

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
Receipts			
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		
I.	Total receipts		

Payments (itemised according to cost plan)

II.1	_____		
II.2	_____		
II.3	_____		
II.4	_____		
II.5	_____		
II.6	_____		
II.7	_____		
II.8	_____		
II.	Total payments		
III.	Balance (I. - II.) + / -		
IV.	Reconciliation of balances: 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, an overview of the activities implemented in the period under review (covering also objectives achieved, difficulties encountered, etc.) (cf. Guidelines for Narrative and Financial Reporting to MISEREOR, Introduction, page 2, second paragraph; Part II, section 10; etc.).

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).