

Request for 12 Month reporting, Budget year 2006-07

Dear PSC Partner,

We kindly request your 12 month reporting for the budget year for the next meeting in the PSC.

We need

1. **All products** (minutes of seminars, or Leghotla, reports, guidelines, plans, etc., etc., made on programme funding and as pertinent, documents reflecting on the programme, such as internal reports, press clippings etc. **Kindly make a LIST and send. Electronic copies, where possible.**
2. **A brief verbal reporting.** Overleaf please find guidelines of a (minimum) reporting. It should be simple, as you may extend the template already submitted for your 6 month reporting.
3. **A financial reporting** confirmed by you and your financial staff. Please use the enclosed spreadsheet.

Overleaf you find guidelines to help you on your first 12 m reporting. (2006-07).

Note the following which makes drafting easier: That for the verbal reporting you use the same template as you used for the 6 m report. That you the reporting requested is in line with the reporting you have already submitted or initiated in your own institution. You are welcome to cut and paste from this reporting, to make drafting easier.

Kindly have in mind when completing the report that it will be a public document and that it

- is required for the PSC.
- is necessary for the PSCs report to Danida and
- will be useful in the ongoing populating of the web site of the Programme

Please submit your 12 month reporting to ble@deat.gov.za no later than 15 July.
You are of course welcome to include further considerations, documents, suggestions etc.

If you have questions or need some documentation, you are welcome to contact us.

Best regards,

Bo Leth-Espensen and Ranjini Pillay
International Programme Advisor and Programme Administrator.

Reg. 2 Verbal reporting

Use the very SAME template as already filled in for your 6 m report. Get it from ble@deat.gov.za if necessary. Copy the 6 m report and insert the 12 month reportings in the pertinent column. Use cut and paste from your own institutional reporting.

Option 1:

Activities of budget line 100 % completed

Write

- That the 100 % completion is according to the 12 m reporting on the attached table
- That the following attachments further display the results achieved: (and a list)
- That (if it has happened) the following UEMP budget reallocations have taken place: (and a list)

Attach products and other written materials, as pertinent, i.e.:

- Reports
- Guidelines elaborated, plans elaborated
- Minutes of meetings made in connection to the activity
- News clippings which may be of info value
- Etc.

Option 2:

Activities of the budget line partially completed

Write

- That the partial execution is according to the 12 m reporting on the attached table.
- The action taken with regard to the funds on the budget line (not drawn down, rollover), and refer to the budget endorsed at the PSC # 4 or 5
- The date at which the activity is expected to be completed and final reporting to be submitted (see option 1).
- That (if it has happened) the following UEMP budget reallocations have taken place: (and a list)

Attach products and other written materials, as pertinent, i.e.:

- Reports
- Guidelines elaborated, plans elaborated
- Minutes of meetings made in connection to the activity
- News clippings which may be of info value
- Etc.

Option 3:

Activities of the budget line not started, no spending.

In this case reporting may be relatively simple.

Write

- That the activity/budget line has not started this year.
- Give a reason, if any.
- State the action taken with regard to the funds on the budget line (not drawn down, rollover), and refer to the budget endorsed at the PSC # 4 or 5
- That (if it has happened) the following UEMP budget reallocations have taken place: (and a list)
- If the budget line is still alive (i.e. to be finished in 2007-08) **state the date** at which the activity is expected to be finished.

Regarding 3. Financial reporting

Use the enclosed spread sheet "*UEMP 6 and 12 months financial report*" for this.

You will need the correct figures and the consent of your financial department. But with proper bookkeeping this should not be difficult. You only need to cut and paste the figures from your financial management system. The Sheet will do the calculations. Do NOT amend blue fond or blue cells.

For the budget lines we have on file w. r. to your institution kindly refer to the spreadsheet "*List of budget lines, UEMP 2006-07 as by end of the budget year*". Find your institution, in column A, the codes of your budget lines in column B, The Names of the budget lines in column C and the figures, you are to account for in column F (blue). These are the official figures, endorsed by the PSC and transferred by the RDE to NT for draw-down.

The rest should follow from the explanations of the reporting table, the first spreadsheet. Note **that the blue columns are NOT to be touched**, as they calculate the overview, based on your inserted figures.

We ask for the figures of the UEMP budget and also for figures of the department, for the same budget line if there is any - The PSC has asked for both. If the figures of the department are not known, do not insert any figures for this.

The balance shows figures of non spent money

If delays occur, please indicate reason, action taken and a new date for the complete spending.

IF some money is not spent it will be either on the NT account or on your account. This is of some importance for us to know. Please indicate the amounts, either not drawn down (on the NTs accounts) or those on your own account.

Kindly confirm that the sheets are in accordance with the official records of the institution by signature of the appropriate financial officer.