



Annual Financial Report LEAP 4 Peace

Fill only the pink cells on all tabs.

General

Year: 2023
 Date:
 Program: LEAP 4 Peace
 Activity number: 4000004358
 Coordinator: NIMD
 Consortium partner: BLTP

Contact Finance Contract Specialist NIMD

Oliva GREENE
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Contact Financial representative Consortium Partner

NSENGIYUMVA Rémy
nsengerem@gmail.com

Accounting policies used: Standard ISA 800/805 and ISRS 4400

Contact auditor Consortium Partner

*Audit of financial statements prepared in accordance with a special purpose framework pursuant to standard ISA 805
 And engagement to perform agreed-upon procedures pursuant to ISRS 4400*

Company: SOGES
 Contact person: NAHIMANA Jean Bosco, Managing Director
 Address: nahimanajeanbosco@gmail.com



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Funding Accountability Statement (FAS)	ISA 805	Audit opinion on financial statements
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Instructions

In alignment with the audit protocol (COPRO 22035.B) part A the auditor must draw up an audit of financial statements prepared in accordance with a special purpose framework pursuant to ISA 805 and part B a report of findings (Standard/ISRS 4400).

This report of findings must contain the information in the following tabs of this reporting template, and contains:

1. Allocation of expenditures/costs
2. Incident management
3. Procurement
4. Management by cooperating partners outside the consortium

1. Allocation of expenditures/costs

A. The consortium partner must describe:

1. How it is ensured that the direct costs/expenditures in the (project) records match the financial statements and how (direct and indirect) costs/expenditures are allocated to the individual projects in these (project) records. If the consortium partner has a different procedure for the allocation of costs/expenditures it should be explained;
2. How work done by staff is recorded (by means of timesheets for example) to allow staff-related costs/expenditures to be allocated to the projects in the (project) records.

B. The consortium partner must describe the organisation's procedures and internal policies for determining the allocation of costs/expenditures and overheads/indirect costs to the activity.

2. Incident management

The consortium partner must describe the organisation's procedures and internal policies for detecting, dealing with and reporting incidents.

3. Procurement

The consortium partner must describe the procedures and internal policies for the procurement of goods and services. This description must incorporate measures to ensure that suppliers are selected objectively

4. Management by cooperating partners outside the consortium

The consortium partner describes the procedures and internal policy relating to cooperating partners that are not part of the consortium. Do note if there are no partners/grantees involved only the columns B&C need to be filled in of the annexe (sheet 4.b.)



Fund Accountability Statement

* All fund balances should be equal to uploaded Fund Accountability Statement (FAS) in Project Connect.

Funding balance 31-12-2022	€	8 280,75
advances received in 2023	€	174 515,00
interest received in 2023		
Total fund available 2023	€	182 795,75
actual expenses reported in 2023	€	174 696,19
Fund balance 31-12-20223*	€	8 099,56



2023

	Revised Budget	Actuals	Variance	Notes
	2023	2023	%	please explain if the difference between budget and expenditure is more than 10%
I. Direct staff costs				
IA A. Staff costs				
IB B. Local staff costs			-	
IC C. Consultants and advisers			-	
I Subtotal I	€ -	€ -	-	
II. Other direct programme costs			-	
IIA1 Staff	€ 66 770	€ 66 797	100,04	
LTO 1 interventions	€ 67 218		-100%	
LTO 2 interventions	€ 27 214		-100%	
LTO 3 interventions			-	
LTO 4 interventions			-	
IIA2 Country specific interventions	€ 94 431	€ 93 826	99,36	
IIA3 Country specific interventions focus			-	
IIA4 Consortium interventions			-	
IIA A. Activity costs	€ 161 201	€ 160 622	99,64	
IIA1 Staff			-	
IIA2 Interventions			-	
IIA B. Costs of consortium partners and local NGOs	€ -	€ -	-	
IIIC C. Activity-related travel costs	€ -		-	
IIID D. Project office costs (if applicable)	€ 11 550	€ 11 978	103,70	
IIIE E. Equipment and investments	€ -		-	
IIIF1 Staff	€ -		-	
IIIF2 Interventions	€ 2 249	€ 2 096	93,22	
IIIF F. Monitoring, evaluation and auditing	€ 2 249	€ 2 096	93,22	
II Subtotal II	€ 175 000	€ 174 696	99,83	
Total of I and II	€ 175 000	€ 174 696	99,83	
III. Overheads / indirect costs			-	
IIIA A. Costs of support staff			-	
IIIB B. Not directly allocable administrative costs			-	
IIIC C. Other non-allocable costs			-	
III Total of III	€ -	€ -	-	
Total of I, II and III	€ 175 000	€ 174 696	99,83	
Contingences (max. 0 %)	€ -	€ -	-	
TOTAL	€ 175 000	€ 174 696	99,83	



1. Allocation of expenditures/costs

The consortium partners must give a transparent account of their costs, both direct project costs as overhead/management

Describe how it is ensured that the direct costs/expenditures in the (project) records match the financial statements

The breakdown of expenses is based on budget items identified by the BLTP to facilitate budget monitoring.

- Processes the organization's financial transactions and maintains the books of account in which these transactions are recorded;

- Provides financial information required by management to plan and control project activities;

- Develops and applies financial policies, procedures and systems to establish and maintain effective and efficient controls over the organization's resources.

A properly managed finance department produces reliable and timely financial reports that enable management to quickly assess whether the organization's objectives are being met. Properly maintained financial systems improve controls at a

Describe how work done by staff is recorded to allow staff-related costs/expenditures to be allocated to the projects in the (project) records.

The use of timewriting for project personnel is one of the methods used by the BLTP to dispatch project contributions.

Describe how the consortium partner allocates the overheads/indirect costs to the activity.

There is no Overheads costs in this project

Describe how the consortium partner ensures that the overheads/indirect costs recharged are no higher than necessary to cover costs.

Ditto for 1.3



3. Procurement

Describe the procedures and internal policies for the procurement of goods and services. This description must incorporate measures to ensure that suppliers are selected objectively. This description must incorporate measures to ensure that suppliers are selected objectively and must include at least:

- the bidding procedure
- the procedure for assessing bids
- how procedures for the procurement of goods and services have been made available on paper and/or digitally to the relevant staff.

The BLTP's Administrative and Financial Procedures Manual provides a detailed description of procurement procedures. Procedures for purchasing and supplying goods and services must meet the following control objectives :

All orders are necessary, justified and based on the following principles:

- ☑ The use of the purchase procedure by cash register must be limited to the maximum and meet the following condition : amount less than or equal to 200,000BIF (according to the ceilings allowed at the cash register);
- ☑ The use of the simplified procedure must be limited to purchases over 200,000BIF and under 1,000,000BIF (consultation of at least 3 suppliers on the basis of pro-forma invoices);
- ☑ The use of the normal procedure must be limited to purchases over 1,000,000 and under 5,000,000BIF (written consultation with at least 3 suppliers and price offers in sealed envelopes);
- ☑ The use of open tendering procedures is applicable to purchases of 5,000,000BIF or more;
- ☑ Written justification (minutes of analysis) of the choice of the selected supplier;
- ☑ The RAF orders the preparation of purchase orders solely on the basis of purchase requisitions;
- ☑ The Administrative and Financial Manager checks and approves, while the Coordinator authorizes the purchase order.

The purchasing and supply procedures are available to all staff via the electronic version, and each office desk also has a printed version of this document.



4. Management by cooperating partners outside the consortium

Do you work with (cooperating) partners* in this consortium? NO

Yes/No

* cooperating partner is an organisation which received sub-grants to do activities included in the approved annual plan

If applicable, the consortium partner describes the procedures and internal policy relating to cooperating partners that are not part of the consortium. This description must include:

- how the consortium partner makes an advance assessment of the quality (management capacity) of the implementing organisation(s) that will be performing work for the applicant in relation to the activity or activities;
- how the consortium partner monitors the implementing organisation(s). Consideration must be given in this connection to the narrative and financial progress information that is provided and how it is established whether obligations have been met by the implementing organisation(s);
- the details of the sanctions procedure followed by the applicant if an implementing organisation fails to meet its obligations.

NO

Please fill in the sheet "Expenditure third parties"



Annexe (table): Expenditure vis-à-vis third parties*

Consortium partner	Funds received from NIMD in 2023	Funds received from NIMD 2021-2023		Commitments to cooperating partners in 2023	Commitments to cooperating partners 2021-2023	Payments done to cooperating partners in 2023	Cumulative Payments done to cooperating partners in 2021-2023	Expenditures reported by the cooperating partner**	Cumulative expenditures reported by the	File name contract with grantee***
BLTP	€ 174 515	€ 533 818		€ -	€ -	€ -	€ -	€ -	€ -	
			Partner B	€ -	€ -	€ -	€ -	€ -	€ -	
			Partner C	€ -	€ -	€ -	€ -	€ -	€ -	
			Partner D	€ -	€ -	€ -	€ -	€ -	€ -	
			Partner E	€ -	€ -	€ -	€ -	€ -	€ -	
			Total grantees	€ -	€ -	€ -	€ -	€ -	€ -	

* You are allowed to insert as many rows as necessary

** Only fill in part D-I if there are any cooperating partners

*** Every grantee has to report on actual expenditure. This should be an article in the contract that you concluded with the grantee.

**** Send the contracts along with this report

