



Financial Reconciliation Return Form

DEO, Emuhaya, Deworming Wave:

Name:

Date:

Amount (Words):

Notes:

If you make any alterations to this return document, please cancel the original notation and counter-sign against the alteration. Do not use white-out.

Allowable costs **MUST** be approved by Innovations for Poverty Action before being incurred. Please contact us for approval. Once approved, indicate the specific nature of those expenses in the Remarks Section.

Receipient	Advanced	Spent	Variance
Coordination Allowance For DEO	4000		
Transport For DEO	2000		
Airtime For DEO	500		
Facilitation Allowance For DEO	2000		
Secretary Allowance For The District Secretary	4000		
Transport For 2 District Level MOE Personnel	4000		
Airtime For 2 District Level MoE Personnel	1000		
Transport For Division Level MoE Personnel PER DIVISION X Number of divisions	12000		
Hall Rental For DEO pays to a vendor	8000		
Projector Hire For DEO pays to a vendor	9000		
Meals For DEO pays to a vendor (Divisional level personnel calculated by 3)	31200		
Stationery For DEO pays vendor (Divisional level personnel calculated by 3)	1575		
Flip Chart Paper and Markers For DEO pays vendor	600		
Bank Charges For District Bank	500		
Courier Services For DEO pays G4S Securicor or EMS Speedpost	500		
Unique Expences	0		
Amount forwarded to your district	80875		
Total Amount Spent			

Amount Currently Held In District Account

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Prepared By:
Date:
Signature:

Approved By:
Date:
Signature: