

Date:

## A. 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>Receipts</b>				
I.1 Balance (surplus or deficit) of last statement				
I.2 MISEREOR disbursement(s)				
I.3 Third-party contribution(s)				
I.4 Local contribution(s)				
I.5 Interest earned				
<b>I. 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. Total payments</b>		
<b>III. Balance (I. - II.)</b>		
<b>IV. 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 a further instalment, please use the Request for Disbursement of Next Instalment form below/overleaf (not applicable if this is your final Statement of Receipts and Payments).

p.t.o.

**B. Request for Disbursement of Next Instalment**

In order to be able to continue implementing the project during the next 6 months, we will need further funds. Taking into account the Statement of Receipts and Payments above/overleaf, we estimate our requirements for the 6 months to come as follows, and hereby request MISEREOR to transfer the amount stated.

**Technical details for disbursement**

- a) Number of the project bank account  
(International Bank Account Number (IBAN), if available) \_\_\_\_\_
- b) Full name and address of bank account holder \_\_\_\_\_
- c) Currency of the bank account \_\_\_\_\_
- d) Full names of authorised signatories \_\_\_\_\_
- e) Full name and address of the bank \_\_\_\_\_
- f) SWIFT/BIC (Bank Identifier Code) of the bank \_\_\_\_\_

**Estimated requirement** in national currency for the 6-month period from \_\_\_\_\_ to \_\_\_\_\_ (including payments which are expected to be covered by third-party or local contributions):

Item	Amount in national currency
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
Estimated total amount of expected payments	_____
a) Less proportional local contribution ( %)	_____
b) Less third-party contribution/s	_____
c) Less balance from previous disbursement	_____
Amount requested from MISEREOR	=====

\_\_\_\_\_  
Place and date

\_\_\_\_\_  
Signature(s) of representative(s) of the Legal Holder or of authorised third party