

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) EUR \_\_\_\_\_
- I.3 Third-party contribution(s)
- I.4 Local contribution(s)
- I.5 Interest earned
- I. Total receipts
- II. Total converted from USD to national currency in period under review
- III. Amount available in period under review; in USD: I. - II. (subtract); in national currency: I. + II. (add together).

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

### Payments (itemised according to cost plan)

IV.1 _____				
IV.2 _____				
IV.3 _____				
IV.4 _____				
IV.5 _____				
IV.6 _____				
IV.7 _____				
IV.8 _____				
IV. Total payments				
V. Balance (III. - IV.) + / -				
VI. 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