



# PROJECT CYCLE MANAGEMENT WORKSHOP

## How to Prepare an Interim Monitoring Report





# Presentation Overview



- How to complete an Interim Monitoring Report
- Practical Exercise
- Tools to assist you with project management and reporting



# Interim Monitoring Reports



**Must be submitted in accordance with table 3 of the PAS, the Monitoring Reporting Schedule**

	Date of Report *	Activities Completed	Activities In Progress	Anticipated Expenditure Declared	Beneficiary Contribution		Will Report Trigger Next Payment on Project?
					Cash	In-kind	
Report 1	20 October 2006	1	2, 3, 4, 6, 7, 9, 11	R160,000	R160,000		No
Report 2	22 December 2006	2	3, 4, 5, 6, 7, 8, 9, 10, 11	R230,322	R55,600		Yes
Report 3	30 March 2007	1,2	3, 4, 5, 6, 7, 8, 9, 10, 11	R287,915	R69,500		No
Final Report	29 June 2007	3, 4, 5, 6, 7, 8, 9, 10, 11		R57,593	R13,980		Yes



A project financed by the European Union



The Department of Economic Development is the Contacting Authority

# Documents to Access Interim Payments



- GB submits following documents to Area Manager:
  - Interim Monitoring Report
  - Means of Verification
  - Invoice on GB organisation's letterhead
  - Standard Request for Payment Form
  - Current Project Bank Statement
  - Updated Project Activity Schedule



# Processing of Interim Payments



- AM reviews & provides written response to GB to amend and resubmit Interim Monitoring Report and other documents, if necessary
- AM might undertake site visit if necessary
- GB makes amendments to AM's satisfaction
- AM prepares Administrative Compliance Checklist and PDMT Declaration and forwards to Team Leader (TL) for approval
- TL approves and forwards to FCU for processing of payment
- Second payment made





# How to prepare an Interim Monitoring Report.....



A project financed by  
the European Union



The Department of Economic  
Development is the Contacting Authority



<b>Project Reference</b>	From Contract
<b>Project Title</b>	From Contract
<b>Report Number</b>	From PAS
<b>Start Date for Report</b>	From PAS
<b>End Date for Report</b>	From PAS
<b>Does this report constitute a trigger point for the next payment on the project?</b>	From PAS
<b>Grant Beneficiary Organisation</b>	Your organisation
<b>Authorising Officer</b>	From Contract
<b>Designation</b>	Your organogram
<b>Telephone Number</b>	Your contact list
<b>Email Address</b>	Your contact list



# Next... Complete Table 1: Expenditure Breakdown for this Reporting Period



To complete first 2 tables you will need:

- The approved budget from the application form
- Amended budget (if changes have been made)
- Project activity schedule (+ supporting documents)
- Invoices submitted and paid in this reporting period
  - In order to simplify reporting, it would be best to record invoices onto a schedule on a regular basis
- Invoices submitted but not paid in this reporting period
- Previous Interim Reports submitted (if any)





TABLE 1	A	B	C	D (A+B+C) = D
Expenditure by Item	Expenditure from EU Grant Funds	Expenditure from Beneficiary Funds (CASH)	Expenditure from Beneficiary Funds (IN-KIND)	TOTAL EXPENDITURE DECLARED FOR THIS REPORTING PERIOD
Human Resources				
Travel				
Equipment and Supplies				
Local Office/Project Cost				
Other cost, Services				
Administration Overhead (Max 7%)				
Other Related Costs				
Contingency				
<b>Total Expenditure for this Reporting Period</b>				





## Next ...

- Complete Table 2: Expenditure by Item Schedule



A project financed by  
the European Union



The Department of Economic  
Development is the Contacting Authority



<b>TABLE 2</b>	<b>A (From Applic Form)</b>	<b>B (Max 15% of line item w/o approval)</b>	<b>C</b>	<b>D</b>	<b>E (C+D)</b>	<b>F (B-E)</b>
Expenditure by Item	Approved Budget	Actual Operational Budget	Expenditure Declared in Previous Reports	Total Expenditure Declared in this Report	Total Expenditure Declared to Date	Budget Remaining
Human Resources						
Travel						
Equipment and Supplies						
Local Office/Project Cost						
Other cost, Services						
Administration Overhead (Max 7%)						
Other Related Costs						
Contingency						
<b>Total</b>						



# If a change in budget is necessary...



- If the change is <math><15\%</math> of a line item, GB can effect change & inform Gijima KZN in next Monitoring Report
- If the change is >math>15\%</math> of a line item, GB must request approval
- Letter must explain clearly why you want to move this budget
- Indicate % change in line item from which you are moving funds
- Indicate % change in the line item into which you are moving funds
- Await written approval from Gijima KZN before effecting change and expending accordingly



# Next... Table 3: PAYMENTS RECEIVED FROM GIJIMA KZN LED PROGRAMME



Payment	Amount received from the Gijima KZN Programme	Date Payment Received	Spent to Date	Expected date for next payment draw down
1 <sup>st</sup> Payment 30%				
2 <sup>nd</sup> Payment 30%				
3 <sup>rd</sup> Payment 30%				
4 <sup>th</sup> Payment 10%				

**Table 4: PROJECT BANK ACCOUNT BALANCE AT REPORT END DATE**

Amount	Date

**You must submit a copy of the project bank account statement with this monitoring report**



A project financed by the European Union



The Department of Economic Development is the Contacting Authority



## Next...Table 5: EXPENDITURE INCURRED BUT NOT YET PAID by GRANT BENEFICIARY

Invoice Number	Date of Invoice	Description	Amount
TOTAL			

The figures in above Table must form part of the declarations in Tables 1 & 2.



A project financed by  
the European Union



The Department of Economic  
Development is the Contacting Authority

## Then...Table 6: PROJECT MILESTONE AS PER AGREED ACTIVITY SCHEDULE



- Use Table 2 from your approved Project Activity Schedule to fill in Table 6:
- This is exactly the same table except for addition of 3 columns: 'Progress to completion'; 'Budget Committed to Date' & 'Balance of Budget Remaining' for each activity
- You might need to confer with service providers about work in progress for which they have not yet submitted invoices



# Table 6: PROJECT MILESTONE AS PER AGREED ACTIVITY SCHEDULE



Activity No.	Milestone & MoV	Start Date	Completion Date	Budget	Progress to Completion (%)	Budget Committed to date	Balance of Budget remaining	Implementing Body
1								
2								
3								
4								
5								
6								
<b>TOTAL</b>								



A project financed by the European Union



The Department of Economic Development is the Contacting Authority

# Then... Table 7: ACHIEVEMENT OF PROJECT INDICATOR TARGETS



Indicator	Approved Target	Achievement In This Reporting Period	Achievement To Date	Comment



A project financed by the European Union



The Department of Economic Development is the Contacting Authority

# For this you will need Section 2.2 from the application form you submitted to Gijima KZN



- [Eshowe Craft Agency\OVIs for Eshowe Craft Agency.doc](#)



A project financed by  
the European Union



The Department of Economic  
Development is the Contacting Authority

# Very importantly... Table 8: ASSESSMENT OF INTERIM OR TECHNICAL REPORT BY THE GRANT BENEFICIARY



Designation of Officer Assessing Report	Report Description: Type of Report and Method of Assessment	Comments on Report and Next Stages



# Interim Monitoring Report... (cont.)



Next.... complete Table 9: Contracts Awarded....

[Linked documents\Interim Monitoring Report Pg 7-8.doc](#)



A project financed by  
the European Union



The Department of Economic  
Development is the Contacting Authority

# Exercise: Prepare an Interim Monitoring Report



- Prepare an Interim Monitoring Report for the project titled ‘Establishment of Eshowe Craft Support Agency’
- Work in groups of 3
- Take note of any difficulties you encounter in filling in the Interim Monitoring Report
- Remember that this is an exercise, how is the process likely to be different in reality?
- What difficulties have you encountered or do you foresee in reality?



# You will need:



- The approved budget from the application form
- Amended budget: No amended budget
- Project activity schedule plus supporting documents (remember document breaking down cost of each activity in each reporting period)
- Invoices submitted and paid in this reporting period: Please see schedule summarising transactions for this reporting period
  - Please note that PAS indicates that all costs in this reporting period will be defrayed from Beneficiary's Cash Contribution
- Invoices submitted but not paid in this reporting period: None
- Previous Interim Reports submitted: None



# Discussion...



- What figures did you arrive at?
- What supporting documents would you expect to keep for each transaction on the schedule?
- What Means of Verification would you expect to submit with this Monitoring Report?
- Did you have any problems in completing the Monitoring Report?
- This is only an exercise – what difficulties have you encountered or do you foresee in completing the Monitoring Report in reality?



# Tools Provided



- TO HELP YOU MANAGE YOUR PROJECT GENERALLY:
  - Project Cycle Management File & CD
  - Checklist of documents for tranche payments
  - Project Information Sheet



A project financed by  
the European Union



The Department of Economic  
Development is the Contacting Authority

# Tools Provided



- **TO HELP YOU MANAGE HUMAN RESOURCE & OFFICE RELATED COSTS:**
  - Document called 'Tracking of Human Resource & Office related Expenditure' which includes
  - Example of timesheets to record actual time spent in undertaking activities and meeting milestones on projects

[PROJECT MANAGEMENT TOOLS\Tracking of Human Resource & Office related expenditure.xls](#)

- Example of Travel Log to record travel on project



# Tools Provided (continued)



- **TO HELP YOU MANAGE THE OVERALL BUDGET OF YOUR PROJECT**
  - Example of a Schedule to record Transactions in a Reporting Period

[PROJECT MANAGEMENT TOOLS\Schedule of Transactions for Reporting Period.xls](#)

- Example of an Income and Expenditure Schedule (tracks actual transactions on your bank account)

[Project Management Tools\Income & Expenditure Schedule LED.xls](#)

- Example of a Close Out Audit Expenditure Schedule (Summarises overall expenditure per line item on the project budget; and summarises Gijima KZN contribution and GB contributions to project costs)

[Project Management Tools\Close Out Audit Expenditure schedule.xls](#)

