

# Guidelines for financial reports: Action for Development through Libraries Programme (ALP),



International Federation of  
Library Associations and Institutions

## Building Strong Library Associations Programme (BSLA)

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Due to financial regulations in the Netherlands and countries where IFLA receives funding, full and detailed financial reports are required from all projects.

**No funds will be transferred** to any project without an approved budget, invoices, and supporting receipts.

Other than reimbursement of personal expenses incurred from attending IFLA activities, funds will not be transferred to personal bank accounts. An institutional bank account must be used for all project funds.

### 1. VAT

IFLA has been informed by its accountant that from January 2010 there has been a change in European and Dutch tax laws for VAT-treatment of services provided by companies and organisations.

You will receive separate advice about whether VAT applies to your activities.

### 2. Financial reporting process

1. Project application, including a full and detailed budget are submitted to IFLA
2. Application and project budget approved
3. MOU agreed and signed
4. Invoice for project activities provided to IFLA
5. Funds transferred as per invoice
6. Project activities commence
7. Following the activity, all receipts are compiled and sent to IFLA with a new invoice. Any remaining funds are transferred to IFLA.
8. IFLA reconciles all project spending

### 3. Invoice for project activities

An invoice should be prepared for each tranche in the MOU. Projects need to invoice IFLA **before** the activity so that funds can be transferred. Invoices should be prepared in both local currency and **Euros**.

A description of each expense should be included in the Invoice. A sample invoice can be found on page 3.

### 4. Financial report contents

Following project activities, a financial report should be submitted to IFLA. The financial report shall contain the following:

- Detailed account of expenses for each activity in the project
- Accounting for any variation to the project budget

- **Scanned receipts** and invoices for all project activities
- Invoice for return of any remaining funds

A description of each expense should be included in the Invoice. Each receipt should be **scanned**, numbered and attached to the invoice. The expense purpose must be described clearly and each receipt numbered, especially where receipts are in languages other than English. A sample invoice can be found on page 3.

Any expenditure of project funds that cannot be verified by receipts or invoices must be returned to IFLA. Any remaining funds at the end of the project must also be returned to IFLA.

When the report should be submitted:

1. If all project funds are transferred in one tranche, a financial report must be provided at the end of the whole project.
2. Or, if the funds were transferred in more than one tranche (eg BSLA country projects), a financial report must be provided after each tranche has been completed. Projects will be contacted when their next financial report is due.

## **5. Trainer, facilitator and participant invoices**

The project trainer, facilitator or participant should invoice IFLA for all travel-related expenses they incur which are not otherwise reimbursed through project funds.

A description of each expense should be included in the invoice. Each receipt should be scanned, numbered and attached to the invoice. The expense purpose must be described clearly and each receipt numbered, especially where receipts are in languages other than English. A sample invoice can be found on page 3.

Documentation for airfare must indicate proof of travel (such as a boarding pass) and a receipt showing payment. A reservation confirmation is insufficient.

### **Flights**

If required, costs for flights may be advanced on presentation of an invoice from a travel agent or airline.

Flight costs must be approved before a booking is made.

### **Expenses that can be reimbursed**

Please refer to IFLA travel policy. An accurate cost should be included in the project invoice.

## **6. Project expenses that can be reimbursed**

The following types of costs can be included in the project budget:

1. Travel costs (including any flights, visas, local transport) – for trainers and participants
2. Accommodation - for trainers and participants
3. Catering
4. Room hire

5. Workshop materials (excluding printing)
6. Administrative costs, including printing and stationery, postage, publications
7. Insurance (if applicable)
8. Equipment hire
9. Bank and credit card fees
10. Translation fees
11. Costs for evaluation and assessment of the programme (for example, follow up workshops, interviews)

### **6.1 Participant costs**

Participant expenses can be included in the project budget. For example, local transport, meals and accommodation to attend a workshop. Participants should collect any relevant receipts and pass these on to the project coordinator.

### **6.2 Flights**

Costs for flights will be advanced on presentation of an invoice from a travel agent or airline. Flight costs must be approved before a booking is made.

### **6.3 Per diems**

IFLA does not pay per diems, honoraria or salaries for administration, training, or participation in IFLA ALP or BSLA projects. Fees for coordination of projects will be reimbursed only in specific circumstances, where approved in advance. Fees for translators and interpreters must be approved in advance. IFLA reimburses on an expenses-basis only.

## **7. Payment**

IFLA will pay all complete, accurate, and approved invoices within a maximum of four weeks of submission.

## **8. Reimbursement and audit**

IFLA may deny reimbursement of any expense not permitted under Dutch regulations or not in compliance with this policy.

Project expenditure may be subject to audit.

## **9. Submitting your final report**

All financial reports should be submitted electronically to: [alp@ifla.org](mailto:alp@ifla.org)

### **IFLA Headquarters**

P.O. Box 95312  
2509 CH The Hague  
Netherlands

Fax: +31 70 3834827

# Invoice

**To:**

International Federation of Library Associations and Institutions  
 P.O. Box 95312  
 2509 CH The Hague  
 Netherlands

Please make sure these details are complete and correct

**From:**

Name:	Jane Smith
Organisation:	South East Asia Library Association
Mailing address:	National Library, Singapore
VAT Number:	

**Bank details:**

Name of account holder:	South East Asia Library Association
Address of account holder:	123 Library Street, Singapore
Account number:	12 34 56 789
Name of bank:	Bank of South East Asia
Address of bank:	123 Bank Street, Singapore
Full BIC/SWIFT code and routing number for international transfer:	ABNANL2A
Instructions:	

**For:**

Invoice No:	1
Activity/ project code:	2011-AO-1
Advanced amount:	0
Project name:	ALP workshop Singapore 2011
Description for bank transfer:	

Your contact person will give you details for this section

Your contact person will advise to use EUR or USD. Convert local currency to EUR or USD at today's rate

**Instructions: Please create one invoice per each currency type**

Receipt No.	Description	Quantity	Unit Price or Rate	Cost	Currency Used	Cost: EUR	Cost: USD
1	Workshop refreshments for 20 persons (tea, coffee, biscuits)	20	12.5	250	SGD	145	
2	Transport for 20 persons to workshop venue (bus)	1		100	SGD	58	
3	Projector and laptop hire	1		50	SGD	29	

Number each scanned receipt so that each item and receipt can be matched

Provide information about the type of expense, cost, and number of people

Complete if VAT applies

Subtotal	
Tax %	
<b>Total EUR</b>	<b>232</b>
<b>Total USD</b>	

<b>Signed:</b>	<b>Name:</b>
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Please send completed invoice and receipts to your Designated IFLA Contact Person

**IFLA USE ONLY**

<b>Approved:</b>
<b>Date:</b>
<b>Ledger code:</b>