

# CHILDHOOD

WORLD CHILDHOOD FOUNDATION

## Users guide to Childhood Budget and Reporting Template

Childhood Budget and Reporting Template consists of two parts:

### Initial information:

- a. Detailed Project Budget (Appendix 2)
- b. Total Project Budget (Appendix 2.1)
- c. Period Budget (Appendix 2.2)
- d. Childhood Budget lines
- e. Installment and Report Schedule (Appendix 3)
- f. Implementing party's account details(Appendix 4)

### Financial information:

- a. Financial report

The purpose of this guide is to facilitate the use of Childhood's budgeting and reporting forms. The guidelines appear in the same order as in the Excel file called "*Childhood Budget and Reporting Template*". **The text in black is standard and should not be changed.**

If you need an example of how to use the template, please contact one of the project managers at Childhood Sweden.

*If you do not have access to Excel, you will not be able to use this model. Please send us the equivalent information in the program you normally use for these purposes.*

## 1. Initial Information

### a. Detailed Project Budget (Appendix 2)

- This is the main form to be completed. In order to ensure the accuracy of the next two forms (Total Budget and Period Budget) it is very important to fill out the Detailed Project Budget correctly.
- Under each budget headline you can describe related items (for specification and information please see the budget headlines' description). Please specify relevant details such as time (in hours, months, weeks etc) and number of persons or items.

- You will probably need more space for all the relevant items under each budget head-line. If so, place the cursor in the margin of the next budget head-line, high-light the whole line, click on Insert, click on New Line. Repeat until you have all the extra lines needed.
- The budget headlines we have given in the model are the most common used for our project. Should you need personalized budget lines to describe specific and important project activities you may use lines 9 to 14. In the example the item 9 has been used for “International working”, for instance, supposing that international working is one of the main activities of the example organization.
- Should you need more space to explain some details you may create Notes. Write the note number in the field to the right of the form. Indicate the same number with the explanatory text at the bottom of the page.
- Each form has to be signed by Authorized Persons, i.e. the Director of the organization, the Project Manager and/or the Financial Manager. Please indicate the name(s) and title(s) of the signer(s).

#### **b. Total Budget (Appendix 2.1)**

- This form is linked to the Detailed Project Budget and is automatically completed. You will see that it is totally complete after you have filled out the “Detailed Budget” form. The “Total Budget” is there to give us an oversight picture of the project’s budget. However, it has to be signed by an Authorized Person (see above).

#### **c. Period Budget (Appendix 2.2)**

- This form is also linked to the Detailed Project Budget and the totals are already inserted.
- However, you need to divide the totals and distribute appropriate sums – according to the needs of the project - to the four periods related to our annual disbursement dates, i.e. January 1, April 1, July 1 and October 1.
- Such a division of the total budget will enable us to follow up the expenses for each period. It is also helpful should we need to make adjustments during the implementation of the project.
- This form has also to be signed by an Authorized Person (see above).

#### **d. Childhood Budget headlines**

- This is a list of the main budget headlines suitable for most of the projects supported by Childhood. The right column exemplifies some of the items that might be included.
- Please note that this list is in no way absolute. New headlines can be added as explained above.

### **e. Installment and Report Schedule (Appendix 3)**

- This form will be completed by Childhood according to the information provided in your Period Budget.

### **f. Account information (Appendix 4)**

- All your appropriate banking details must be stated on this form. Please check with your bank if any further information might be needed to make sure that the payments will reach you safely and expediently.
- This form has to be signed by an Authorized Person.

### **NOTE:**

**Please note that Appendix 2 to 4 and the Project Proposal (Appendix 1) will be parts of our Co-operation Agreement and need to be completed and signed before the signing of the Agreement.**

## **2. Financial Information**

This part relates only to the financial report of the project. It is important that the time period for the report corresponds with the reporting schedule stipulated in the contract. The name of the project as well as the project number must be filled in. (The project number can be found on the first page §1 of the contract).

For each period you will find the installment (planned budget) for each budget line. Under "Outcome" (the red column under each period) you are to fill in the actual expenditure the project has had during each period. As the project progresses the total expenditure can be compared with the total budget. **Please note that you are not to fill in "Total exp."**, this will automatically be added as the outcome for each period is filled in by you. This will enable you to ensure that you keep within the planned and approved budget. Any deviance by more than 10% must be communicated to World Childhood Foundation.

The report has to be signed by an authorized person.