

NICHE Financial Format Guidelines – Version 2.1 (6 April 2010)

NICHE has a prescribed financial planning and reporting format for all projects. The latest version of the format and of these accompanying guidelines can be downloaded at www.nuffic.nl/nichedocs under “Tender documents”.

The use of the Excel document is optional, but the format itself is compulsory. The NICHE financial format comprises two parts: part one contains summarized information and part two contains the more detailed and specified (yearly) budgets and financial reports.

1. Summary worksheet

The financial data in the “budget and expenses summary” and the “summary-per-cost category” is based on the data that has been inserted in the “Reporting & Planning” worksheet. Both summaries give a clear overview of the financial progress of the project.

- a) The data in the top left side of the format (project name, project code, grant number etc.) is required for each report. The information in this Excel sheet is directly copied to the “Reporting & Planning” worksheet.
- b) If the total budget amount and expenses amount in the summaries and the “Reporting & Planning” worksheet do not match review the data you have inserted. If you use the Excel worksheet, check if the cost category has been filled in for each budget line in the “Reporting & Planning” worksheet. If there is a reason for the discrepancy clarify this in the narrative report.
- c) In the Excel worksheet all cells with standard requirement data and/or inserted formulas for the summaries are protected.

2. Reporting & Planning

The financial format shows the relationships between project results, activities, inputs and costs. The financial overview should correspond with and be clearly linked to the order of content in the accompanying narrative report or work plan.

- a) The total worksheet for the entire project period (all years) should be included in all reports. In the Excel sheet, the headings, formulas and totals are protected to avoid calculation errors. If you want to add or alter data in the protected parts of the document you can do so by selecting the “unprotect sheet” option in Excel. Please note that the prescribed format is compulsory and that changes to the format are not accepted.
- b) The column “Activity Code” should consistently follow the coding you use in the proposal, the logical framework and the narrative report or work plan.
- c) For each budget line, a cost category should be chosen. These categories are prescribed and summarized in “Summary” worksheet. In the Excel sheet, the “Cost Category” column is a drop down selection field. By selecting a cost category for each budget line the budget and expense details will be adjusted accordingly in the summary.
- d) Budget lines can be added to each output. If you want to add a budget line it is important for the summary calculations in the Excel sheet that you select a line between the output heading and the output subtotal as shown below. In case of expenses that have not been budgeted in that year, add a budget line, fill in the descriptions, select a cost category, leave the budget section empty and enter only the expenses (in columns L and M).

Example 1

Microsoft Excel - NICHE Financial format (FINAL VERSION)

Bestand Beveiligen Beeld Invoegen Omslaan Extra Data Verster Help

Tip een vraag voor hulp

E18

Antwoord met wijzigingen... Revisie beëindigen...

Reporting and planning			Initial signatory Party A:		Initial signatory Party B:		Each project's "reporting and planning"		Budget		Budget division (if applicable)		Expenses		Expenses division (if applicable)	
Project name	Project number	Report	Description of inputs:		Cost Category	Quantity (physical input)	Unit price	Total budget	Party A	Party B	Expense reporting year	Total expenses	Difference	Party A	Party B	
Project Results relating to logical framework			activity code													
RECEPTION																
Result 1																
Subtotal Result 1																
Result 2																
Subtotal Result 2																
Result 3																
Subtotal Result 3																
Result 4																
Subtotal Result 4																
Result 5																
Subtotal Result 5																

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Example 2

Microsoft Excel - NICHE Financial Format (FINAL VERSION)

Bestand Beveiligen Beeld Invoegen Omschakelen Extra Data Instellingen Help

Tip een vraag naar hulp

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Reporting and planning

Project name: []
 Project number: []
 Report: []

Initials signatory Party A:
 Initials signatory Party B:
 "Each page of 'Reporting and planning'"

Project Results relating to logical framework

Activity

Specified inputs

Budget

Budget division (if applicable)

Expenses

Expenses division (if applicable)

Kopen
 Spielen
 Plakken
 Plakken speciaal...
 Invoegen
 Verwijderen
 Inhoud kopiëren
 Eigenschappen...
 Rijwijziging...
 Verbergen
 Zichtbaar maken

Gereed Som=0 NUM

In Example 2 a budget line is added to output "*Project management on the Requesting organization*" of calendar year 2009 by right clicking on Excel line 95 and selecting insert. All the summary calculations will then include this budget line. Please note that you will need to insert the calculation of quantity * fee/price in columns H and N when you insert budget lines.

e) In the Excel sheet, the budget line "Contingencies" is an automatic calculation of 5% of the budget and is protected.

f) If the grant stipulates that both parties are responsible for the financial administration of their own expenditures then the following procedure is required. Nuffic will receive a joint financial report of the previous year incorporating the expenditures of both parties. This report is signed by both parties. Additionally, each party individually submits its own audited statement of expenditures using the same format. So there will be one joint financial report and two audited annual accounts from both parties in the same lay-out which corresponds with the figures in the joint financial report.

g) The budget line Contingencies is calculated as follows: 5% of the total project activity budget of the total project period. This amount will be fixed with the awarding of the grant and will not change thereafter.

When expenses have been filled in for a year, the expenses will be automatically deducted from the budgeted amount for that year. You will see this reflected in the row "Correction over/under expenditure". This allows you to reallocate over or under expenditure on previous years in future years without having to alter the budgeted amounts of previous years.

Finally, both parties are required to sign a hard copy of the budget and report summary sheet (bottom) and initial each page of the "Reporting & Planning" sheets in hard copy.

The original signed hard copies are sent to Nuffic in duplicate by post. An electronic copy in Excel (NOT PDF!) is emailed to niche@nuffic.nl.

Please feel free to send Nuffic your suggestions to improve of these guidelines.