



Annual Financial Report LEAP 4 Peace

Fill only the pink cells on all tabs.

General

Year:	2023
Date:	Feb 27 2024
Program:	LEAP 4 Peace
Activity number:	4000004358
Coordinator:	NIMD
Consortium partner:	Gender Equality Network

Contact Finance Contract Specialist NIMD

Oliva GREENE
olivagreene@nimd.org

Contact Financial representative Consortium Partner

Khaing Khaing Win Thein
headofoperation@genmyanmar.org

Accounting policies used: Accrual Basis/Cash Basis

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: Cho Cho Toe & Associates
Contact person: Cho Cho Toe
Address: No. 58/1, Yin Mar Myaing Street, 23 Ward,
Thuwanna Su Paung,
Thingangyun Township, Yangon, Myanmar

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Cho Cho Toe (B.Com,C.P.A)- PAPP-15
Certified Public Account and Auditor

Daw Cho Cho Toe (PAPP-15)
B.Com.,C.P.A
Certified Public Accountant

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.)

Budget vs Actuals

Financial Report 2023, all amounts in EUR

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	€ 42,050	€ 36,808	-12%	
	LTO 1 interventions	€ 40,210	€ 44,930	12%	We surpassed the budget line , primarily attributed to the development of our strategic plan, encompassing our advocacy strategy for the upcoming years. This strategic plan is crucial for enhancing the capacity, leadership, and participation of the women peacebuilders involved in our project. Additionally, we successfully contributed our collective written inputs to the UN Special Rapporteur on the Women, Peace, and Security (WPS) situation in Myanmar, responding collectively to emerging needs. To execute these initiatives in 2023, we had to allocate more consultancy fees than initially anticipated.
	LTO 2 interventions	€ 12,010	€ 11,837	-1%	
	LTO 3 interventions			-	
	LTO 4 interventions			-	
IIA2	Country specific interventions	€ 52,220	€ 56,767	9%	
IIA3	Country specific interventions focus			-	
IIA4	Consortium interventions			-	
IIA	A. Activity costs	€ 94,270	€ 93,575	-1%	
IIB1	Staff			-	
IIB2	Interventions			-	
IIB	B. Costs of consortium partners and local NGOs	€ -	€ -	-	
IIC	C. Activity-related travel costs	€ 10,280	€ 11,537	12%	As international advocacy plays a pivotal role in this project, we reallocated underspent office expenses to support these activities. Senior management team members actively participated in international advocacy efforts. Additionally, we shared our future advocacy messages and plans within the network.
IID	D. Project office costs (if applicable)	€ 2,950	€ 2,133	-28%	This is the actual office expenses and GEN try to reduce office expenses as we continue Work From Home.
IIE	E. Equipment and investments			-	
IIF1	Staff			-	
IIF2	Interventions			-	
IIF	F. Monitoring, evaluation and auditing	€ 5,000	€ 4,172	-17%	This is the actual audit fee.
II	Subtotal II	€ 112,500	€ 111,417	-1%	
	Total of I and II	€ 112,500	€ 111,417	-1%	
				-	
	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	€ 112,500	€ 111,417	-1%	
	Contingencies (max. 0 %)	€ -	€ -	-	
	TOTAL	€ 112,500	€ 111,417	-1%	



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Fund Accountability Statement

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

Funding balance 31-12-2022	€	-21,886.95
advances received in 2023	€	101,886.95
interest received in 2023		
Total fund available 2023	€	80,000.00
actual expenses reported in 2023	€	111,417
Fund balance 31-12-20223*	€	-31,417



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B.Com.,C.P.A
Certified Public Accountant

1. Allocation of expenditures/costs

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

1.1 Direct Costs

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

There is no difference between financial statements and direct expenditure of the project.

1.2 Staff-related costs

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

GEN use a Timesheet, and each staff need to submit a Monthly timesheet for their working hours under different projects. The allocation of working hours is recorded correctly.

1.3 Overheads/indirect costs to the activity

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

There is no overhead/indirect costs under this project.

1.4 Overheads/indirect costs to the activity (pt2)

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

No overhead/indirect costs under this project.



Cho Cho Toe (B.Com,C.P.A)- PAPP-15
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Daw Cho Cho Toe (PAPP-15)
B.Com.,C.P.A
Certified Public Accountant

2. Incident management

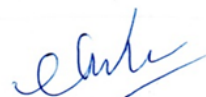
2.1 Incident Management

Describe the organisation's procedures and internal policies for detecting, dealing with and reporting incidents. This concerns incidents which may relate to fraud, corruption, sexual misconduct and other serious forms of inappropriate behaviour. This description must also address how such incidents can be reported and how they are recorded.

Please specifically indicate if the following items are covered by internal policies and procedures to prevent, detect or deal with:

- Inappropriate sexual behaviour, sexual harassment and sexual violence
- aggression discrimination and bullying
- abuse of power
- corruption and fraud
- misuse or improper use of resources
- conflict of interests and nepotism
- tax avoidance and the pursuit of an asset management/investment policy contrary to the organisation's objectives
- manipulation of or misuse/leaking of information (or access to information)
- the existence of a whistleblowing procedure
- the existence of a point of contact inside or outside the organisation for reporting and recording incidents.

GEN had different policies, including a Safeguarding policy, PSHEA policy, Anti-Corruption policy, Grant policy, Complaint and Corresponding Mechanism, etc. There are no incident reports in 2023.



Cho Cho Toe (B.Com,C.P.A)- PAPP-15
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Certified Public Accountant


3. Procurement

3.1 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.*

GEN had a Procurement and Asset Management Policy, and they applied the Authority Matrix for the approval process. Their policy mentioned the different procurement procedures such as Purchase Requisition, Purchase Order, Tendering process, Competitive Biddings, etc. Each Threshold explained the required process with the maximum limit and the responsible stakeholders.



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4. Management by cooperating partners outside the consortium

Do you work with (cooperating) partners* in this consortium?

Yes

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

If yes:

GEN did partnership with four local organizations in 2023. They are:
Kachin State Women Network(KSWN)
Kachin Women Peace Network(KWPN)
Shan Women Development Network(SWDN)
A Lin Yaung Organization

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.


GEN did not make long-term agreements with those local sub-partners, and they signed a one-year agreement for 2023. As the needs of the communities are huge, GEN decided to form a partnership with local organizations and try to reach the project objectives.

GEN did a due diligence assessment after they selected the potential partners, and this assessment included their governing structures, organogram, current donors and projects, financial management capacity, safeguarding policy, PSHEA policy, code of conduct, and other policies. In the agreement letter, GEN mentioned that sub-partners must follow GEN's policies and procedures. The timeline of the narrative and financial report was mentioned in the agreement and controlled with fund transfer. After the sub-partner spent the agreed amount for

the first transfer and submitted the required documents, GEN transferred the second or final payment accordingly. Program and operation staff meet monthly and quarterly meeting with the sub-partners and check the performance of the project.

If no & yes:

Please fill in the sheet "Expenditure third parties"



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B.Com.,C.P.A

Certified Public Accountant

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

A.	B.	C.		D.	E.	F.	G.	H.	I.	
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 cooperating partner**	File name contract with grantee***
Gender Equality Network	€ 101,886.95	€ 179,989.45	Kachin State Women Network(KSWN)	€ 4,592	€ 4,592	€ 4,235	€ 4,235	€ 4,235	€ 4,235	WPS-002-2023 (KSWN)
			Kachin Women Peace Network(KWPN)	€ 4,855	€ 4,855	€ 4,249	€ 4,249	€ 4,249	€ 4,249	WPS-001-2023 (KWPN)
			Shan Women Development Network(SWDN)	€ 4,513	€ 4,513	€ 4,208	€ 4,208	€ 4,208	€ 4,208	WPS-003-2023 (SWDN)
			A Lin Yaung Organization	€ 4,268	€ 4,268	€ 4,034	€ 4,034	€ 4,034	€ 4,034	LS-006-2023 - A Lin Yaung
			Partner E	€ -	€ -	€ -	€ -	€ -	€ -	
			Total grantees	€ 18,227	€ 18,227	€ 16,726	€ 16,726	€ 16,726	€ 16,726	

* 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



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