



FINANCIAL REPORT

Presented by :

Somboon Siriraksophon



This paper aims to guide country on the quarterly reporting of expenditure and requesting for Cash advance

Timeline	Process on Quarterly Catch Advance Request	Required Documents
<p>1 week before end of the quarter:</p> <ul style="list-style-type: none"> - March, - June, - September, - December 		<ol style="list-style-type: none"> 1) Expenditures Report (App. 1) 2) Progress Report (App.2) 3) All Technical Papers (refers to App.2) 4) Proposed Budget line-based Expenditure (App.3) 5) Cash Advance Request (App.4)
<p>1-2 weeks of the next quarter</p>		<ol style="list-style-type: none"> 1) Quarterly expenditure statement and unliquidated obligations report (us\$) 2) Co-finance Report (Annualy) 3) Cash Advance Statement & details of the estimated disbursement for the next quarter 4) Progress Report (Annualy)



2nd Regional Scientific and Technical Committee Meeting for the SEAFDEC/UNEP/GEF Project on Establishment and Operation of a Regional System of Fisheries *Refugia* in the South China Sea and Gulf of Thailand, Kampot Province, Cambodia 21st – 23rd May 2019

Appendix 1: Expenditures Report (Budget lines based)

THREE-MONTH PROJECT EXPENDITURE ACCOUNT FOR NATIONAL LEAD AGENCIES
 Project Statement of allocation (Budget), expenditure and balance (Expressed in US\$) covering the period from January to March 2019

National Lead Agency: Fisheries Administration of Cambodia
 SEAFDEC/UNEP/GEF/Cambodia
 MoU: South China Sea Fisheries Refugia Initiative
 Project Title: South China Sea Fisheries Refugia Initiative
 Project commencing: January 2017
 Project ending: December 2021

NI: The expenditures should be reported in line with the specific object of expenditures as per project budget

Code Description	Budget codes	Project budget allocation			Expenditure incurred			Unspent balance of budget		
		for the 3-month period			for the 3-month period			for the 3-month period		
		Amount (1)	Amount (2)	Amount (1-2)	Amount (1)	Amount (2)	Amount (1-2)	Amount (1)	Amount (2)	Amount (1-2)
10 PROJECT PERSONNEL COMPONENT										
1100 Project Personnel w/m										
1101	Coordination Support Officers (US\$900 per month) from January to March 2019	2.4.1	2,700.00	2,700.00	0.00					
1199	Sub-Total		2,700.00	2,700.00	0.00					
1200 Consultants w/m										
1201	National consultant of fisheries law to prepare the proclamation of Marine Fisheries Refugia in Koh Kong province	2.3.1	1,000.00	1,000.00	0.00					
1202	National consultant of fisheries law to prepare the proclamation of Marine Fisheries Management Area including Gonper Fisheries Refugia in Kampot province	2.3.1	1,000.00	0.00	1,000.00					
1203	National consultant for management plan preparation for fisheries refugia at Sea	1.3.2	375.00	375.00	0.00					
1299	Sub-Total		2,375.00	2,375.00	1,000.00					
1600 Travel on official business (above staff)										
1601 Site-based management board meeting at Kep: (1) DSA for FIA staff (5 persons * 3 days * US\$40 + US\$600); (2) DSA for Cambodian officer (5 person * 2 days * US\$15 + US\$150); (3) Round trip van rental from Phnom Penh-Kep for 4 days (US\$80*4= US\$320)										
		4.3.2	1,040.00	1,040.00	0.00					
1602 Final stakeholder consultation workshop for MFMA management plan preparation including blue swimming crab fisheries refugia site in Kep: (1) DSA for 1 Director (1 person x 3.5days x US\$45 + US\$ 180 75) + 2 FIA staffs (2persons *3.5days*(US\$40+ US\$280) = 1 FIA staff (3person x 3.5days x US\$ 34 + US\$ 119) + US\$568.75; (2) DSA for 5 FIAC staffs (5 persons*2days*(US\$15+ US\$ 150); (3) Round trip Van rental from Phnom Penh to Kep for 4 days (US\$ 80*4=US\$ 320)										
		1.3.2	1,070.00	0.00	1,070.00					
			1,040.00	1,038.75	1.25					

1610	Site-based management board meeting at Kampot: (1) DSA for FIA staff (5 persons * 3 days * US\$40 + US\$600); (2) DSA for Cambodian officer (4 person * 2days * US\$15 + US\$120); (3) Round trip van rental from Phnom Penh-Kep for 4 days (US\$80*4= US\$320)	4.3.2	1,040.00	0.00	1,040.00					
1699	Sub-Total		13,410.00	10,377.26	3,032.74					
	Component Total		18,485.00	14,452.26	4,032.74					
30 SUB-CONTRACT COMPONENT										
2100 Sub-contracts (MoU/LA's for UN cooperating agencies)										
2101	N/A		0.00	0.00	0.00					
2199	Sub-Total		0.00	0.00	0.00					
2200 Sub-contracts (MoU/LA's for non-profit supporting organizations)										
2202	Coordinate monthly training and awareness activities including pilot management activities: Kep = US\$1,320; (2) Koh Kong = US\$560	1.4.3	1,600.00	1,880.00	-280.00					
2299	Sub-Total		1,600.00	1,880.00	-280.00					
2300 Sub-contracts (commercial purposes)										
2301	N/A		0.00	0.00	0.00					
2399	Sub-Total		0.00	0.00	0.00					
	Component Total		1,600.00	1,880.00	-280.00					
30 TRAINING COMPONENT										
3200 Group training (study tours, field trips, workshops, seminars, etc)										
3201	Site level management board meeting at Kep (1) allowance for participants (35 persons*2days*(US\$10+US\$700); (2) training materials=US\$80;(3) meeting room(US\$100*2days=US\$200;(4) refreshment (US\$3*35*2days=US\$210)	4.3.2	1,190.00	0.00	1,190.00					
3202	Final stakeholder consultation workshop for MFMA management plan preparation including blue swimming crab fisheries refugia site in Kep (1) Meeting package (8 persons*2days*(US\$15+US\$160); (2) training materials=US\$20; (3) DSA for 5 participants (5persons *2days*US\$10 +	1.3.2	1,190.00	280.00	910.00					
3203	Coordinate monthly training and awareness activities including pilot management activities in Kep (3 events)	1.4.3	1,190.00	0.00	1,190.00					
3204	Conduct practical capacity building program for management volunteer in Kep: (1) allowance for participants (35 persons*2days*(US\$10+US\$700); (2) training materials=US\$80;(3) meeting room (US\$100*2days=US\$200); (4) refreshment(US\$3*35*2days=US\$210	1.4.2	1,190.00	0.00	1,190.00					
3205	Conduct practical capacity building program for management volunteer in Koh Kong: (1) allowance for participants (30 persons*2days*(US\$10+US\$600); (2) training materials=US\$80;(3) meeting room (US\$100*2days=US\$200); (4) refreshment(US\$3*30*2days=US\$180	1.4.2	1,190.00	0.00	1,190.00					
	Component Total		1,060.00	0.00	1,060.00					

3210	Site-based management board meeting at Kampot: (1) allowance for participants (35 persons * 2days * US\$10 + US\$700); (2) training materials = US\$80; (3) meeting room(US\$100*2 = US\$200); (4) refreshments (US\$3*35*2days=US\$210)	4.3.2	1,190.00	0.00	1,190.00					
3299	Sub-Total		8,871.50	5,521.38	4,350.12					
	Component Total		0.00	0.00	0.00					
3399	Sub-Total		0.00	0.00	0.00					
	Component Total		8,871.50	5,521.38	4,350.12					
40 EQUIPMENT & PREMISES COMPONENT										
4100 Transportable equipment (items under \$1,000 each, for example)										
4101	Stationary printing ink: All paper, office supplies	4.1.5	50.00	50.00	0.00					
4199	Sub-Total		50.00	50.00	0.00					
4200 Non-expendable equipment (computers, office equip, etc)										
4201	Donor	4.1.5	1,200.00	0.00	1,200.00					
4299	Sub-Total		1,200.00	0.00	1,200.00					
4300 Premises (office rent, maintenance of premises, etc)										
4301	N/A		0.00	0.00	0.00					
4399	Sub-Total		0.00	0.00	0.00					
	Component Total		1,250.00	50.00	1,200.00					
50 MISCELLANEOUS COMPONENT										
5100 Operation and maintenance of equip.										
5101	Maintenance of Computers and Printers		50.00	0.00	50.00					
5199	Sub-Total		50.00	0.00	50.00					
5200 Reporting costs (publications, maps, newsletters, printing, etc)										
5201	Printing the Proclamation of MFMA in Kep and Koh Kong and Provincial Management Committee and Technical Working Group for MFMA in Kep and Koh Kong	1.4.3	400.00	325.00	75.00					
5299	Sub-Total		400.00	325.00	75.00					
5300 Sundry (communications, postage, freight, clearance charges, etc)										
5301	(1) Communications costs = US\$45; (2) bank transfer and charge = US\$ 13.97		50.00	78.97	-28.97					
5399	Sub-Total		50.00	78.97	-28.97					
5400 Hospitality and entertainment										
5401	N/A									
5499	Sub-Total									
5500 Evaluation (consultants fees ETC)										
5501	N/A									
5599	Sub-Total									
	Component Total		500.00	403.97	96.03					
	TOTAL COSTS		30,796.50	22,887.83	8,908.67					

Prepared by: **Mr. Chin Leakhna**
 Deputy Director of DAAL/Project Accountant
 FIA of Cambodia
 Date: 01 April 2019

Verified by: **Mr. Leng By Vann**
 Deputy Director of DFC/INTFP
 FIA of Cambodia
 Date: 01 April 2019

Approved by: **Mr. Ouk Vibol**
 Director of DFC/NFP
 FIA of Cambodia

Signed: *[Signature]* Signed: *[Signature]* Signed: *[Signature]*



Appendix 2: Progress Report

SEAFDEC/UNEP/GEF/Cambodia
SOUTHEAST ASIAN FISHERIES DEVELOPMENT CENTER
SOUTH CHINA SEA FISHERIES REFUGIA INITIATIVE
THREE MONTHLY PROGRESS REPORT

SECTION 1 - BACKGROUND INFORMATION

- 1.1 Project Title: **Establishment and Operation of a Regional System of Fisheries *Refugia* in the South China Sea and Gulf of Thailand**
- 1.2 Agreement: **SEAFDEC/UNEP/GEF/Cambodia**
- 1.3 Responsible Office: **UNEP/GEF Project Coordinating Unit, SEAFDEC**
- 1.4 Lead Agency (Supporting Organization): **Fisheries Administration, Cambodia**
- 1.5 Reporting Period: **January to March 2019**
- 1.6 Focal Point Name: **Mr. Ouk Vibol**

SECTION 2 - PROJECT STATUS

- 2.1 Status of the Implementation of the Activities and Outputs Listed Under the Workplan in the Memorandum of Understanding (check appropriate box)

- Project activities and outputs listed in the Project workplan for the reporting period have been materially completed and the responsible Office is satisfied that the project will be fully completed on time (give reasons for minor variations as Section 3 below).
- Project activities and outputs listed in the Project Workplan for the reporting period have been altered (give reasons for alterations: lack of finance; project reformulated; project revisions; other at Section 3 below).
- Project activities and outputs listed in the Project Workplan for the reporting period have not been fully completed and delays in project delivery are expected (give reasons for variations in Section 3.1 and new completion date in Section 3.2 below).
- Insufficient detail provided in the Project Workplan.

- 2.2 List Actual Activities/Outputs Achieved in the Reporting period: (check appropriate box)

(a) MEETINGS (Duplicate this box for each meeting individually)

- Committee Mtg. Consultation Mtg. Training Seminar/Workshop Others

Title: Report of the meeting on the preparation for the implementation of action plan on mackerel fisheries *refugia* in Koh kong province

Venue and dates: Koh Kong Provincial Hall Administration, Koh Kong province on 24 to 25 January 2019
Convened by FIA Organized by FIA

Report issued as doc No/Symbol/SEAFDEC/UNEP/GEF/CAM/23 Languages English Dated January 29, 2019

Please indicate: No. of participants 9 and attach **annex** giving names, gender of participants and meeting summary. List of participants.

Please indicate co-financing as follows:

Source _____ person times _____
Cash (US\$) _____
In-Kind (person days) 5

(b) PRINTED MATERIALS (Duplicate this box for each printed item)

- Committee Report Technical Publication Technical Report Others

Title: Leaflet on the Proclamation of Marine Fisheries Management Area including fisheries *refugia* for blue swimming crab in Koh Po and Koh Tonsay in Kep province

Author(s)/Editor(s): Department of Fisheries Conservation, FIA

Publisher:

Symbol (ISBN/I) _____

Date of publication 01 January 2019

(When technical reports/publications have been distributed, attach distribution list)

Please indicate co-financing as follows:

Source: Person Times _____

Cash (US\$) _____ 1000 from MCC _____

In-Kind (person days) 28

(c) TECHNICAL INFORMATION PUBLIC INFORMATION (posters, leaflets, broadcasts etc.)
(Duplicate this box for each item)

Description: Report of the baseline survey of short mackerel in Koh Kong province

Venue and dates: Peam Krasob commune in Koh Kong province from 14 to 16 January 2019

Convened by FIA Organized by FIA

Report issued as doc. No/Symbol SEAFDEC/UNEP/GEF/CAM/22 Languages English Dated January 20, 2019

Please indicate: No. of participants 10 and attach **annex** giving names, gender of participants and meeting summary. List of participant

Please indicate co-financing as follows:

Source _____ Person Times _____

Cash (US\$) _____

In-Kind (person days) 6

(d) SERVICES (surveys, technical assistance etc.) (Duplicate this box for each item)

- Signing a sub-contract with Kep Fisheries Administration Cantonment on 1st to 30th March 2019 to assist the coordination of monthly training awareness and pilot management activities in Kep.

Please indicate co-financing as follows:

Source: _____ Person times _____

Cash (US\$) _____ 150 from FIAC _____

In-Kind (person days): 6

(e) OTHER OUTPUTS (Duplicate this box for each item)

Description: Joining the consultation meetings to amend the law on fisheries including fisheries *refugia* concepts.

SECTION 3 - PROJECT DELIVERY

3.1 Summary of the Problems Encountered in Project Delivery (if any)

The implementation of workplan from January to March 2019 has been uncompleted because of unavailable times of sub-national staff from provincial administration and department of agriculture, forestry, and fisheries to join working activities

3.2 Actions Taken or Required to Solve the Problems (identified in Section 3.1 above)

FIA will prepare appropriated activity plan with sub-national level to speed up the implementation of next quarter workplan from April to June in 2019.

SECTION 4 - PROJECT COORDINATING UNIT ASSISTANCE REQUIRED

4.1 Describe specific assistance you would like the PCU to provide in the next quarter.

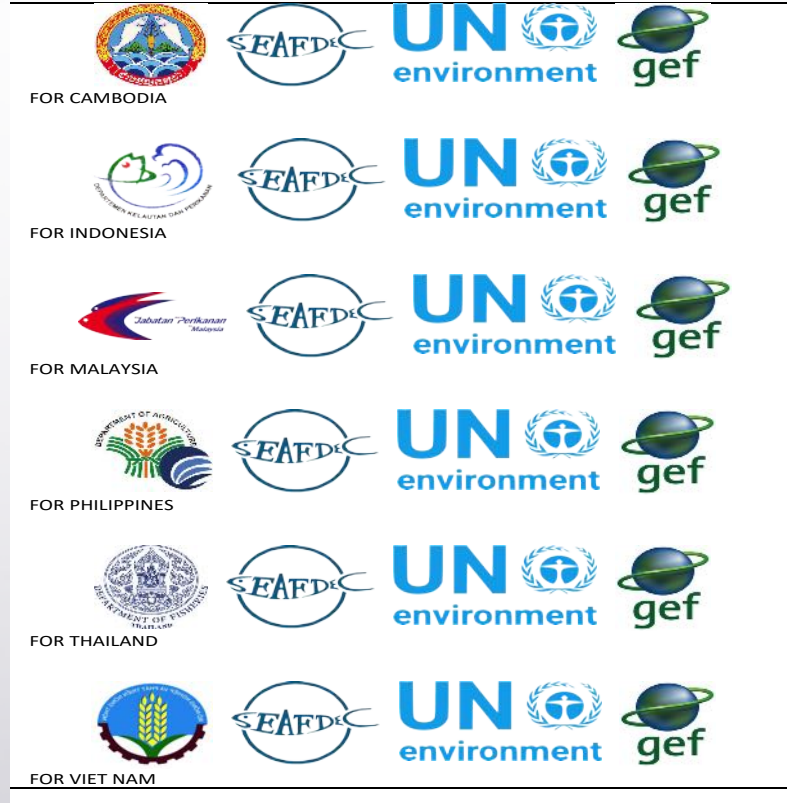
Signed:

Name: **Mr. Ouk Vibol**

Designation: National Focal Point



Appendix 3: Technical report





2nd Regional Scientific and Technical Committee Meeting for the SEAFDEC/UNEP/GEF Project on Establishment and Operation of a Regional System of Fisheries *Refugia* in the South China Sea and Gulf of Thailand, Kampot Province, Cambodia 21st – 23rd May 2019

Appendix 4: Proposed Budget line for next Quarter

THREE-MONTH PROJECT EXPENDITURE ACCOUNT FOR NATIONAL LEAD AGENCIES Project Statement of allocation (Budget), expenditure and balance (Expressed in US\$) covering the period from April to June 2019

National Lead Agency: Fisheries Administration of Cambodia
 MoU: SEAFDEC/UNEP/GEF/Cambodia
 Project Title: South China Sea Fisheries Refugia Initiative
 Project commencing: January 2017
 Project ending: December 2021

Code	Description	Component Code	Project budget allocation	Expenditure incurred	Unspent balance of budget
			for the 3-month period	for the 3-month period	for the 3-month period
Object of Expenditure in accordance with UNEP Budget codes			Amount (1)	Amount (2)	Amount (1-2)
			April - June 2019	April - June 2019	April - June 2019
10 PROJECT PERSONNEL COMPONENT					
1100	Project Personnel w/m				
1101	Coordination Support Officers (US\$900 per month) from April to June 2019	2.2.1	2,700.00	0.00	2,700.00
1199	Sub-Total		2,700.00	0.00	2,700.00
1200 Consultants w/m					
1201	National consultant of fisheries law to prepare the proclamation of Marine Fisheries Management Area including Groupers Fisheries Refugia in Kampot province	2.4.1	1,000.00	0.00	1,000.00
1299	Sub-Total		1,000.00	0.00	1,000.00
1600 Travel on official business (above staff)					
1601	Site-based management board meeting at Kep: (1) DSA for FIA staff (5 persons * 3 days * US\$40 = US\$600); (2) DSA for Cantanment officer (5 person * 2 days * US\$15 = US\$150); (3) Round trip van rental from Kep-Phnom Penh-Kep for 4 days (US\$80*4=US\$320)	4.3.2	1,070.00	0.00	1,070.00
1602	Consultation meeting with management volunteer (technical working group) for MFMA management plan preparation including blue swimming crab fisheries refugia site in Kep: (1) DSA for FIA staff (5persons *3days*US\$40=600); (2) DSA for FIAC staff (4 persons*2day*US\$15=US\$120);(3) Round trip Van rental from Kep-Phnom Penh to Kep for 4 days (US\$ 80*4=US\$ 320)	1.3.2	1,040.00	0.00	1,040.00
1603	Coordinate monthly awareness activities including pilot management activities in Kep: (1) DSA for FIA staff (2 persons *3days*US\$40=240); (2) DSA for FIAC staff (2 persons*2day*US\$15= US\$60);(3) Round trip Van rental from Kep-Phnom Penh-Kep for 4 days (US\$ 80*4=US\$ 320)	1.4.3	620.00	0.00	620.00

2100	Sub-contracts (MoU's/LA's for UN cooperating agencies)				0.00
2101	N/A		0.00	0.00	0.00
2199	Sub-Total		0.00	0.00	0.00
2200 Sub-contracts (MoU's/LA's for non-profit supporting organizations)					
2201	Coordinate monthly training and awareness activities including pilot activities in Koh Kong (2nd payment)	1.4.3		240.00	0.00
2202	Conduct practical capacity building program for management volunteer for fisheries refugia site in Kep	1.4.2	2,000.00	0.00	2,000.00
2203	Develop and maintain a national database of fish egg and larval fish distribution and abundance	2.6.2	800.00	0.00	800.00
2299	Sub-Total		3,040.00	0.00	3,040.00
2300 Sub-contracts (commercial purposes)					
2301	N/A		0.00	0.00	0.00
2399	Sub-Total		0.00	0.00	0.00
Component Total					
			3,040.00	0.00	3,040.00
30 TRAINING COMPONENT					
3200 Group training (study tours, field trips, workshops, seminars, etc)					
3201	Site level management board meeting at Kep (1) allowance for participants(40 persons*2days*US\$10=US\$800); (2) training materials=US\$80;(3) meeting room(US\$100*2days= US\$200);(4) refreshment (US\$3*35*2days=US\$210)	4.3.2	1290.00	0.00	1290.00
3202	Consultation meeting with management volunteer (technical working group) for MFMA management plan preparation including blue swimming crab fisheries refugia site in Kep:(1) allowance for participants (40 persons*2days* US\$10)=US\$800; (2) training materials =US\$80; (3) meeting room (US\$100*2days = US\$200); (4) refreshment (US\$3*35 *2days=US\$210)	1.3.2	1290.00	0.00	1290.00
3203	Coordinate monthly awareness activities including pilot management activities in Kep: (1) refreshment=US\$50	1.4.3	50.00	0.00	50.00

3209	2nd Regional Scientific and Technical Committee Meeting in Kampot on 21-23 May 2019: (1) expenditures =200	4.2.1		200.00	0.00	200.00
3210	Capacity Building of Gender in Fisheries Refugia for FIA and FIAC's officers in Kampot: (1) training materials=US\$200;(2) package for meeting room ,snack, and food = (20 person*2days*US\$15= US\$600); (3) Banner =US\$100; (4) traveling for FIAC's officers at Kampot, Kep, and Preah Sihanouk =16 person*US\$30=US\$ 480)	3.2.2		1080.00	0.00	1080.00
3299	Sub-Total			1080.00	0.00	1080.00
3300 Meetings/conferences (give title)						
3301	N/A		0.00	0.00	0.00	
3399	Sub-Total		0.00	0.00	0.00	
Component Total						
			10,370.00	0.00	10,370.00	
40 EQUIPMENT & PREMISES COMPONENT						
4100 Expendable equipment (Items under \$1,500 each, for example)						
4101	Stationery	4.1.5	50.00	0.00	50.00	
4199	Sub-Total		50.00	0.00	50.00	
4200 Non-expendable equipment (computers, office equip, etc)						
4201	N/A		0.00	0.00	0.00	
4299	Sub-Total		0.00	0.00	0.00	
4300 Premises (office rent, maintenance of premises, etc)						
4301	N/A		0.00	0.00	0.00	
4399	Sub-Total		0.00	0.00	0.00	
Component Total						
			50.00	0.00	50.00	
50 MISCELLANEOUS COMPONENT						
5100 Operation and maintenance of equip.						
5101	Maintenance of Computers and Printers	4.1.5	50.00	0.00	50.00	
5199	Sub-Total		50.00	0.00	50.00	
5200 Reporting costs (publications, maps, newsletters, printing, etc)						
5201	N/A		0	0	0	
5299	Sub-Total		0.00	0.00	0.00	
5300 Sundry (communications, postage, freight, clearance charges, etc)						
5301	Communications costs = US\$50		50.00	0.00	50.00	
5399	Sub-Total		50.00	0.00	50.00	
5400 Hospitality and entertainment						
5401	N/A		0.00	0.00	0.00	
5499	Sub-Total		0.00	0.00	0.00	
5500 Evaluation (consultants fees ETC)						
5501	N/A		0.00	0.00	0.00	
5599	Sub-Total		0.00	0.00	0.00	
Component Total						
			32,240.00	0.00	32,240.00	
TOTAL COSTS			32,240.00	0.00	32,240.00	

Prepared by
 Ms. Chin Leakhena
 Deputy Director of DAAL/Project Accountant
 FIA of Cambodia
 Date: 11 April 2019

Verified by
 Mr. Leng Vyann
 Deputy Director of DFC/NTFF Director of DFC/NRP
 FIA of Cambodia
 Date: 11 April 2019

Approved by
 Mr. Ouk Vibol
 Director of DFC/NRP
 FIA of Cambodia
 Date: 11 April 2019

Sign:

Sign:

Sign:



Appendix 5: Cash Advance Request

CASH ADVANCE REQUEST

Statement of cash advance as at 1-Apr-19

And cash requirements for the three month period ending 30-Jun-19

Name of National Lead Agency **Fisheries Conservation Department, Fisheries Administration (FIA)**

LoA No. **SEAFDEC/UNEP/GEF/Cambodia**

Project title : **Establishment and Operation of a Regional System of Fisheries Refugia in the South China Sea and Gulf of Thailand**

I Cash Statement :

1	Opening Cash Balance as at	2/2/2017	US\$ 0
2	Q1 and Q2 2017	15/3/2017	22,245.00
	Q1, Q2 and Q3 2018	8/8/2018	25737.88
	Q4 2018	18/10/2018	26446.11
	Q1 2019	11/1/2019	19362.88
3	Total cash advanced to date		US\$ 93,821.87
4	Less : total cumulative expenditures incurred		
	Period:	15 March -30 June 2017	US\$ 5,272.26
		01 July -30 September 2017	US\$ 15,273.62
		01 October 2017 to 30 June 2018	US\$ 6,127.00
		01 July -30 September 2018	US\$ 9,711.11
		01 October to 30 December 2018	US\$ 15,652.12
		01 January to 31 March 2019	US\$ 22,307.61
	Total expenditure as at 31 March 2019		US\$ 74,343.72
	Cash in hand at	4 April 2019	US\$ 148.03
	Closing cash balance as at	4-Apr-19	US\$ 9,250.86
5	Total closing cash balance	4-Apr-19	US\$ 9,398.89
II	Cash requirements forecast		
6	Estimated disbursements for period ending June 31, 2019		US\$ 32,240.00
7	Less : closing cash balance (item 5, above)		US\$ 9398.89
8	Total cash requirements for the period ending June 31, 2019		US\$ 22,841.11

Prepared by: _____ Request justified by : _____ Request approved by: _____

Name : **Ms. Chin Leakhena** Deputy Director/Project Accountant DAAL/FIA of Cambodia
Date: 11 April 2019
Sign:

Name : **Mr. Leng Sy vann** Deputy Director/NTFP DFC/FIA of Cambodia
Date: 11 April 2019
Sign:

Name : **Mr. Ouk Vibol** Director/NFP DFC/FIA of Cambodia
Date: 11 April 2019
Sign: