**ATTACHMENT C. FINANCIAL REPORT/INVOICE TEMPLATE**

**Basic Report/Invoice Format:** The following basic format, matching the format of the final Budget, shall be used for invoicing.

**Organization**:

**Period Covered by this Report:**  Month / Day / Year **TO** Month / Day / Year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Line Item | APPROVED BUDGET    A | COST INCURRED PREVIOUS PERIODS  B | COST INCURRED CURRENT PERIOD  C | CUMULATIVE BILLED TO DATE   D=B+C | REMAINING FUNDS    F=A-D |
| I. SALARIES  II. CONSULTANTS  III. TRAVEL  IV. EQUIPMENT  V. SUPPLIES  VI. SUBAWARDS  VII. OTHER DIRECT COSTS  VIII. FARMER INCENTIVES  IX. INDIRECT COSTS |  |  |  |  |  |
| **TOTAL COSTS** |  |  |  |  |  |

1. **Program income:** amount generated during the month; total amount generated to date; total amount in the Budget (if any). Program Income should be reported quarterly.

**2. VAT/Taxes:** If there were any goods/services purchased that were equivalent to or greater than US$500 for a Value-Added Tax or any other tax was paid?

If Yes, attach itemized list with total amount of VAT paid to the financial report.

**3. Certifications:** “By the signature of its authorized representative below, the Subrecipient certifies, as a condition of receiving reimbursement, that as of the date of submission all information provided in the financial report is current and correct; Subrecipient remains eligible to receive the funds sought and its certifications in the Subagreement remain valid; all costs were actually incurred for the Subprogram and are allowable, allocable, and reasonable under the Applicable Cost Principles, and all other requirements of the Subagreement have been met; payment of the sum claimed is due and proper under the Subagreement and applicable law; appropriate refund will be made to Winrock in the event of material noncompliance with the terms and conditions of the Subagreement; and such detailed supporting information as Winrock or its funder may require will be furnished promptly on request.”