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MOVE-ComCashew Matching Grant Fund Administrative processes



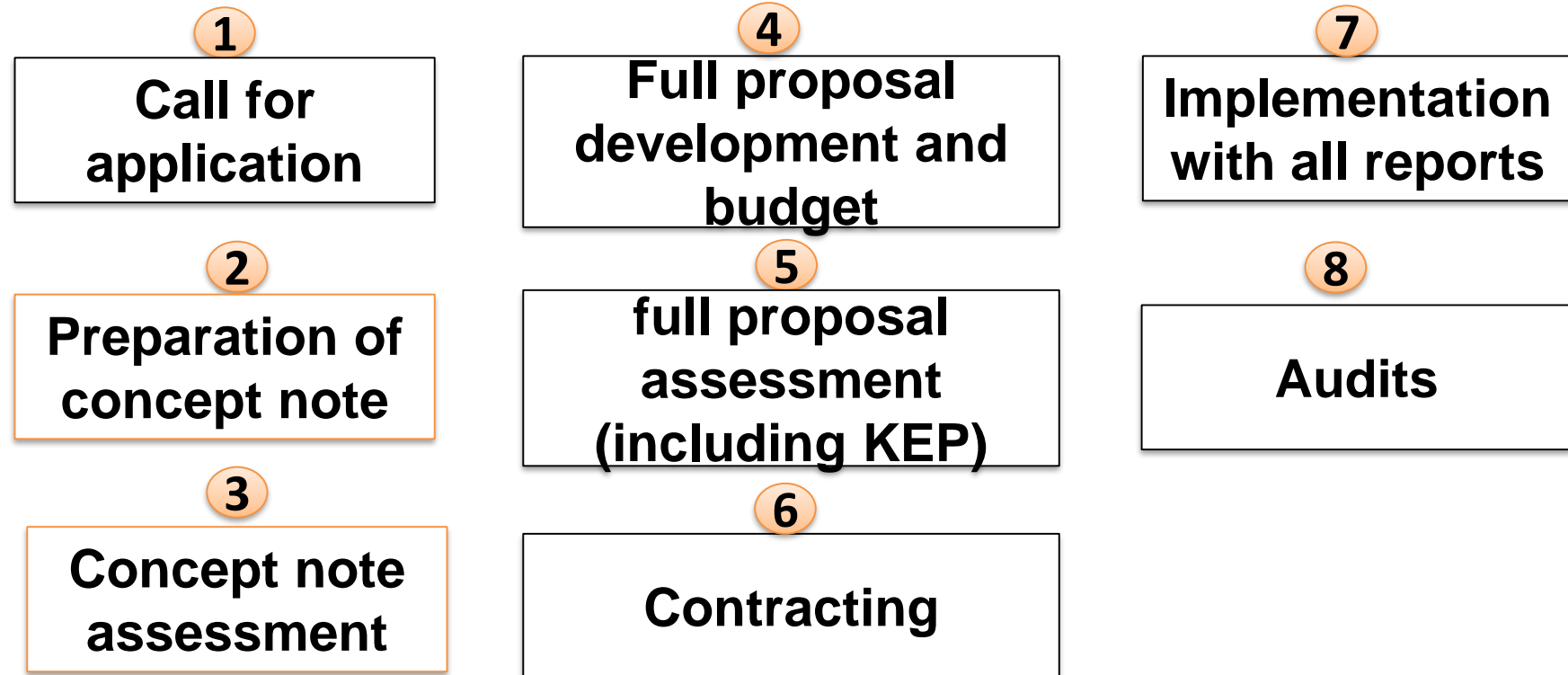
Outline

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- I. The Matching Grant Fund process
- II. Financial processing
- III. Process of financial reporting
- IV. Audits aspects
- V. Purchasing and handing over equipment

I. Matching Grant Fund Process





Financial processing

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Eligible costs for reimbursement (1/2)

- Only prime costs are eligible for reimbursement in accordance with the percentage agreed in the contract
- For this call, GIZ contribution is up to a maximum of 40% of the total budget



Eligible costs for reimbursement (2/2)

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- Remuneration of own employees, external experts, travel costs
- Costs of materials and equipment
- Other costs (workshops/trainings, teaching and information material, transportation/logistics, project-related operating costs, etc.)



Ineligible costs for reimbursement (1/2)

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- sales and distribution costs, including advertising costs
- municipal trade tax
- costs of independent research and development , studies



Ineligible costs for reimbursement (2/2)

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- costs of specific risks
- imputed profit
- the interest portion of allocations to pension reserves



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Process of financial reporting (1/4)

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- The financial reports of the Matching Grant Fund contracts are submitted semi annually (every 6 months)
- All beneficiaries of Matching Grant Fund contracts are required to open a special bank account for the management of these funds



Process of financial reporting (2/4)

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- Both contributions (from the private company and from GIZ) should be clearly recorded in this bank account.
- Payments are made according to the contract terms



Process of financial reporting (3/4)

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- Confirmation of performance is made at the end of the contract by the Project
- Deviations from plan for individual budget ligne may be offset against each other up to a total of 10 % of the relevant budget. Whatever the amount allocated to the budget line, this overspend should not exceed 2500 Euros. Any Deviations exceeding this amount require the prior approval of the GIZ.

- For all advance payments, the following templates should be submitted
 - ✓ Request for advance payment
 - ✓ List of expenditures
 - ✓ Progress financial reports

Audits aspects (1/4)

- Selection of public auditor:
 - ✓ Usually, the private company engages a certified auditor to audit the total project costs after receiving written approval from GIZ. The cost of the audit must not exceed 3500 Euros.
 - ✓ Only in exceptional cases the auditor is engaged by GIZ country office (e.g. in case of trust issues)

Audits aspects (2/4)

- As a basic rule, it is agreed that annual audits of project costs are carried out by an external auditor. Then no original vouchers are to be sent to GIZ country office for financial processing (because this would mean double checking)
- It is only in exceptional cases, if agreed in the contract, that the original vouchers should be sent to the GIZ country office instead of an audit report. (in case of trust issues)

Audits aspects (3/4)

- For payments that require an audit according to the payment plan, the following additional documents are to be submitted:
 - ✓ Auditor's report
 - ✓ Invoice for the costs certified by the auditor. This invoice clears the amounts of previous advance payments.
 - ✓ Auditor's invoice for the submission of the audit report

Audits aspects (4/4)

- ✓ Acceptance of the audit reports confirms performance of the contractually agreed services, and the total costs already incurred and payments made.
- ✓ Based on the audit reports, further advance payments may be adjusted or reimbursement of overpayments required
- ✓ Terms of Reference for engaging an auditor/auditing firm (annexed to the contract) should be used.



Purchasing and handing over of equipment (1/2)

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1. Equipment purchased by GIZ or private partner: Handover to **political partner or NGO**
2. Equipment purchased by private partner: **stays with private partner (count only depreciation costs)**



Purchasing and handing over equipment (2/2)

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3. Equipment purchased by GIZ

- **sold to private partner** at remaining value
- **given to private partner for free** (detailed check of public benefit)



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For all templates and annexed documents, kindly check on MOVE official website: www.comcashew.org



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