

Guide for preparing financial reports

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This guide aims to support you in preparing both interim and final financial reports. It provides a non-exhaustive list of supporting documents required by expense category. Keep in mind the three key elements of cost documentation:

1. Cost Justification – **invoice/receipt**
2. Proof of Payment – **bank debit advice**
3. Proof of Work – **evidence of work performed**

Non-exhaustive List of Supporting Documents		
Personnel costs	Actual costs	<ul style="list-style-type: none"> - Employment contract - Payslip: salary details (gross salary, social and tax contributions) - Dated and signed timesheets - Proof of payment
	Simplified costs	<ul style="list-style-type: none"> - Approved dated and signed timesheets
Travel	Daily Subsistence Allowances (DSA)	<ul style="list-style-type: none"> - If actual costs are used: all receipts and invoices, plus a summary table. - If fixed DSA rates are used: proof of DSA payment and the travel policy applied by the organisation. - In all cases evidence of travel and evidence of purpose of travel, such as mission reports.
	Travel costs	<ul style="list-style-type: none"> - Proof of procurement (travel authorisation, quotes, evaluation documents, etc) - Invoice or e-ticket clearly stating the price - Boarding pass - Proof of the purpose of the trip, such as a personal invitation, event agenda, presentation, speaking engagement, etc. - Proof of accommodation, i.e. hotel invoice, rooming list, signed attendance list.

		<ul style="list-style-type: none"> - Costs related to the use of beneficiaries' own vehicles must be justified with a vehicle logbook and calculated using the applicable national/regional mileage rate (where available). - For fuel and oil expenses, a summary list of distances travelled, average fuel consumption of the vehicles used, fuel costs, and maintenance fees must be provided.
Purchase of goods and services	General requirements	Proof of procurement (requests for quotations, tenders, received bids, evaluation), proof of contract or order, delivery receipts, acceptance certificates, invoices/receipts, bank payment proof, evidence of deliverables, photos of goods, proof of EU logo compliance.
	- Below 5,000 euros	- Invoice, quotation, signed delivery note
	- Between €5,000 and €50,000	<ul style="list-style-type: none"> o Purchase of goods <ol style="list-style-type: none"> 1- Request for quotation 2- Minimum of 3 quotations 3- Quotations must include price, description, quantity, delivery time and place 4- Selection note / minutes of evaluation o Service Purchase: Call for Applications <ol style="list-style-type: none"> 1- Full Terms of Reference (qualifications, expected results) 2- Request for offers from at least 3 providers (by email or public announcement) 3- Received offers 4- Written contract or purchase order with payment details and fees 5- Selection note / minutes of evaluation
Meetings, Workshops, or Other Project Events		<ol style="list-style-type: none"> 1- Agenda 2- Meeting minutes 3- Signed list of participants 4- Proof of accommodation - hotel invoice, rooming list, signed attendance list 5- Service provider invoices for venue rental, receptions, or catering 6- Photos of fieldwork (before, during, and after implementation), carried out by project beneficiaries or subcontractors, must be kept as evidence of project activity completion.

Best Practices:

Elements	Description
Financial Report Template	<ul style="list-style-type: none"> - Use the Excel template shared at contract signature - Do not remove protections - Fill in only the blue cells
Supporting Document Sharing	<ul style="list-style-type: none"> - Use Google Drive if possible - Avoid sharing through tools with expiration dates - Classify your expenses by category and attach related documents. For example: invoice, quotation, selection, proof of payment - Pay attention to GDPR requirements
Accounting conformity	<ul style="list-style-type: none"> - Sign documents in hard copy or using DocuSign - Image-based signatures are not accepted - Include the project code on all invoices - Invoice/receipt must include number, date, and readable amount
Submission	<ul style="list-style-type: none"> - Please send the financial report + supporting documents + payment request to the following email address: Financebestlife2030@iucn.org - Please indicate in the subject line of the email: BESTLIFE2030 - Project Number - Email Subject. For example: Bestlife2030 - 2024A101 - Financial Report No. 1 - Payment Request

Resources  Please refer to:

- [Procurement Policy and Procedures for Recipients of Grant](#)
- Address your questions to directly to: Financebestlife2030@iucn.org
- [Frequently Asked Questions \(Updated on 27/02/2025\)](#)
- [Financial Info session](#)