

REPORTING INSTRUCTIONS FOR INTERNATIONAL NON-GOVERNMENTAL ORGANISATIONS

An international non-governmental organisation (INGO) receiving Finnish Government development cooperation funds is required to report to the Ministry for Foreign Affairs about the progress of the programme or project and the use of funds.

The reporting obligations of the organisation are governed by the Act on Discretionary Government Transfers (688/2001), upon which these instructions are based.

The annual and final reports stipulated in provision 3 of the Agreement between the Ministry for Foreign Affairs and the organisation should contain of the following parts:

I Progress report

A progress report for the project shall be prepared for submission to the Ministry for Foreign Affairs on a yearly basis.

The progress report shall contain, in accordance with the approved programme or project document (and its Results Chain) attached to the Agreement, information on the following, as appropriate and complemented with other relevant documentation:

- Fulfilment of objectives (possible deviations and corrective measures taken)
- Summary of key results
- Implementation of activities (possible deviations; possible external factors affecting the implementation)
- Sustainability
- Impact achieved
- Direct and indirect beneficiaries
- Other parties involved (local/international organisations etc.), including a description of harmonisation efforts with the other parties
- Roles and actions taken by the beneficiaries/rights-holders/duty-bearers and/or other parties involved
- Monitoring of the programme or project by the Organisation and/or co-operation partners: procedures and findings

II Financial reporting

The financial reporting of the organisation must give a true and fair view of the organisation's financial status: the expenditure of funds, the sources of received contributions, as well as assets and liabilities of the organisation. The financial reporting must be based on generally accepted accounting principles.

In case the contribution has been earmarked for a particular programme or project the programme or project shall be handled in a separate account to ensure traceability of the contribution.

An annual (financial) report including:

Core funding:

- a. balance sheet, income statement, notes to the financial statements, and cash flow statement, as applicable, for the latest financial year
- b. auditor's report for the latest financial year. The annual audit shall be conducted in accordance with *International Standards on Auditing* as stipulated in provision 4 of the Agreement.
- c. the auditor's audit management letter
- d. a management response, including an action plan regarding any findings in the audit management letter
- e. budget of the organisation for the next financial year
- f. personnel costs (detailed lists of salaries and fringe benefits received by the staff during the latest financial year)
- g. information regarding other contributions to the organisation: source, amount and duration of contract.
- h. any other information necessary to give true and fair view of the organisation's financial status (e.g. if the contribution or part of it has been transferred to another organisation the report should specify the amounts transferred and the dates of the transfer).

Project funding: As above (core funding) and:

- a. activity costs
- b. material, procurements and investments
- c. operation and maintenance
- d. monitoring and evaluation
- e. administrative costs
- f. information regarding other contributions to the project / activity: source, amount and duration of contract.
- g. project auditor's report
- h. the auditor's audit management letter

- i. a management response, including an action plan regarding any findings in the audit management letter