

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

## A. Statement of Receipts and Payments

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

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

### Receipts

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  
 I. Total receipts

Period under review from _____ to _____	Total period from project commencement to date i.e. from _____ to _____
Amounts in national currency	Amounts in national currency

### 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 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) Amount required for the 6 months ahead, in national currency  
\_\_\_\_\_
- for the 6-month period from \_\_\_\_\_ to \_\_\_\_\_
- b) Number of the project bank account  
(International Bank Account Number (IBAN), if available)  
\_\_\_\_\_
- c) Full name and address of bank account holder  
\_\_\_\_\_  
\_\_\_\_\_
- d) Currency of the bank account  
\_\_\_\_\_
- e) Full names of authorised signatories  
\_\_\_\_\_  
\_\_\_\_\_
- f) Full name and address of the bank  
\_\_\_\_\_  
\_\_\_\_\_
- g) SWIFT/BIC (Bank Identifier Code) of the bank  
\_\_\_\_\_

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

\_\_\_\_\_  
For the Legal Holder