



PROJECT FINANCIAL REPORTING

Intan Zurani Abd Razak
13th December 2018

SUMMARY OF PROJECT FINANCIAL

	Budget (RM)	Total Expenditure (RM)	Balance (RM)	% of Expenditure
Year 1 (audited)	663,423.62	500,283.02	163,140.59	75 %
Carry forward to Year 2			163,140.59	



	Allocation – Year 2	Expenditure	Balance
Carry forward from Year 1			163,140.60
Pre-Finance received (13th June 18)			161,017.50
Total cash available			324,158.10
Year 2 (15th Oct 18)		500,469.15	
Balance of Allocation			(176,311.05)
Allocation received on 23rd Nov 18	444,517.52		
Balance still available			268,206.47



SUMMARY OF AUDIT

- ❖ Audit conducted for Year 1 of the project
- ❖ 75% of allocation - met the criteria /eligible to get full funding for 2nd year (> 70%)
- ❖ 336 transactions



43 transactions required further evidences



LESSONS LEARNT FROM AUDIT

- ❖ receipt with right amount indicated is **not** consider **as enough evidence**
- ❖ **Must always show how THE EXPENSE relate to the project**
- ❖ meeting organised must have :-
 - ❑ attendance list - “log in, log out “
 - ❑ agenda,
 - ❑ meeting minutes,
 - ❑ activity report
 - ❑ relevant printed materials like banner, handouts, photos , etc.



LESSONS LEARNT FROM AUDIT

- ❖ When attending training/meeting organised by others, must have :-
 - ❑ Invitation letter
 - ❑ Agenda/programme of event
 - ❑ Training/Meeting Report
 - ❑ Relevant photos – background banner/bunting
 - ❑ Travel requisition form (applicable to MNS staff only)

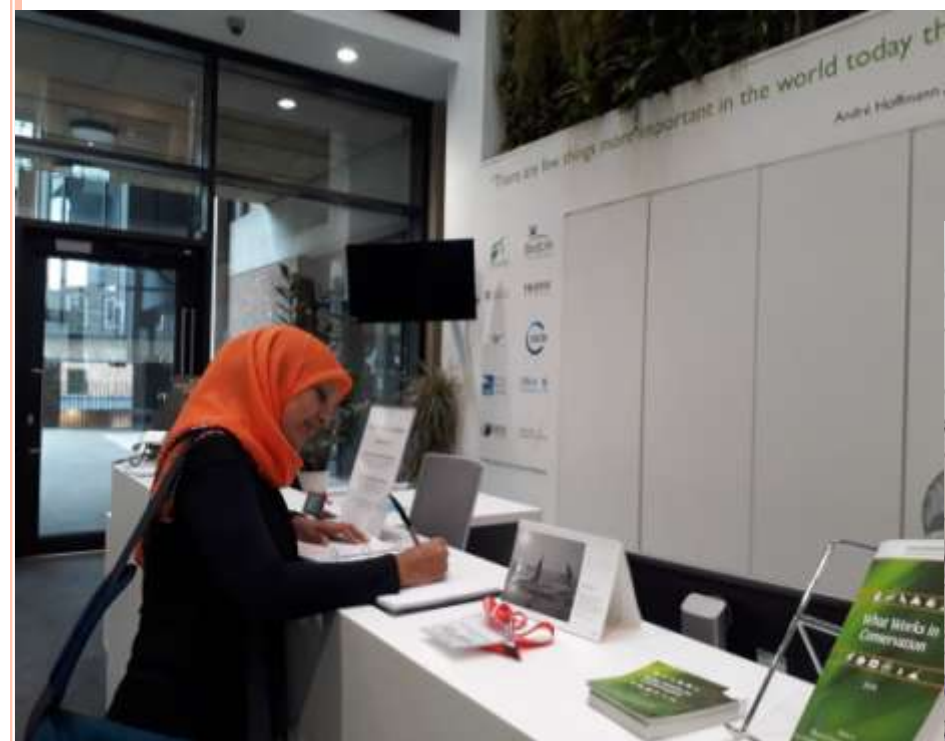
Anything /everything that can be used as evidence that we attended the training/meeting



CERTAIN POINTS TO TAKE NOTE OF

- ❖ Airfare - Boarding pass to be submitted for all claims, if flight is missed, this is not claimable .
- ❖ If claims submitted & paid for 3 days but evidence provided only for 1 day – this is not claimable
- ❖ Purchase of consumables for field site – to provide evidence that those consumables are only meant for this project





14:00	14:45	10	A. Wilson	Univ of Cam
14:45	15:00		L Jones	Pollard & Fog
14:50	15:20	89	N. GRANT	—
			L. LITTLE	TRAFFIC
15:15	15:25	100	R MANSELL	F CBS
17:23	18:21	89	Intan Surani	Malaysian Nature
8:15		123	GIOVANNI	SCOTSEAT
8:19		112	AHAB DOWNER	F.F.I
8:28	12:13	27	Christopher Wilt	Organ state
8:50	17:00	123	S. Whitaker	RSPB
8:50	17:40	10	Kevin Souto	CCRF
8:50	18:54	134	I. Rouhana	INM



