management practices

Significant issues found regarding financial management practices

ONLY for FINAL project Financial Reports: Complete final project audit report ATTACHED

Auditor's/Accountant's Name, Title and Organization (BLOCK LETTERS)	Date	Auditor's Stamp
		
MANOEL GALDINO PEREIRA NETO, EXECUTIVE DIRECTOR	11.07.2019	
Implementing Agency Head's Signature, Name and Title (BLOCK LETTERS)	Date	Organization Stamp

IMPORTANT: Once stamped, this report has to be sent to UNDEF by the AUDITOR directly (with clear project number reference).

The report WILL NOT be accepted if sent by the Grantee.

This Financial Utilization Report (FUR) aims at certifying the amounts spent in accordance with the approved project budget and results framework in the project document.

According to UNDEF Monitoring and Reporting Guidelines, this FUR must be sent once a project milestone has been completed to request the disbursement of the next tranche of funding.

PLEASE READ THE FOLLOWING INSTRUCTIONS:

1. Fill in the yellow cells and indicate the actual information requested in **red text**. Do not manually enter data in the light blue cells, which contain formulas
2. Email UNDEF the excel version for an initial verification (before the audit certification)
3. Certify it by the independent and external auditor mentioned in your project document.
4. Sign by your organization's head and put your organization's stamp
5. Email UNDEF both the final pdf (with signature) and excel versions

*The contribution amount must be exactly the amount sent by UNDEF (and match the amounts in the Milestone table):

- In case of loss (due to bank fees or exchange rate) include those costs under "6.d. Miscellaneous"
- In case of gain (due to exchange rate or Interests) include the gain under "Income/interests"

All interest MUST BE reported in this report.