



# FINANCIAL MATTERS

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# Guideline on SEAFDEC Financial Reporting

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# Guideline on SEAFDEC Financial Reporting

## 1. Financial Requirement

1.1. All financial transactions must be appropriately documented and recorded in the Financial report of the project.

1.2. All transactions should be denominated in US Dollars and transactions in national currency should be converted into US Dollars using the exchange rate on the receipt of the disbursement by the bank.



# Guideline on SEAFDEC Financial Reporting

## 1. Financial Requirement

1.3. Original bank statements, invoices, transaction bills and other evidences should accompany the financial report.

1.4. All bills/invoices and covering payment vouchers, which are settled, shall be stamped **“PAID”** to avoid double payment.



# Guideline on SEAFDEC Financial Reporting

## 2. Requirement on the financial supporting documents

### 2.1. Airfare

- Receipt/Invoice from the travel agency
- Copy of E-ticket/air ticket
- Boarding pass on departure/arrival
- Airport tax receipt, if any
- Only economy class airfare is allowed



# Guideline on SEAFDEC Financial Reporting

## 2, Requirement on the financial supporting documents

### 2.2.1. Daily Subsistence Allowance (DSA)

- The DSA would be computed based on the actual number of days of duty.

- Receipt of DSA



# Guideline on SEAFDEC Financial Reporting

## 2, Requirement on the financial supporting documents

### 2.2.2. Daily Subsistence Allowance (DSA) Rate :

- DSA rate for local participants
- Applied from the DSA rate of the government of each country



# Guideline on SEAFDEC Financial Reporting

## 2. Requirement on the financial supporting documents

### 2.3. Accommodation and meals (welcome dinner, meeting package)

-A receipt from the hotel, such as, guest account or tax invoice or folio shall be accompanied in the financial report.

-Meeting package expenses, such as, invoice and official receipt from the hotel.

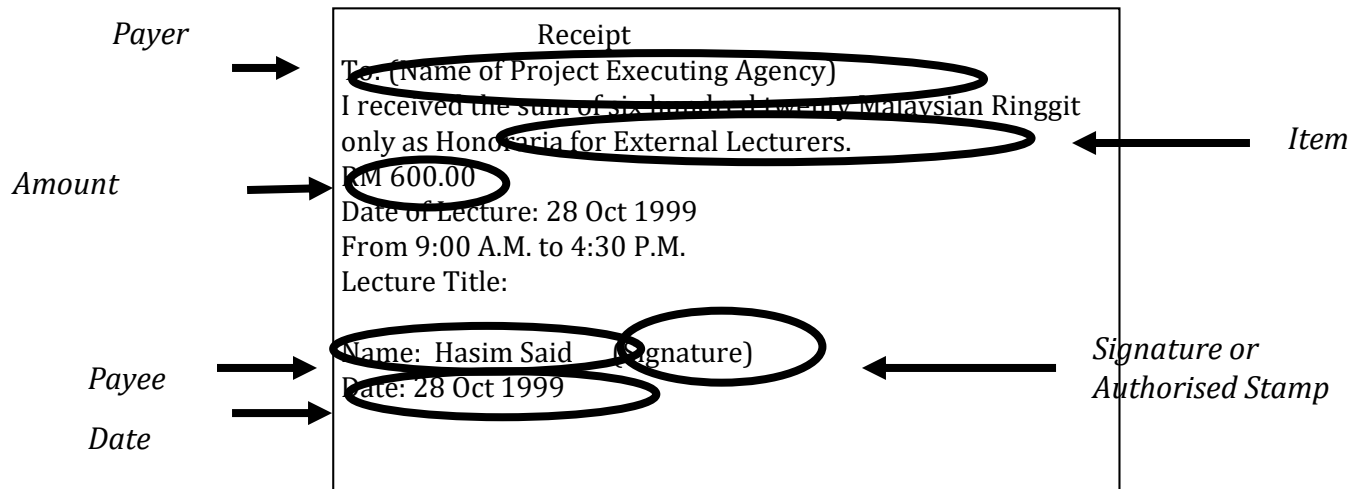




# Payment receipt

All receipts, invoices, etc. must be pasted on A4 size papers and set out the details as shown on your right. More than one receipt, invoice etc. can be pasted on one A4 paper.

***The minimum requirement for the contents of receipts is shown below.***



# Guideline on SEAFDEC Financial Reporting

**The copies of the evidences of expenses for each component shall be submitted to SEAFDEC Training Department as the following address :**

To Mr. Christopher J. Paterson  
Project Director of the SEAFDEC/UNEP/GEF  
Southeast Asian Fisheries Development Center  
Training Department  
Suksawad Road, Phrasamut Chedi ,  
Samutprakan Province 10290,Thailand



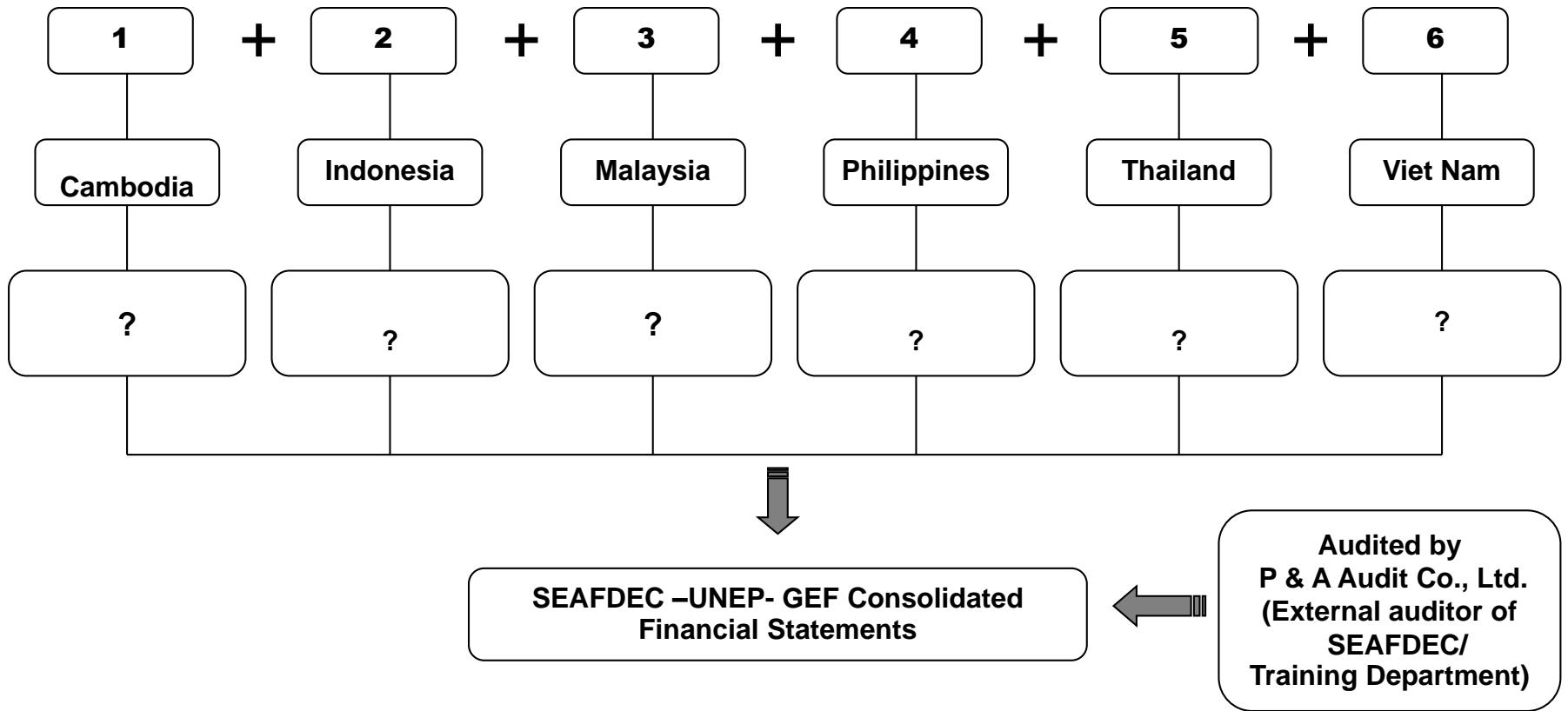
# Other Financial Matters

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## **3.1 Audit Firm for each Country**



# DIAGRAM OF AUDIT FIRMS FOR FINANCIAL STATEMENTS



# CONTACT PERSON FROM AUDIT FIRM

**National Institution of Cambodia**



**Name of Audit Firm**

**Auditor's name** : **Mr. ....**

**Address** :

**Telephone** :

**Fax** :

**Email address** :

# CONTACT PERSON FROM AUDIT FIRM

**National Institution of Indonesia**



**Name of Audit Firm**

**Auditor's name** : **Mr. ....**

**Address** :

**Telephone** :

**Fax** :

**Email address** :

# CONTACT PERSON FROM AUDIT FIRM

**National Institution of Malaysia**



**Name of Audit Firm**

**Auditor's name** : **Mr. ....**

**Address** :

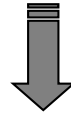
**Telephone** :

**Fax** :

**Email address** :

# CONTACT PERSON FROM AUDIT FIRM

**National Institution of Philippines**



**Name of Audit Firm**

**Auditor's name** : **Mr. ....**

**Address** :

**Telephone** :

**Fax** :

**Email address** :



# CONTACT PERSON FROM AUDIT FIRM

**National Institution of Thailand**



**Name of Audit Firm**

**Auditor's name** : **Mr. ....**

**Address** :

**Telephone** :

**Fax** :

**Email address** :

# CONTACT PERSON FROM AUDIT FIRM

**National Institution of Viet Nam**



**Name of Audit Firm**

**Auditor's name** : **Mr. ....**

**Address** :

**Telephone** :

**Fax** :

**Email address** :

# Other Financial Matters

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**Fiscal year for the Audited  
Financial Statements of  
each country:**

**1 January to 31 December 201x**



# Other Financial Matters

**Or the fiscal year for the first year, it may be started on the date of the money remitted to the country bank's account.**

**.....to 31 December 201x**



# Other Financial Matters

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## 3.2 Financial Statements Format



# Other Financial Matters

## **Financial Statements Format consist of :**

- 1. Statements of Net Assets**
- 2. Statements of Revenues and Expenditures**
- 3. Schedules of Expenditures**
- 4. Details of Activities Expenditures**



# Other Financial Matters

## Financial Statements Format :

**1. Statements of Net Assets consists of :**

**1.1 Assets**

**1.2 Liabilities**

**1.3 Net Assets**



# Other Financial Matters

## **Financial Statements Format :**

**2. Statements of Revenues and Expenditures  
consists of :**

**2.1 Revenues**

**2.2 Expenditures**

**2.3 Excess (Deficiency) of Revenues over  
Expenditures**





# Other Financial Matters

## **Financial Statements Format :**

### **3. Schedules of Expenditures consist of :**

**3.1 Expenses for Component 1**

**3.2 Expenses for Component 2**

**3.3 Expenses for Component 3**

**3.4 Expenses for Component 4**



# Other Financial Matters

## Financial Statements Format :

### 4. Details of Activities Expenditures consist of :

**No.10 : Project Personnel Component**

**No.20 : Sub-Contract Component**

**No.30 : Training Component**

**No.40 : Equipment & Premises Component**

**No.50 : Miscellaneous Component**



# Other Financial Matters

## **3.3 Others financial matters :**

**3.3.1 Date of submission the**

**Financial Statements**

**3.3.2 Format of Bank information for**

**the National Institution**

**3.3.3 SEAFDEC Bank information for**

**refund the unspent budget**



# Other Financial Matters

## **Date of submission of the quarterly Financial Statements from the National Institution to SEAFDEC :**

- On 1 January to 31 March-----Submit within 30 April
- On 1 January to 30 June ----- -Submit within 31 July
- On 1 January to 30 Sept.-----Submit within 31 October
- On 1 January to 31 Dec. -----Submit within 31 January



# Other Financial Matters

**Date of submission of the Audited  
Financial Statements for the year ended  
31 December 201x from the National  
Institution to SEAFDEC :**

**“Within 31 March of each year”**



# Other Financial Matters

**Date of submission of the Audited Consolidated Financial Statements for the year ended 31 December 201x from SEAFDEC to UNEP-GEF :**

**“Within 30 June of each year”**



# Other Financial Matters

**Format of bank information for transfer money from SEAFDEC to the National Institution of each country :**

**Details of Bank which located in each country :**

1. Account name
2. Account number
3. Bank's name
4. Branch
5. Bank's address
6. Telephone
7. Swift code.....and



# Other financial matters

**Format of bank information for transfer money from SEAFDEC to the National Institution of each country :**

**Details of Beneficiary for the National Institution :**

8. Name's of Beneficiary
9. Address of Beneficiary
10. Email address of Beneficiary
11. Telephone number of Beneficiary





# Other financial matters

## **SEAFDEC 's bank information for refund the Unspent Balance Fund in US.Dolloars :**

1. Account name :SEAFDEC-UNEP-GEF
2. Account number: 840-101-0019-122852-501
3. Bank's name : Bangkok Bank Public Co.,Ltd.
4. Branch : Head Office, Foreign Currency  
Deposit Section
5. Bank's address : 333 Silom Road, Bangkok 10500  
Thailand
6. Telephone : (662) 230-1334
7. Swift code : BKKBTHBK



# Other financial matters

## **SEAFDEC's bank information for refund the Unspent Balance Fund in US.Dollars :**

### **Details of Beneficiary for SEAFDEC :**

8. Name's of Beneficiary : Southeast Asian  
Fisheries Development Center
9. Address of Beneficiary : Phrasamutchedi,  
Samutprakan 10290,Thailand
10. Email address : [kannika@seafdec.org](mailto:kannika@seafdec.org)
11. Telephone number : (662) 425-6150



# Other financial matters

**The Unspent Balance Fund** upon completion of the project from the National Institution shall be returned to SEAFDEC's bank account in US.Dollars **within one month** of the presentation of the final financial statements.



# Guideline on SEAFDEC Financial Reporting

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**Thank you**

