**Partner's Name**: xxxxxxxxxxxxxxxxxx

**Project No**:xxxxxxxxxxxx

**Project Title**: xxxxxxxxxx

**Project Duration**: DD-MM-YYYY to DD-MM-YYYY

**Reporting Period**: DD-MM-YYYY to DD-MM-YYYY

| Description | BUDGET | | ACTUAL | | | VARIANCE | |
|---|---|---|---|---|---|---|---|
| | Overall budget | Current period | Prior period | Current Period | Cummulative | Current period | Overall |
| | Jan 2018-Dec 2020 | Jan 2018-Dec 2018 | | Jan 2018-Dec 2018 | Jan '18-Dec '18 | Jan '18-Dec '18 | Jan '18-Dec '18 |
| **INCOME** | | | | | | | |
| Disbursements from Icipe-BioInnovate | 309,455 | 77,364 | 0 | 77,364 | 77,364 | 0 | 232,091 |
| Interest received | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL INCOME** | **309,455** | **77,364** | **0** | **77,364** | **77,364** | **0** | **232,091** |
| **EXPENDITURE** | | | | | | | |
| **Output 1: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx** | | | | | | | |
| Personnel | 8,000 | 2,000 | 0 | 1,620 | 1,620 | 380 | 6,380 |
| Equipment | 5,486 | 1,372 | 0 | 1,111 | 1,111 | 261 | 4,375 |
| Facilities and Minor Civil Works | 8,600 | 2,150 | 0 | 1,742 | 1,742 | 409 | 6,859 |
| Supplies and Services | 15,800 | 3,950 | 0 | 3,200 | 3,200 | 751 | 12,601 |
| Travel and Subsistence | 6,400 | 1,600 | 0 | 1,296 | 1,296 | 304 | 5,104 |
| Operational costs | 19,600 | 4,900 | 0 | 3,969 | 3,969 | 931 | 15,631 |
| **Subtotal-Output 1** | **63,886** | **15,972** | **0** | **12,937** | **12,937** | **3,035** | **50,949** |
| **Output 2: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx** | | | | | | | |
| Personnel | 6,600 | 1,650 | 0 | 1,337 | 1,337 | 314 | 5,264 |
| Equipment | 5,000 | 1,250 | 0 | 1,013 | 1,013 | 238 | 3,988 |
| Facilities and Minor Civil Works | 1,223 | 306 | 0 | 248 | 248 | 58 | 975 |
| Supplies and Services | 14,563 | 3,641 | 0 | 2,949 | 2,949 | 692 | 11,614 |
| Travel and Subsistence | 21,400 | 5,350 | 0 | 4,334 | 4,334 | 1,017 | 17,067 |
| Operational costs | 9,000 | 2,250 | 0 | 1,823 | 1,823 | 428 | 7,178 |
| **Subtotal-Output 2** | **57,786** | **14,447** | **0** | **11,702** | **11,702** | **2,745** | **46,084** |
| **Output 3: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx** | | | | | | | |
| Personnel | 11,000 | 2,750 | 0 | 2,228 | 2,228 | 523 | 8,773 |
| Equipment | 15,423 | 3,856 | 0 | 3,123 | 3,123 | 733 | 12,300 |
| Facilities and Minor Civil Works | 1,123 | 281 | 0 | 227 | 227 | 53 | 896 |
| Supplies and Services | 1,212 | 303 | 0 | 245 | 245 | 58 | 967 |
| Travel and Subsistence | 12,568 | 3,142 | 0 | 2,545 | 2,545 | 597 | 10,023 |
| Operational costs | 3,257 | 814 | 0 | 660 | 660 | 155 | 2,597 |
| **Subtotal-Output 3** | **44,583** | **11,146** | **0** | **9,028** | **9,028** | **2,118** | **35,555** |
| **Output 4: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx** | | | | | | | |
| Personnel | 12,800 | 3,200 | 0 | 2,592 | 2,592 | 608 | 10,208 |
| Equipment | 1,124 | 281 | 0 | 228 | 228 | 53 | 896 |
| Facilities and Minor Civil Works | 1,245 | 311 | 0 | 252 | 252 | 59 | 993 |
| Supplies and Services | 3,375 | 844 | 0 | 683 | 683 | 160 | 2,692 |
| Travel and Subsistence | 22,400 | 5,600 | 0 | 4,536 | 4,536 | 1,064 | 17,864 |
| Operational costs | 12,000 | 3,000 | 0 | 2,430 | 2,430 | 570 | 9,570 |
| **Subtotal-Output 4** | **52,944** | **13,236** | **0** | **10,721** | **10,721** | **2,515** | **42,223** |
| **Output 5: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx** | | | | | | | |
| Personnel | 18,800 | 4,700 | 0 | 3,807 | 3,807 | 893 | 14,993 |
| Equipment | 14,526 | 3,632 | 0 | 2,942 | 2,942 | 690 | 11,584 |
| Facilities and Minor Civil Works | 1,126 | 282 | 0 | 228 | 228 | 53 | 898 |
| Supplies and Services | 1,457 | 364 | 0 | 295 | 295 | 69 | 1,162 |
| Travel and Subsistence | 6,581 | 1,645 | 0 | 1,333 | 1,333 | 313 | 5,248 |
| Operational costs | 5,642 | 1,411 | 0 | 1,143 | 1,143 | 268 | 4,499 |
| **Subtotal-Output 5** | **48,132** | **12,033** | **0** | **9,747** | **9,747** | **2,286** | **38,385** |
| **Output 6: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx** | | | | | | | |
| Personnel | 8,654 | 2,164 | 0 | 1,752 | 1,752 | 411 | 6,902 |
| Equipment | 1,254 | 314 | 0 | 254 | 254 | 60 | 1,000 |
| Facilities and Minor Civil Works | 3,221 | 805 | 0 | 652 | 652 | 153 | 2,569 |
| Supplies and Services | 1,166 | 292 | 0 | 236 | 236 | 55 | 930 |
| Travel and Subsistence | 1,126 | 282 | 0 | 228 | 228 | 53 | 898 |
| Operational costs | 6,458 | 1,615 | 0 | 1,308 | 1,308 | 307 | 5,150 |
| **Subtotal-Output 6** | **21,879** | **5,470** | **0** | **4,430** | **4,430** | **1,039** | **17,449** |
| **TOTAL PROJECT DIRECT COSTS** | **289,210** | **72,303** | **0** | **58,565** | **58,565** | **13,737** | **230,645** |
| **Overhead (indicate %age)** | **20,245** | **5,061** | **0** | **4,100** | **4,100** | **962** | **16,145** |
| **TOTAL PROJECT COSTS** | **309,455** | **77,364** | **0** | **62,665** | **62,665** | **14,699** | **246,790** |
| **BALANCE** | **0** | **0** | | | **14,699** | | |

**Certification**

We certify that the above information is a true representation of the project transactions incurred in the implementation of the above mentioned project, and that adequate original supporting documents for the transactions have been included for your review and for annual financial audit at icipe.

| **Finance Officer** | **Project Leader/Co-Leader** | **Head of Organization** |
|---|---|---|
| Name ..... | Name ..... | Name ..... |
| Signature..... | Signature..... | Signature..... |
| Date..... | Date..... | Date..... |