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. FLA 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

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 95212
2509 CH The Hague
Netherlands

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: ABANL2A

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

Instructions: Please create one invoice per each currency type

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

Subtotal

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

Complete if VAT applies

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

Signed: Name:

Please send completed invoice and receipts to your Designated IFLA Contact Person

IFLA USE ONLY

Approved:
Date:
Ledger code: