



**DEVELOPMENT
INVESTMENT**
BANK OF TURKEY

Monitoring & Reporting: Financial Progress Report and Timesheet

Development and Investment Bank of Turkey

Development Cooperation and Wholesale Banking Department

www.kalkinma.com.tr

FUNDAMENTAL DOCUMENT: THE CONTRACT BETWEEN THE BANK AND THE PROJECT OWNERS

- **LEGAL BASIS**

“The COMCEC Strategy” and “Statute and Rules of Procedures of COMCEC” which were adopted by the 4th Extraordinary Session of the Islamic Summit held on 14-15 August 2012 in Mecca, Saudi Arabia.

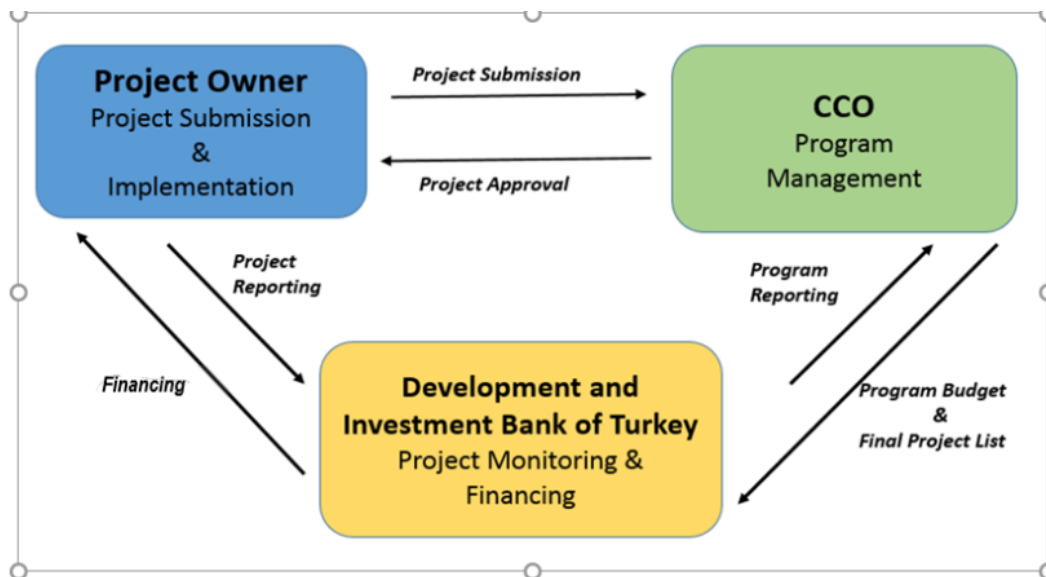
Cooperation Protocol Between the COMCEC Coordination Office and the Development and Investment Bank of Turkey within the Framework of Financing and Monitoring provided under the COMCEC Project Funding.

- **PURPOSE and SCOPE**

The purpose of the Contract is **to define the rights, obligations and responsibilities of the Bank and Project Owner** in the efficient and timely implementation process of the projects.

The Project Owner will be awarded the grant on the terms and conditions set out in the Contract.

GENERAL STRUCTURE & PROCESS FLOW



The Bank and CCO are not responsible for the implementation of project activities. Responsibility for the implementation of the project activities rests only with the PO.

MONITORING & REPORTING

RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF THE BANK

- The CCO and the Bank monitors the implementation of the Project in line with the Contract and the Guidelines.
- The Bank performs efficient monitoring via document reviews, monitoring visits and on the spot checks in cooperation with the CCO.
- The Bank also monitors project activities in terms of risks related to project implementation and informs the CCO accordingly if any problem occurs during project implementation.
- The Bank provides information to the Coordination Committee about technical and financial progress of the Project.

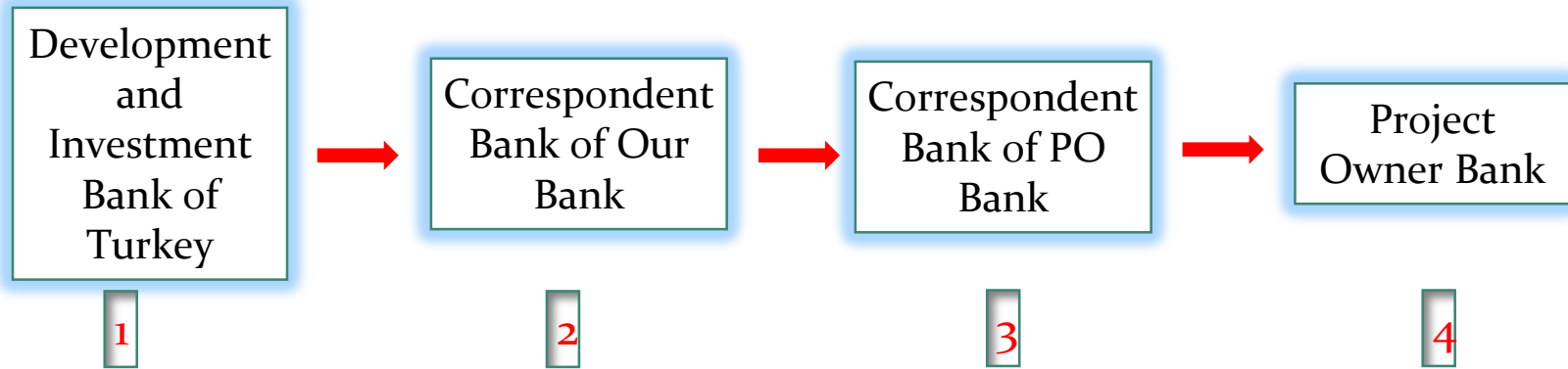
FINANCING THE PROJECT: THE ACCOUNT INFORMATION

- If the aforementioned account is not opened before the signature of the Contract, Project Owner is obliged to inform the bank account number **within 30 days after the signature date.**
- In case the Project Owner institution is not authorized to open/have a bank account regarding the relevant country legislation, an acceptable account number for the payments shall be informed to the Bank within 30 days after the signature date.
- The Bank cannot be claimed for the payments, **if the relevant account number is not stated in the Service Contract or it is not informed officially** within the given time periods.
- The Bank **cannot be claimed for any additional cost which would arise due to incorrect bank account information provided by** the Lead Project Owner, Project Coordinator or Trainers Researcher. Any additional cost would be offset from the payment in question.
- **The Project Owner, in any case, can not request additional financing that is not stated in the budget section of the project fiche.**

FINANCING THE PROJECT: THE ACCOUNT INFORMATION

COMCEC PROJECT FUNDING / PAYMENT DETAILS	
1	Project Number
2	Account Holder (Full Name)
3	Title (Project Coordinator / Trainer / Project Owner)
4	Passport Number / Identity Number
5	Beneficiary Residence Address
6	Bank Name and Branch
7	Beneficiary Account Number
8	Beneficiary IBAN No
9	Bank SWIFT Code
10	Beneficiary's Bank USD Correspondent Name
11	Beneficiary's Bank USD Correspondent SWIFT Code*
* You can learn all details from your Bank.	
	Responsible Authority
	Name and Surname:
	Title:

FINANCING THE PROJECT: THE ACCOUNT INFORMATION



If the account information of the PO/coordinator/trainer is wrong, the money comes back to the Bank with cut.

FINANCING THE PROJECT: REPORTING

Name of the report	Responsible for preparation	Responsible for signing	Presented to	Frequency or when	Explanation
Monthly Progress Report	Project Coordinator	PO (RA)	CCO	Within one week after the last day of each month	Technical progress of project activities
Timesheet	Project Coordinator and Trainer	PO (RA)	Bank	Within one week after the last day of each month	The Project Coordinator and the Trainer(s) shall prepare his/her own Timesheets that shows weekly tasks performed by each project personnel in the relevant month.
Financial Progress Report (FPR)	Project Coordinator	PO (RA)	Bank	Within two weeks after the last day of the month (*)	<ul style="list-style-type: none"> ✓ Shows details about expenditures made during respective period ✓ Includes separate sheets for different expenditures in line with the budget ✓ USD/Local Currency exchange rate should be stated in the relevant sheet ✓ Necessary documents (etc.) that verify the expenditures will be attached to FPR
Activity Report	Project Coordinator in collaboration with the Trainer (if available)	PO (RA)	CCO	Within two weeks after the last day of the month (*)	Shows the works performed during each main activity as well as their evaluations.
Project Completion Report	Project Coordinator in collaboration with other project personnel (if available)	PO (RA)	CCO	Within two weeks after all project activities are completed.	Summarizes all technical information about the implementation of the project.

(*) if a main activity is undertaken in the respective month

FINANCING THE PROJECT: TIMESHEETS

- **PO submits Timesheet(s) of the Project Coordinator and the Trainer(s)** (if a training program is conducted in the respective month) within one week after the last day of each month during the project implementation period.
- The Project Coordinator and the Trainer(s) shall prepare their own Timesheets which must be approved (checked and signed) by the Responsible Authority.
- **Timesheets provide a basis for payments to project personnel and show the weekly tasks performed by each project personnel in the relevant month.** The number of days worked, location, detailed description of tasks, linkage with the activities and per diems of the project personnel must be stated in timesheets by considering the relevant budget items.
- **Timesheets should be prepared in accordance with the relevant Monthly Progress Report and Activity Report (if available).**

FINANCING THE PROJECT: FINANCIAL PROGRESS REPORTS

- **Financial Progress Report is the document that shows details about expenditures made during respective period.** Financial Progress Report includes separate sheets for providing information regarding different expenditures in line with the project budget.
- **All expenditures should be stated in the relevant sheet using the USD/Local Currency exchange rate at the date of transaction.** Necessary documents (invoices, etc.) that verify the expenditures will be attached to Financial Progress Report.
- PO submits a Financial Progress Report within two weeks after the last day of the month if a main activity is undertaken in the respective month.
- **Financial Progress Report shall be prepared by Project Coordinator and approved (checked and signed) by Responsible Authority.**

ADDENDUM PROCEDURE AND NOTIFICATION PROCESS

Addendum Form (Annex 8)

- PO submits an Addendum Form (Annex 8) to request a change on the basics (work plan, activities, and transfer among budget items over 1.000 USD etc.) of the project.
- However, the PO cannot make a transfer from other budget items to human resources item under any circumstances.
- The Addendum Form, must be submitted at least one month before the respective activity is implemented.
- Addendum Form is subject to approval of the CCO.

Notification Form (Annex 9)

- PO submits a Notification Form for transfers between budget items up to **1.000 USD**. The Form must be signed by the **Contact Person** and sent to the Bank.

ADDENDUM PROCEDURE AND THE USE OF INCIDENTALS BUDGET ITEM

- Responsible Authority shall initiate the addendum procedure if it wants to change the basics (work plan, activities, transfer between budget items etc.) of the project.
- He/she must fill the Addendum Form (given in Annex Section) and convey it to CCO and the Bank for evaluation of the request.
- **The PO cannot transfer funds from other budget items to human resources budget item.**
- **The Incidentals budget item can only be used upon the approval of the CCO and the Bank via addendum procedure.**
- The addendum request must be justified by rational explanations in order to be approved and it must be submitted to the CCO and the Bank at least a month before the respective activity.

THE CONTRACT ANNEXES

Activity-Based Projects

1. Project Fiche (Annex 1)
 2. Template for Declaration of the Responsible Authority of the Project Owner (Annex 2)
 3. Monthly Progress Report Template (Annex 3)
 4. Irregularity Report Template (Annex 4)
 5. **Financial Progress Report Template (Annex 5)**
 6. **Timesheet Template for Project Coordinator and Trainer(s) (Annex 6)**
 7. Detailed Work Plan Template (Annex 7)
 8. **Addendum Form (Annex 8)**
 9. **Notification Form (Annex 9)**
 10. Service Contract Template for Project Coordinator and Trainer(s) (Annex 10)
 11. Template for Project Completion Report (Annex 11)
 12. Activity Report Template (Annex 12)
- ❖ **Payment Control Form-Checklist tool for Financial Progress Report**

TIMESHEETS

ANNEX- 6 TIMESHEETS

TIMESHEET					
Project Title:			Name :		
Project Number:			Month:	Year:	
Date	Number of Days Worked	Per Diems (USD)	Location	Detailed Description of Tasks	Name of the related Activity
First Week					
Second Week					
Third Week					
Fourth Week					
Total					

Maximum total of
22 days
per month !

Project Leader

Name:

Title:

Signature:

Project Coordinator /Trainer(s)/Expert(s)

Name:

Title:

Signature:

TIMESHEETS


ANNEX- 6 TIMESHEETS

ANNEX 6


TIMESHEET TEMPLATE FOR PROJECT COORDINATOR

TIMESHEET					
Project Title:		Empowering Halal Industry to Boost Intra-OIC Trade		Name : Nur Wahid	
COMCEC Project Number: 2018-IDNTRADE-493			Month: May	Year: 2019	
Date	Number of Days Worked	Per Diems (USD)	Location	Detailed Description of Tasks	Name of the related Activity
First Week	5	125	Ankara, Istanbul (Turkey)	- Arranging the Study Visit to Halal related institution in Turkey (HAK, TSE, HAFSA, and SMIC)	Study Visit
Second Week	5	125	Indonesia	- Developing Study Visit Report	Study Visit
Third Week	5	125	Indonesia	- Coordination Meeting for Training and Workshop Preparation - Developing Training Program and Schedule	Training Workshop
Fourth Week	5	125	Indonesia	- Developing Workshop Program and Schedule	Workshop
Total	20	2500			

Responsible Authority



Name : Antonius Yudi Triantoro
 Title : Director
 Signature : 

Project Coordinator /Trainer(s)

Name : Nur Wahid
 Title : Head of IHATEC
 Signature : 



FINANCIAL PROGRESS REPORT

ANNEX-5 DISBURSEMENT REQUEST FORM

COMCEC PROJECT DISBURSEMENT REQUEST FORM (DRF)							
TO:							
		Development and Investment Bank of Turkey Saray Mah. Dr. Adnan Büyükdeniz Cad. No:10 Ümraniye/İstanbul					
A. Project Details							
1. Project Name							
2. Project Owner							
3. COMCEC Project Number							
5. Responsible Authority							
6. Contact Person							
7. Project Duration (Number of Months)							
8. Project Commencing and Completion Dates		From (DD/MM/YY)		To (DD/MM/YY)			
9. Reporting Period		From (DD/MM/YY)		To (DD/MM/YY)			
10. Disbursement Number							
B. Beneficiary Contact Details							
1. Address							
2. Phone / Fax Number							
3. E-mail Address							
C. Project Owner's Bank Account Details							
1. Account Name							
2. Bank Name							
3. Account Number (if available IBAN no/ Swift no)							
4. Bank Address							
D. Statement of Expenses Summary							
Expenses and Payment Request	Cumulative up to		Reporting (Current) Period		Total (Including This Period)		
	Amount (USD)		Amount (USD)		Amount (USD)		
	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	% OC
1. Human Resources							
2. Study Visit							
3. Workshop							
4. Conference and Seminar							
5. Training							
6. Feasibility Study							
7. Audio Visual and Promotion Materials							
8. Associated Investment							
9. Incidentals							
10. Total							
E. Payments To Be Made (USD)							
A. Total Relevant Cost Eligible for COMCEC Funding				-		TOTAL PROJECT COST (USD)	
B. Payments to be made for Human Resources in this period				-		(Including This Period)	
C. Payments to be made for the reporting period to PO (A-B)				-			
F. Prepared and Approved By							
	Full Name	Date (DD/MM/YY)		Signature			
	Project Coordinator (Prepared)						
	Responsible Authority (Approved)						



FINANCIAL PROGRESS REPORT

DISBURSEMENT REQUEST FORM-PART I

COMCEC PROJECT DISBURSEMENT REQUEST FORM (DRF)				
TO:				
		Development and Investment Bank of Turkey		
		Sarayı Mah. Dr. Adnan Büyükdenez Cad. No:10 Ümraniye/İstanbul		
A. Project Details				
1. Project Name	Empowering Halal Industry to Boost Intra-OIC Trade			
2. Project Owner	Indonesia-Ministry of Trade			
3. COMCEC Project Number	2018-IDNTRADE-493			
5. Responsible Authority	Antonius Yudi Triantoro			
6. Contact Person	Ayu Wulan Sagita			
7. Project Duration (Number of Months)	7			
8. Project Commencing and Completion Dates	From (DD/MM/YY)	01/04/19	To (DD/MM/YY)	09/31/2019
9. Reporting Period	From (DD/MM/YY)	01/08/19	To (DD/MM/YY)	30/09/19
10. Disbursement Number	1			
B. Beneficiary Contact Details				
1. Address	JL. KATELIA III TMN YASMIN NO 29 RT001/RW009 CILENDEK TIMUR, BOGOR, JAWA BARAT			
2. Phone / Fax Number	+62 811 1128 870/ +62 252 8358747			
3. E-mail Address	wahid@halalmui.org			
C. Project Owner's Bank Account Details				
1. Account Name	YAYASAN HALAL INDONESIA			
2. Bank Name	BANK NEGARA INDONESIA (BNI) SYARIAH-BENDUNGAN HILIR JAKARTA			
3. Account Number (if available IBAN no/ Swift no)	360.882.219 (SWIFT NO: SYNIIDJAXXX)			
4. Bank Address	Jl. Bendungan Hilir Raya No. 84 A - B, Kota Jakarta Pusat, DKI Jakarta - 10210			

FINANCIAL PROGRESS REPORT

DISBURSEMENT REQUEST FORM-PART II

D. Statement of Expenses Summary							
Expenses and Payment Request	Cumulative up to 01/08/19		Reporting (Current) Period		Total (Including This Period)		
	Amount (USD)		Amount (USD)		Amount (USD)		
	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	% OC
1. Human Resources			11.300,00		11.300,00		
2. Study Visit							
3. Workshop			5.015,97	139,97	5.015,97	139,97	2,7
4. Conference and Seminar							
5. Training			24.550,77	878,88	24.550,77	878,88	3,5
6. Feasibility Study							
7. Audio Visual and Promotion Materials							
8. Associated Investment				7.442,83		7.442,83	100,0
9. Incidentals							
10. Total			40.866,75	8.461,69	40.866,75	8.461,69	17,2
E. Payments To Be Made (USD)							
A. Total Relevant Cost Eligible for COMCEC Funding			40.866,75	TOTAL PROJECT COST (USD) (Including This Period)			
B. Payments to be made for Human Resources in this period			11.300,00				
C. Payments to be made for the reporting period to PO (A-B)			29.566,75				
F. Prepared and Approved By							
	Full Name	Date (DD/MM/YY)	Signature				
Project Coordinator (Prepared)	Nur Wahid	10/10/19					
Responsible Authority (Approved)	Antonius Yudi Triantoro	10/10/19					

Automatically filled part

Wet inked

FINANCIAL PROGRESS REPORT

HUMAN RESOURCES

	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date	Document No	Total Amount (USD)	COMCEC funding (USD)	Owner's contribution (USD)
1	HUMAN RESOURCES						
	1.1. Fees				0,00	0,00	0,00
	1.1.1.Project Coordinator				0,00	0,00	0,00
1					0,00		
2					0,00		
3					0,00		
	1.1.2. Project Trainer 1				0,00	0,00	0,00
1					0,00		
2					0,00		
3					0,00		
	1.1.3. Project Trainer 2				0,00	0,00	0,00
1					0,00		
2					0,00		
3					0,00		
HUMAN RESOURCES SUB-TOTAL					0,00	0,00	0,00

FINANCIAL PROGRESS REPORT

HUMAN RESOURCES - Example

Description of Expenses		Staff/Consultant/Supplier/Service Provider Name	Document Date (DD/MM/YY)	Document Type (Timesheet, invoice, etc.)	Document No	Total Amount (USD)	COMCEC Funding (USD)	Owner's Contribution (USD)
1	HUMAN RESOURCES							
	I.1. Fees					11.300,00	11.300,00	
	I.1.1. Project Coordinator					5.000,00	5.000,00	
1	Project Coordinator	Nur Wahid	30/08/19	Invoice from IHATEC (Kwitansi)	August	2.500,00	2.500,00	
2	Project Coordinator	Nur Wahid	26/09/19	Invoice from IHATEC (Kwitansi)	September	2.500,00	2.500,00	
	I.1.2. Project Trainer 1					3.150,00	3.150,00	
1	Project Trainer 1	Dr. Mulyorini Rahayuningsih	31/05/19	Invoice from IHATEC (Kwitansi)	May	840,00	840,00	
2	Project Trainer 1	Dr. Mulyorini Rahayuningsih	28/06/19	Invoice from IHATEC (Kwitansi)	June	840,00	840,00	
3	Project Trainer 1	Dr. Mulyorini Rahayuningsih	31/07/19	Invoice from IHATEC (Kwitansi)	July	630,00	630,00	
4	Project Trainer 1	Dr. Mulyorini Rahayuningsih	20/09/19	Invoice from IHATEC (Kwitansi)	September	840,00	840,00	
	I.1.3. Project Trainer 2					3.150,00	3.150,00	
1	Project Trainer 2	Dr. Sugiarto	31/05/19	Invoice from IHATEC (Kwitansi)	May	840,00	840,00	
2	Project Trainer 2	Dr. Sugiarto	28/06/19	Invoice from IHATEC (Kwitansi)	June	840,00	840,00	
3	Project Trainer 2	Dr. Sugiarto	31/07/19	Invoice from IHATEC (Kwitansi)	July	630,00	630,00	
4	Project Trainer 2	Dr. Sugiarto	20/09/19	Invoice from IHATEC (Kwitansi)	September	840,00	840,00	
HUMAN RESOURCES SUB-TOTAL						11.300,00	11.300,00	

FINANCIAL PROGRESS REPORT

WORKSHOP

Annex No.	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date	Document No	Unit Cost (USD)	Total Amount (Local Currency-.....)	COMCEC funding (Local Currency-.....)	Owner's contribution (Local Currency-.....)	Exchange Rate (USD/LC)	Total Amount (USD)	COMCEC funding (USD)	Owner's contribution (USD)
3	WORKSHOP											
	3.1. Meeting Hall Rent					0,00	0,00	0,00		0,00	0,00	0,00
	3.1.1. Meeting Hall Rent					0,00				0,00		
	3.2. Transportation/Boarding-Lodging					0,00	0,00	0,00		0,00	0,00	0,00
	3.2.1. Boarding and lodging of the participants (for foreign participants)					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	3.2.2. Boarding and lodging of the participants (for local participants)					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	3.2.3. Local Transportation					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	3.2.4. Airfare (for foreign participants)					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	3.2.5. Airfare (for local participants)					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	3.3.Visibility and Other Material					0,00	0,00	0,00		0,00	0,00	0,00
	3.3.1. Banner					0,00				0,00		
	3.3.2. Stationary					0,00				0,00		
	3.3.3. Interpretation					0,00				0,00		
	3.3.4. Speaker's Honorarium					0,00				0,00		
	3.3.5. Other (please specify)					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	WORKSHOP SUB-TOTAL					0,00	0,00	0,00		0,00	0,00	0,00

FINANCIAL PROGRESS REPORT

WORKSHOP - Example

Annex No.	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date (DD/MM/YY)	Document Type (Timesheet, invoice, voucher etc.)	Document No	Unit Cost (USD)	Number Of Units	Total Amount (Local Currency-.....)	COMCEC funding (Local Currency-.....)	Owner's contribution (Local Currency-.....)	Exchange Rate (USD/LC)	Total Amount (USD)	COMCEC funding (USD)	Owner's contribution (USD)
3	WORKSHOP STUDY													
	3.1. Meeting Hall Rent							12.494.320,00	12.494.320,00			874,40	874,40	
	3.1.1. Meeting Hall Rent							12.494.320,00	12.494.320,00			874,40	874,40	
1	Meeting Hall	Hotel Arya Duta Jakarta	04/09/19	Invoice	747652	357,14	2,00	12.494.320,00	12.494.320,00		14.289,00	874,40	874,40	
	3.2. Transportation/Boarding-Lodgin							39.101.500,00	39.101.500,00			2.732,46	2.732,46	
	3.2.4. Airfare (for foreign participants)							39.101.500,00	39.101.500,00			2.732,46	2.732,46	
1	Mr. Teyfik Demir (TURKEY)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	2.250,00	1,00	16.914.700,00	16.914.700,00		14.310,00	1.182,02	1.182,02	
2	Mr. Dato Sirajuddin Suhaimee (MALAYSIA)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	1.125,00	1,00	11.093.400,00	11.093.400,00		14.310,00	775,22	775,22	
3	Mr. Saif Kenji Umemoto (MALAYSIA)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	1.125,00	1,00	11.093.400,00	11.093.400,00		14.310,00	775,22	775,22	
	3.3.Visibility and Other Materia							22.139.500,00	20.139.500,00	2.000.000,00		1.549,08	1.409,11	139,97
	3.3.1. Banner							3.200.000,00	3.200.000,00			223,62	223,62	
1	Banner	PERMATA MANDIRI	31/08/19	Invoice		45,00	5,00	3.200.000,00	3.200.000,00		14.310,00	223,62	223,62	
	3.3.3. Interpretation							5.000.000,00	3.000.000,00	2.000.000,00		349,92	209,95	139,97
1	Evrim Lutfika	IHATEC	02/09/19	Invoice from IHATEC (Kwitansi)		187,57	1,00	2.500.000,00	1.500.000,00	1.000.000,00	14.289,00	174,96	104,98	69,98
2	Catur Prasetyo, S.TP	IHATEC	02/09/19	Invoice from IHATEC (Kwitansi)		187,57	1,00	2.500.000,00	1.500.000,00	1.000.000,00	14.289,00	174,96	104,98	69,98
	3.3.4. Speaker's Honorarium							6.439.500,00	6.439.500,00			450,66	450,66	
1	Mr. Teyfik Demir (TURKEY)	IHATEC	02/09/19	Invoice from IHATEC (Kwitansi)		200,00	1,00	2.146.500,00	2.146.500,00		14.289,00	150,22	150,22	
2	Mr. Dato Sirajuddin Suhaimee (MALAYSIA)	IHATEC	02/09/19	Invoice from IHATEC (Kwitansi)		200,00	1,00	2.146.500,00	2.146.500,00		14.289,00	150,22	150,22	
3	Mr. Saif Kenji Umemoto (MALAYSIA)	IHATEC	02/09/19	Invoice from IHATEC (Kwitansi)		200,00	1,00	2.146.500,00	2.146.500,00		14.289,00	150,22	150,22	
	3.3.5. Other (please specify)							7.500.000,00	7.500.000,00			524,88	524,88	
1	Certificate	PD.WIDYA GRAHA	01/09/19	Invoice	Nota 112	10,00	40,00	7.500.000,00	7.500.000,00		14.289,00	524,88	524,88	
	WORKSHOP SUB-TOTAL							73.735.320,00	71.735.320,00	2.000.000,00		5.155,94	5.015,97	139,97

FINANCIAL PROGRESS REPORT

TRAINING - Example

Annex No.	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date (DD/MM/YY)	Document Type (Timesheet, invoice, voucher etc.)	Document No	Unit Cost (USD)	Number Of Units	Total Amount (Local Currency-.....)	COMCEC funding (Local Currency-.....)	Owner's contribution (Local Currency-.....)	Exchange Rate (USD/LC)	Total Amount (USD)	COMCEC funding (USD)	Owner's contribution (USD)
5	TRAINING STUDY													
	5.1. Meeting Hall Rent							11,000,000.00		11,000,000.00		774.05		774.05
	5.1.1. Meeting Hall Rent							11,000,000.00		11,000,000.00		774.05		774.05
1	Meeting Hall	Royal Kumingan Hotel	06/09/19	Billing Info		357.14	4.00	11,000,000.00		11,000,000.00	14.211,00	774.05		774.05
	5.2. Transportation/Boarding-Lodging							316,653,000.00	316,653,000.00			22,262.60	22,262.60	
	5.2.1. Boarding and lodging of the participants (for foreign participants)							55,000,000.00	55,000,000.00			3,870.24	3,870.24	
1	Residential Package for Foreign Participant	Royal Kumingan Hotel	06/09/19	Billing Info		107.00	40.00	55,000,000.00	55,000,000.00		14.211,00	3,870.24	3,870.24	
	5.2.2. Boarding and lodging of the participants (for local participants)							189,000,000.00	189,000,000.00			13,299.56	13,299.56	
1	Residential Package for Local Participant	Royal Kumingan Hotel	06/09/19	Billing Info		107.00	160.00	189,000,000.00	189,000,000.00		14.211,00	13,299.56	13,299.56	
	5.2.3. Local Transportation							2,760,000.00	2,760,000.00			194.22	194.22	
1	Vehicles Rent	PT. PUSAKA PRIMA TRANSPORT	06/09/019	Receipt	20190073284, 20190073896	5.00	71.00	2,760,000.00	2,760,000.00		14.211,00	194.22	194.22	
	5.2.4. Airfare (for foreign participants)							69,893,000.00	69,893,000.00			4,898.58	4,898.58	
1	Mr. Md. Feroz Islam (BANGLADESH)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	8,704,800.00	8,704,800.00		14.268,00	610.09	610.09	
2	Mr. Rezaul Haque (BANGLADESH)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	8,704,800.00	8,704,800.00		14.268,00	610.09	610.09	
3	Mrs. Nurdyanaatqiah Binti Nordin (BRUNEI DARUSSALAM)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	5,771,300.00	5,771,300.00		14.268,00	404.49	404.49	
4	Arlene Margareth Yadao (BRUNEI DARUSSALAM)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	5,771,300.00	5,771,300.00		14.268,00	404.49	404.49	
5	Mrs. Nur Barizah Binti Othaman (MALAYSIA)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	3,930,400.00	3,930,400.00		14.268,00	275.47	275.47	
6	Mrs. Suhaida Binti Mahati (MALAYSIA)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	3,930,400.00	3,930,400.00		14.268,00	275.47	275.47	
7	Mr. Janbar Khan (PAKISTAN)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	16,540,000.00	16,540,000.00		14.268,00	1,159.24	1,159.24	
8	Mr. Saad Ahmed Khawa (PAKISTAN)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	16,540,000.00	16,540,000.00		14.268,00	1,159.24	1,159.24	
	5.3. Visibility and Other Material							34,200,000.00	32,700,000.00	1,500,000.00		2,393.01	2,288.18	104.84
	5.3.1. Banner							4,700,000.00	3,200,000.00	1,500,000.00		328.49	223.65	104.84
1	Banner	PERMATA MANDIRI	31/08/19	Invoice		45.00	5.00	4,700,000.00	3,200,000.00	1,500,000.00	14.308,00	328.49	223.65	104.84
	5.3.2. Stationary							25,750,000.00	25,750,000.00			1,802.09	1,802.09	
1	Training Kit	PD. WIDYA GRAHA	01/09/19	Invoice	Nota 371	45.00	40.00	25,750,000.00	25,750,000.00		14.289,00	1,802.09	1,802.09	
	5.3.5. Other (please specify)							3,750,000.00	3,750,000.00			262.44	262.44	
1	Certificate	PD. WIDYA GRAHA	01/09/19	Invoice	Nota 431	10.00	50.00	3,750,000.00	3,750,000.00		14.289,00	262.44	262.44	
	TRAINING SUB-TOTAL							361,853,000.00	349,353,000.00	12,500,000.00		25,429.66	24,550.77	878.88



FINANCIAL PROGRESS REPORT

STUDY VISIT

	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date	Document No	Unit Cost (USD)	Total Amount (Local Currency-.....)	COMCEC funding (Local Currency-.....)	Owner's contribution (Local Currency-.....)	Exchange Rate (USD/LC)	Total Amount (USD)	COMCEC funding (USD)	Owner's contribution (USD)
2	STUDY VISIT											
	2.1 Allowance					0,00	0,00	0,00		0,00	0,00	0,00
	2.1.1. Domestic travel					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
	2.1.2. Foreign Travel					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	2.2.Transportation					0,00	0,00	0,00		0,00	0,00	0,00
	2.2.1.Local Transportation					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	2.2.2. Airfare (for foreign participants)					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	2.2.3. Airfare (for local participants)					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
STUDY VISIT SUB-TOTAL						0,00	0,00	0,00	0,00	0,00	0,00	0,00

FINANCIAL PROGRESS REPORT

CONFERENCE AND SEMINAR

Annex No.	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date	Document No	Unit Cost (USD)	Total Amount (Local Currency-.....)	COMCEC funding (Local Currency-.....)	Owner's contribution (Local Currency-.....)	Exchange Rate (USD/LC)	Total Amount (USD)	COMCEC funding (USD)	Owner's contribution (USD)
4	CONFERENCE AND SEMINAR											
	4.1. Meeting Hall Rent					0,00	0,00	0,00		0,00	0,00	0,00
	4.1.1. Meeting Hall Rent					0,00				0,00		
	4.2. Transportation/Boarding-Lodging					0,00	0,00	0,00		0,00	0,00	0,00
	4.2.1. Boarding and lodging of the participants (for foreign participants)					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	4.2.2. Boarding and lodging of the participants (for local participants)					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	4.2.3. Local Transportation					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	4.2.4. Airfare (for foreign participants)					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	4.2.5. Airfare (for local participants)					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	4.3.Visibility and Other Material					0,00	0,00	0,00		0,00	0,00	0,00
	4.3.1. Banner					0,00				0,00		
	4.3.2. Stationary					0,00				0,00		
	4.3.3. Interpretation					0,00				0,00		
	4.3.4. Speaker's Honorarium					0,00				0,00		
	4.3.5. Other (please specify)					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
	CONFERENCE AND SEMINAR SUB-TOTAL					0,00	0,00	0,00		0,00	0,00	0,00

FINANCIAL PROGRESS REPORT

ASSOCIATED INVESTMENT

Annex No.	Description of Expenses	Document No	Unit Cost (USD)	Total Amount (Local Currency-.....)	COMCEC funding (Local Currency-.....)	Owner's contribution (Local Currency-.....)	Exchange Rate (USD/LC)	Total Amount (USD)	COMCEC funding (USD)	Owner's contribution (USD)
6	ASSOCIATED INVESTMENT									
	8.1. Computer			0,00	0,00	0,00		0,00	0,00	0,00
1				0,00				0,00		
2				0,00				0,00		
	8.2. Printer			0,00	0,00	0,00		0,00	0,00	0,00
1				0,00				0,00		
2				0,00				0,00		
	8.3. Projector			0,00	0,00	0,00		0,00	0,00	0,00
1				0,00				0,00		
2				0,00				0,00		
	8.4. Scanner			0,00	0,00	0,00		0,00	0,00	0,00
1				0,00				0,00		
2				0,00				0,00		
	8.5. Communications (telephone, fax, internet)			0,00	0,00	0,00		0,00	0,00	0,00
1				0,00				0,00		
2				0,00				0,00		
	8.6. Website Construction			0,00	0,00	0,00		0,00	0,00	0,00
1				0,00				0,00		
2				0,00				0,00		
	8.7. Other			0,00	0,00	0,00		0,00	0,00	0,00
1				0,00				0,00		
2				0,00				0,00		
ASSOCIATED INVESTMENT SUB-TOTAL				0,00	0,00	0,00		0,00	0,00	0,00

FINANCIAL PROGRESS REPORT

INCIDENTALS

	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date (DD/MM/YY)	Document Type (Timesheet, invoice, voucher etc.)	Document No	Unit Cost (USD)	Number of Units	COMCEC funding (Local Currency-.....)	Owner's contribution (Local Currency-.....)	Total Amount (Local Currency-.....)	Exchange Rate (USD/LC)	COMCEC funding (USD)	Owner's contribution (USD)	Total Amount (USD)
3	INCIDENTALS													
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
	TOTAL													

ADDENDUM FORM

ANNEX- 8 ADDENDUM FORM

ADDENDUM FORM

Addendum No...

Explanatory Note

(Project Number)

Project title	
Project Owner	
Project Leader	
Period of implementation	
Responsible Authority	
Project Coordinator	
Purpose of Addendum	

List of Modifications

Scope of Modification	Justification of Modification
<i>From (Budget Item and Amount)</i>	<i>To (Budget Item and Amount)</i>

All other terms and conditions of the project fiche numbered ... attached to the Contract dated ... remain unchanged. This addendum shall form an integral part of the project fiche numbered ... attached to the Contract dated and it shall enter into force on the later date of approval by the Bank.

On behalf of the Project Leader

Name :
Title :
Signature :
Date :

ADDENDUM FORM

ANNEX- 8 ADDENDUM FORM

Project title	2018 IDNTRADE
Project Owner	<i>Ministry of Trade Indonesia</i>
Cooperation Area	Trade
Country	<i>Indonesia</i>
Period of implementation	<i>5 (five) months</i>
Responsible Authority	Antonius Yudi Triantoro
Project Coordinator	Nur Wahid
Purpose of Addendum	Modify and Transfer Budget Allocation for Workshop and <u>Traning</u>

List of Modifications

Scope of Modification	Justification of Modification
<i>From (Budget Item and Amount)</i>	<i>To (Budget Item and Amount)</i>
<i>Banner 1.444,95 USD</i>	<i>Stationary 1.444,95 USD</i>
<i>Boarding and Lodging of the participants 470,02 USD</i>	<i>Meeting Hall 470,02 USD</i>

NOTIFICATION FORM

ANNEX- 9 NOTIFICATION FORM

NOTIFICATION FORM

Notification N°...

Explanatory Note

(Project Number)

Project title	
Project Owner	
Project Leader	
Period of implementation	
Responsible Authority	
Project Coordinator	
Purpose of Notification	

List of Modifications

From (Budget Item and Amount)	To (Budget Item and Amount)

All other terms and conditions of the Concept Note numbered ... attached to the Contract dated ... remain unchanged. This notification shall form an integral part of the Concept Note numbered ... attached to the Contract dated ... and it shall enter into force on the later date of approval by the Bank.

On behalf of the Project Leader

Name:

Title:

Signature:

Date:

NOTIFICATION FORM

ANNEX- 9 NOTIFICATION FORM

Project title	2018 IDNTRADE
Project Owner	<i>Ministry of Trade Indonesia</i>
Cooperation Area	Trade
Country	<i>Indonesia</i>
Period of implementation	<i>5 (five) Months</i>
Responsible Authority	Antonius Yudi Triantoro
Project Coordinator	Nur Wahid
Purpose of Notification	Modify and Transfer Budget Allocation for Workshop and <u>Traning</u>

List of Modifications

From (Budget Item and Amount)	To (Budget Item and Amount)
<i>Boarding and Lodging of the participants 470,02 USD</i>	Meeting Hall 470,02 USD

ADDENDUM FORM

ANNEX 8

ADDENDUM FORM

Addendum N°1

Change of Payment Mode

[COMCEC 2018- TURPOVER-586]

Project title	Developing Guidelines on Social Safety Net Systems for OIC Countries
Project Owner	Turkish- Ministry of Family, Labor and Social Services
Cooperation Area	Poverty Alleviation
Country	Turkey
Period of implementation	April 2019-November 2019
Responsible Authority	Bülent TEKBIYIKOĞLU
Project Coordinator	Prof. Dr. H. Sibel Kalaycıoğlu
Purpose of Addendum	Change of Payment Mode and Incidental Use

List of Modifications

Scope of Modification	Justification of Modification
<i>Change of Payment Mode</i>	Due to complication payment process of Ministry of Family, Labor and Social Services we would ask you to, the Bank directly transfer the payment to the service providers after submitting the needed documents.
<i>Incidental Use and Transfers Between Budget Items</i>	Due to the lack of flights to the countries for begin and end dates of program, foreign participants (Gambia, Indonesia) were required to stay extra days. For this reason, it is necessary to use incidental budget of training and workshop programs in the foreign accommodation parts.

Transfers From Surplus of Funds and Using Incidentals to Cover the Deficits on Some Items

From: 2.3.3. Interpretation
To: 2.2.2. Boarding and lodging of the participants (for foreign participants)
Amount: **3.435,00 USD**

From: 2.3.3. Interpretation
To: 2.2.1. Boarding and lodging of the participants (for local participants)
Amount: **329,00 USD**

From: 3.3.1. Banner
To: 2.2.1. Boarding and lodging of the participants (for local participants)
Amount: **46,00 USD**

From: Incidentals
To: 2.2.1. Boarding and lodging of the participants (for local participants)
Amount: **225,00 USD**

From: 3.2.5. Local Transportation
To: 3.2.1. Boarding and lodging of the participants (for foreign participants)
Amount: **660,00 USD**

From: Incidentals
To: 3.2.1. Boarding and lodging of the participants (for foreign participants)
Amount: **4.010,00 USD**

From: Incidentals
To: 3.2.2. Boarding and lodging of the participants (for local participants)
Amount: **600,00 USD**

From: Incidentals
To: 3.2.3. Airfare (for foreign participants)
Amount: **1.443,00 USD**

From: Incidentals
To: 3.2.4. Airfare (for local participants)
Amount: **160,00 USD**

REVISED BUDGET

2018-TURPOVER-586 PAYMENT CONTROL FORM															
		Budget CCO Funding	Payment 1	Payment 2	Payment 3	Payment 4	Total To Date	Remaining Amount	Payment Order	Remaining Amount After Payment Order	Budget PO Funding	Payment 1	Payment 2	Total To Date	Remaining Amount
	<i>REVISED BUDGET</i>	Date									Date				
1	HUMAN RESOURCES	11.750,00	1.875,00	1.750,00	2.125,00	6.000,00	11.750,00	0,00			0,00			0,00	0,00
	1.1. Fees	11.750,00	1.875,00	1.750,00	2.125,00	6.000,00	11.750,00	0,00			0,00			0,00	0,00
	1.1.1. Project Coordinator	8.250,00	1.875,00	1.750,00	2.125,00	2.500,00	8.250,00	0,00			0,00			0,00	0,00
	1.1.2. Project Trainer 1	3.500,00				3.500,00	3.500,00	0,00			0,00			0,00	0,00
2	TRAINING	13.436,00				13.436,00	13.436,00	0,00			2.085,00			0,00	2.085,00
	2.1. Meeting Hall Rent	0,00				0,00	0,00	0,00			1.500,00			0,00	1.500,00
	2.1.1. Meeting Hall Rent	0,00				0,00	0,00	0,00			1.500,00			0,00	1.500,00
	2.2. Transportation/Boarding-Lodging	13.200,00				13.200,00	13.200,00	0,00			585,00			0,00	585,00
	2.2.1. Boarding and lodging of the participants (for local participants)	3.600,00				3.600,00	3.600,00	0,00			585,00			0,00	585,00
	2.2.2. Boarding and lodging of the participants (for foreign participants)	9.600,00				9.600,00	9.600,00	0,00			0,00			0,00	0,00
	2.3. Visibility and Other Material	236,00				236,00	236,00	0,00			0,00			0,00	0,00
	2.3.3. Interpretation	236,00				236,00	236,00	0,00			0,00			0,00	0,00
3	WORKSHOP	32.793,00				32.747,00	32.747,00	46,00			3.320,00			0,00	3.320,00
	3.1. Meeting Hall Rent	0,00				0,00	0,00	0,00			1.500,00			0,00	1.500,00
	3.1.1. Meeting Hall Rent	0,00				0,00	0,00	0,00			1.500,00			0,00	1.500,00
	3.2. Transportation/Boarding-Lodging	32.393,00				32.393,00	32.393,00	0,00			1.820,00			0,00	1.820,00
	3.2.1. Boarding and lodging of the participants (for foreign participants)	9.600,00				9.600,00	9.600,00	0,00			1.820,00			0,00	1.820,00
	3.2.2. Boarding and lodging of the participants (for local participants)	3.600,00				3.600,00	3.600,00	0,00			0,00			0,00	0,00
	3.2.3. Airfare (for foreign participants)	16.443,00				16.443,00	16.443,00	0,00			0,00			0,00	0,00
	3.2.4. Airfare (for local participants)	2.160,00				2.160,00	2.160,00	0,00			0,00			0,00	0,00
	3.2.5. Local Transportation	590,00				590,00	590,00	0,00			0,00			0,00	0,00
	3.3. Visibility and Other Material	400,00				354,00	354,00	46,00			0,00			0,00	0,00
	3.3.1. Banner	354,00				354,00	354,00	0,00			0,00			0,00	0,00
4	ASSOCIATED INVESTMENT	0,00				0,00	0,00	0,00			1.050,00			0,00	1.050,00
	4.1. Computer	0,00				0,00	0,00	0,00			750,00			0,00	750,00
	4.2. Printer	0,00				0,00	0,00	0,00			200,00			0,00	200,00
	4.4. Scanner	0,00				0,00	0,00	0,00			100,00			0,00	100,00
5	INCIDENTALS	0,00				0,00	0,00	0,00			0,00			0,00	0,00
	TOTAL	57.979,00	1.875,00	1.750,00	2.125,00	52.183,00	57.933,00	46,00	0,00	0,00	6.455,00	0,00	0,00	0,00	6.455,00

REPORTS/DOCUMENTS REQUIRED TO BE DELIVERED IN HARD COPY

Documents that form basis for the payments/make significant changes in the Project are required to be delivered to the Bank in hard copy.

- 1. The Contract**
- 2. Financial Progress Reports**
 - Financial Progress Report and it's annexes (Report+Annexes+verifying expenditure documents-invoices, airfare ticket etc.)
- 3. Timesheets**
- 4. Addendum Form (if applicable)**
- 5. Notification Form (if applicable)**



COMCEC ProjectFunding

THANK YOU

recai.biberoglu@kalkinma.com.tr

selma.demirci@kalkinma.com.tr

mehmet.caylidemirci@kalkinma.com.tr

eren.dusgun@kalkinma.com.tr

naz.karabagli@kalkinma.com.tr

ilker.kocak@kalkinma.com.tr

irmakmerve.yilmaz@kalkinma.com.tr

ender.irkoren@kalkinma.com.tr

havvaece.gulsevendagdemir@kalkinma.com.tr

handenur.sahin@kalkinma.com.tr

zerdi.guler@kalkinma.com.tr

bankcpf@kalkinma.com.tr

cpf@comcec.org



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COORDINATION
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**DEVELOPMENT
INVESTMENT**
BANK OF TURKEY