

ANNEX IV: GUIDELINES FOR BUDGET PRESENTATION

1.- Budget:

The project's budget should include the following elements:

- Every item must be presented in US dollars
- The budget should be detailed per half-year period
- The estimates in which the budget's half-yearly distributions are based should be in agreement to the activities and to the work plan established in the project
- The budget should take into account price increases during the course of time, according to the country's situation
- The methodology will form an integral part of the budget and include, at least: a detailed line item, quantity, unit costs and estimates of price increases
- All travel costs will need to be justified appropriately on the project proposals and a travel report will need to be included in the project report.
- Consultancy fees (budget item 2.4) for the project should not exceed 25% of the total project. Moreover, funds allocated to Personal Services (budget item 1) plus Consulting (budget item 2.4) must not exceed 40% of the total budget.
- The budget will include a line item for external audit and evaluation, which may be max 5% of the amount of ordinary costs
- Budgets over \$50,000 must include a provision for external audit
- The budget will include a line item for administrative costs; this value cannot exceed 7.5% of the total of **operational costs** (costs for contingencies, external audits and evaluations not included)
- Counterpart's contribution (or counterbalancing item) should be budgeted separately and by item of expense (the name of the respective institution should be clearly stated) Cost-sharing: projects that include own contributions and/or that can attract other sources of funding (development cooperations or others) will receive better attention during the appraisal process. Budget must specify contributions from other sources (funds or in kind).
- The budget will include a contingencies line item, which cannot exceed 5% of the amount of operational costs (administrative costs and external audits not included)

Other aspects which must be considered during the elaboration of the budget are:

- Vehicles and (plots of) land cannot be purchased with the funds requested to PSC
- Administrative costs support the development of financial/accountancy activities related to the project, **therefore during the implementation of the project these costs must be duly justified, and backed by relevant documentation**
- Services like water, electricity, telephone, stationery and office supplies, rent if applicable, costs for financial management, accountancy and banking, and for all items related to good management practices should be covered by the amount assigned to administration costs.

2- Standardization of accounting

To administer the funds of this project, the administrative entity will adopt the following accounting standards. This will facilitate the analysis, monitoring, and presentation of financial information.

The classification of general accounts: will envisage the sub-accounts that the administrative entity considers necessary in accordance to the relative importance of the line items.

Code 01. Personal services

The payments of salaries should be registered under this item; welfare benefits are necessarily included according to each country specifications. The corresponding costs for this expenditure may be included for funding by PSC and should be duly justified

Code 02. Non-personal services.

This is a line item to cover payment of services such as:

- Ø Information and publicity
- Ø Printing and binding
- Ø International and national travel expenses
- Ø Mileage
- Ø Consultancies and auditing (external auditing not included)
- Ø Facilitators

Code 03. Materials

Correspond to the purchase of articles and elements that will be used in the implementation of the project's activities.

Code 04. Machinery and equipment

Correspond to movable items such as furniture, office equipment, audiovisual material.

An auxiliary book will be kept for assets, and the following information will be recorded:

- Ø Date of purchase
- Ø Description
- Ø Serial number
- Ø Make
- Ø Model
- Ø Provider
- Ø Cost
- Ø Number plate
- Ø Location

Code 05 Buildings

Expenses which correspond to construction, remodeling, extensions, and specific infrastructure for the project, etc.

Code 06 Contingencies

Unforeseen expenses in cases of force majeure during the course of the project.

Code 07 Administrative costs

Administrative costs are costs allocated to cover expenses related to the financial management/ auditing of the project's development. To be recognized, they should be backed by documentation which justifies each expense. They can be considered as administrative costs applicable to the project; among others:

- Payment of professional auditing services
- Office expenses such as stationery, office supplies, photocopies and other
- Use of telephone, Internet, fax
- Partial allocation for expenses related to support staff, without including those which correspond to management staff

- Payment of bank services and purchase of checks which can be charged to the project's account
- Office supplies, cleaning products and cleaning
- Rent if applicable
- Transportation services, if the project does not include this line item the budget, as well as allowances and fuel
- Other which in PSC's opinion should be previously authorized

The expenses incurred by the administrative entity must be covered by this budget item and they cannot exceed 7.5% of the total of operational costs.

Code 08 Costs for external audit and final evaluation

Costs for the external audit and evaluation should be budgeted separately from administrative costs.

Code 09 Follow-up and evaluation of projects

Table 01
GLOBAL BUDGET
Project number:

Code	Items	Total budget (US dollars)	Requested Contribution to PSC (US dollars)	Percentage by item	Counterpart (US dollars)					Total counterpart (US dollars)
					Administrator (US dollars)	Implementing entity (US dollars)	Target group (US dollars)	Other sources (US dollars)		
								Name of entity (US dollars)	Name of entity (US dollars)	
"01	Personal services	0,00								0,00
"02	Non-personal services	0,00								0,00
"03	Materials and supplies	0,00								0,00
"04	Machinery and equipment	0,00								0,00
"05	Infrastructure (construction buildings)	0,00								0,00
	Subtotal operational costs	0,00	0,00		0,00	0,00	0,00	0,00	0,00	0,00
"06	Contingencies	0,00	0,00							0,00
"07	Administrative costs	0,00	0,00							0,00
	Subtotal operational costs + contingencies + administrative costs	0,00	0,00		0,00	0,00	0,00	0,00	0,00	0,00
"08	Cost auditing	0,00	0,00							0,00
	Total project	0,00	0,00		0,00	0,00	0,00	0,00	0,00	0,00

Table 02

BUDGET BY TITLE AND ITEMS

Project Number:

01. Personal Services

Code	Items	Unit	Quantity	Unit Value (US dollars)	Total (US dollars)	Requested PSC Contribution (US dollars)	Counterbalancing Item (US dollars)					Total Counterbalancing Item (US dollars)
							Administrator	Executor	Target Group	Other Sources		
										Name of Entity	Name of Entity	
01.1	Fixed charges											0.00
01.2	Special Charges											0.00
01.3	Fees											0.00
	Sub-total				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

02. Non-Personal Services

Code	Items	Unit	Quantity	Unit Value (US dollars)	Total (US dollars)	Requested PSC Contribution (US dollars)	Counterbalancing Item (US dollars)					Total Counterbalancing Item (US dollars)
							Administrator	Executor	Target Group	Other Sources		
										Name of Entity	Name of Entity	
02.1	Report and dissemination											
02.1.1	Photocopy											0.00
02.1.2	Printing											0.00
02.1.3	Binding											0.00
02.1.4	Producing Video											0.00
02.1.5	Brochure/Pamphlet Elaboration											0.00
02.2	Airline Tickets, Mileage and transportation											
02.2.1	Mileage											0.00
02.2.2	Gasoline											0.00
02.2.3	Transportation											0.00
02.2.4	Airline Tickets											
02.3	Per Diems											
02.3.1	Lodging											0.00
02.3.2	Dining											0.00
02.4	Consulting and/or Advisories											
02.4.1	Trainers/Facilitators											0.00
02.4.2	General Consulting											0.00
02.4.3	Marketing Consulting											0.00
	Other Consulting											0.00
02.5	Rent (Office)											0.00
	Sub-total				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Continuation Table 02

03. Materials and Supplies

Code	Items	Unit	Quantity	Unit Value (US dollars)	Total (US dollars)	Requested PSC Contribution (US dollars)	Counterbalancing Item (US dollars)					Total Counterbalancing Item (US dollars)
							Administrator	Executor	Target Group	Other Sources		
										Name of Entity	Name of Entity	
03.1	Workshops (No. generic -- ; No ----- participants)											
03.1.1	Dining											0,00
03.1.2	Transportation											0,00
03.1.3	Materials (equipment rental)											0,00
03.1.4	Documents											0,00
03.1.5	Rental Workshop Area											0,00
03.2	Workshop (Fort.institutional No ---; No ----- participants)											
03.2.1	Food											0,00
03.2.2	Transportation											0,00
03.2.3	Materials (equipment rental)											0,00
03.2.4	Documents											0,00
03.1.5	Rental Workshop Area											0,00
03.3	Workshops (P+L No ---; No ----- participants)											
03.3.1	Food											0,00
03.3.2	Transportation											0,00
03.3.3	Materials (equipment rental)											0,00
03.3.4	Documents											0,00
03.1.5	Rent salon											0,00
03.4	Workshops (Business Organization No. --; No ----- participants)											
03.4.1	Food											0,00
03.4.2	Transportation											0,00
03.4.3	Materials (equipment rental)											0,00
03.5	Group Activities - Field Days (Activity to be performed; No. of participants)											
03.5.1	Dining											0,00
03.5.2	Transportation											0,00
03.5.3	Materials (Equipment Rental)											0,00
03.6	Agricultural Inputs											0,00
03.7	Tools and Instruments											0,00
03.8	Reagents											0,00
03.9	Cooking and Dining Materials											0,00
	Sub-total				0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Continuation Table 02

04. Machinery and Equipment

Code	Items	Unit	Quantity	Unit Value (US dollars)	Total (US dollars)	Requested PSC Contribution (US dollars)	Counterbalancing Item (US dollars)					Total Counterbalancing Item (US dollars)
							Administrator	Executor	Target Group	Other Sources		
										Name of Entity	Name of Entity	
"04.1	Production Equipment and Machinery											0,00
"04.2	Office Equipment and Furniture											0,00
"04.3	Lab equipment											0,00
"04.4	Computer Equipment											0,00
"04.5	Security Equipment											0,00
"04.6	Audio and/or Visual Equipment											0,00
												0,00
	Sub-total				0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

05. Infrastructure (Construction and/or remodeling)

Code	Item	Unit	Quantity	Unit Value (US dollars)	Total (US dollars)	Requested PSC Support (US dollars)	Counterbalancing Item (US dollars)					Total Counterbalancing Item (US dollars)
							Administrator	Executor	Target Group	Other Sources		
										Name of Entity	Name of Entity	
"05.1	Materials											0,00
"05.2	Labor											0,00
												0,00
	Sub-total				0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
	TOTAL OPERATIVE COSTS				0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
						0,00						
	06. Contingencies					0,00						
	07. Administrative Costs					0,00						
	SUBTOTAL					0,00						
	08. External Auditing					0,00						
	PROJECT TOTAL					0,00						

TABLE 04

ACTIVITY AND PSC SCHEDULE OF MONTHLY RESOURCE NEEDS

Project Number:

Objetives	Activities	Total (US dollars)	Requested Contribution PSC (US dollars)	Time/Resources (US dollars)			
				Semester 1 from ../../.. To ../../..	Semester 1 from ../../.. To ../../..	Semester 1 from ../../.. To ../../..	Semester 1 from ../../.. To ../../..
O.E.1	A.1.1						
	A.1.2						
O.E.2	A.2.1						
	A.2.2						
O.E.n							
		0,00	0,00	0,00	0,00	0,00	0,00

Table 05

ACTIVITY AND COUNTERBALANCING ITEM SCHEDULE OF MONTHLY RESOURCE NEEDS

Project Number:

Objectives	Activities	Total (Us dollars)	Counterbalancing Item contribution (US dollars)	Time/Resources (US dollars)			
				Semester 1 from .././.. To .././..	Semester 2 .././.. To .././..	Semester 3 from .././.. To .././..	Semester 4 from .././.. To .././..
O.E.1	A.1.1						
	A.1.2						
O.E.2	A.2.1						
	A.2.2						
O.E.n							
		0,00	0,00	0,00	0,00	0,00	0,00