REPORTING GUIDELINES

ITALIAN BISHOPS' CONFERENCE

REPORTING GUIDELINES

Clear and intelligible reports are key to allow the Service's technical and administrative staff to verify the manifold social, cultural and economic aspects that are part of your activities and make up your project.
Final and intermediate reports will have to provide a broad picture of the efforts made to reach established targets.
To make the preparation of (final and intermediate) reports easier, here are a few useful suggestions.

INTRODUCTION

Since our project management and archive system has changed, the following documents (I. Description II. Financial and accounting information and III. Invoices and supporting documents) **must also be provided in electronic format (CD or DVD) if possible**

I - DESCRIPTION

The description is essential to understand the impact of the project and its implications. It must include **all activities carried out** during the timeframe it refers to. You need to describe **only activities that have actually been funded**. You can also briefly describe what was done in the past.
If you have encountered any **difficulties**, these should be mentioned, since they are helpful to understand possible delays or partial adjustments that were made. The description should also include an analysis of the activity timeline.
Both the description and financial and accounting information must be organized in a way that allows the Service to **refer back to intermediate reports** (only in case of "multi-instalment" projects). In this way, the Service will be able to verify whether activities listed in the initial project have been completed as described and on schedule and are in line with the Committee's commitments regarding Third World countries, fully complying with local partners' expectations.
The Service is entitled to check progress made on site.
The description must include either photographs are other explanatory material.

II – FINANCIAL AND ACCOUNTING INFORMATION

The financial information in your report must be organized in a clear and simple way, so that it is easy to infer progress made from the financial standpoint.
The various expenses must be **described in detail in Form 1**, grouped under items (training, facilities, materials, etc.), using the same terms that were used in the approved project budget. For every cost item, you must **differentiate between amounts covered** by the Italian Bishops' Conference, other entities, local contributions and own funds.
If reports are denominated in US Dollars or local currencies, you must specify the applicable exchange rate in order for the Service to verify whether all figures match. **Only the exchange rate on the date when each instalment is received shall be considered valid.**

III – INVOICES AND SUPPORTING DOCUMENTS

Original invoices and supporting documents related to the project must be kept (for 10 years) in case of on-site inspections by the Service's relevant offices. However, copies of all supporting documents related to project reports (invoices, receipts, or anything that might justify expenses incurred; <u>self-certifications will not be considered valid, except for truly exceptional cases</u>) **shall** always **be attached to reports** and listed in detail in **Form 2. You must fill in one separate Form 2 for every item;** lists must be progressively numbered and the same number must be indicated in the copy of the document it refers to.

(FORM 1)

REPORT on PROJECT #_____/_____

Instalment #: ____/____

Project Name: _____ .

Recipient Country: _____ .

PGR.	LIST OF ITEMS	C.E.I. FUNDING	OTHER ENTITIES	LOCAL CONTRIBUTIONS	OWN FUNDS	TOTAL
1						
2						
3						
4						
5						
	TOTAL					

Specify currency - In case of reports denominated in US Dollars or local currencies, specify exchange rate.

PLACE AND DATE: _____ .

QUALIFIED AND READABLE SIGNATURE: _____ .

<div align="center">

(FORM 2)

</div>

COST ITEM # _____

List of supporting documents, for each cost item, attached to the report
(Each document's progressive number must be indicated in the attached document copy)

PGR.	DOCUMENT TYPE AND NUMBER (INV./REC./ETC.)	DATE	GOODS/SERVICE DESCRIPTION	AMOUNT
1				
2				
3				
4				
5				
6				
……..				
		Page Total /item total		