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Date:

Statement of Receipts and Payments

Project No.: 320-900-1055 ZG

Archdiocese of Lahore

Project Title: Continuation of the PCBC Education Programme in Pakistan (Phase V)

	Total allocations for from 01.01.2015 to 31.12.2016 (A) Amounts in national currency	Period under review from 01.10.2016 to 31.10.2016 (B) Amounts in national currency	Total period from project commencement to date from 01.01.2015 to 31.10.2016 (C) Amounts in national currency	Balance (A - C) Amounts in national currency
<u>Receipts</u>				
1.1 Balance (surplus or deficit) of last statement + / -				
1.2 KZE disbursement(s)				
1.3 Misereor disbursement(s)				
<i>Profit Earned</i>				
<i>Less Bank charges</i>				
1.6 Profit earned (net)				
I. Total receipts				
<u>Payments (itemised according to cost plan)</u>				
I Non-recurrent expenditure				
1 Vehicle(s)				
Subtotal Non-recurrent expenditure				
II Staff costs				
1 CPD Facilitator				
2 School Development Facilitator				
3 GCC Facilitator				
4 Programme & Finance Assistant				
5 Ancillary Staff				
Subtotal Staff costs				
III Project activities				
1 NDIE Apprenticeship Programme for CPDC Teams				
2 School Development Programme				
3 Guidance and Career Counselling Programme				
Subtotal Project activities				

IV	Project administration				
1	Administration Costs				
2	Utility Bills				
3	Computer Related Costs				
4	Resource Material				
5	Website				
	Subtotal Project administration				
II.	Total payments				
III.	Balance (I. - II.) + / -				
IV.	Reconciliation of balances:				
	Bank				
	Cash				
	Sundries (Cheques not yet cashed, advance, etc.)				
	Refund from NDIE for excess paid				
	Loan(s) taken from CBE				
	Repayment of Loan(s) to CBE				
	Sundries (Cheques not yet cashed, as on 30th June 16.)				

This statement must be examined, verified and signed by your Auditor and will be integral part of his written report to be done in accordance with §6 of the Auditing Contract

Maxwell Shanti
Management Board Representative

Imran Bakhsh
Programme & Finance Assistant

Reporting CPD activities during month of _____

1 Workshops for spark teachers							
	Topics	Actual Attendance	Venues	Objectives of the workshop	Outcome indicators	Facilitator(s)	Actual Expenditure (PKR)
Workshop 1							
Workshop 2							
Workshop 3							
Workshop 4							
2 No. of workshops for the principals							
	Topics	Actual Attendance	Venues	Objectives of the workshop	Outcome indicators	Facilitator(s)	Actual Expenditure (PKR)
Workshop 1							
Workshop 2							
3 No. of follow ups							
	Schools	Follow Up No. Since October 2016		Objectives of Follow up	Outcome indicators		

Any other useful information:

(TE's can use MS word file and attach it with this Excel file)

Note: Artifacts to support your conducted activities can also be attached
(Pictures, attendance sheets, comments from participants etc.)

This format should reach NCEC office by 5th of every month

