

Date: \_\_\_\_\_

## Statement of Receipts and Payments

Project No.: \_\_\_\_\_

Project Title: \_\_\_\_\_

		Period under review	Total period from project commencement to date
		from _____ to _____	i.e. from _____ to _____
		Amounts in national currency	Amounts in national currency
<b><u>Receipts</u></b>			
I.1	Balance (surplus or deficit) of last statement	+ / -	
I.2	KZE disbursement(s)		
I.3	Misereor disbursement(s)		
I.4	Third-party contribution(s)		
I.5	Local contribution(s)		
I.6	Interest earned		
<b>I.</b>	<b>Total receipts</b>		

**Payments** (itemised according to cost plan)

II.1	_____		
II.2	_____		
II.3	_____		
II.4	_____		
II.5	_____		
II.6	_____		
II.7	_____		
II.8	_____		
<b>II.</b>	<b>Total payments</b>		
<b>III.</b>	<b>Balance (I. - II.)</b>	+ / -	
<b>IV.</b>	<b>Reconciliation of balances:</b> bank cash sundries (cheques not yet cashed, advance payments, loans etc.; if necessary, please explain)		

Please add your up-to-date annual narrative report or, as applicable, a brief overview of the activities implemented in the period under review (cf. Guidelines for Narrative and Financial Reporting).

To request release of the next instalment, please use our REQUEST FOR DISBURSEMENT form (not applicable if this is your final Statement of Receipts and Payments).