P4F Reporting and Disbursement Guidelines

1. Purpose of the Guidelines

This document provides guidance on the financial reporting, technical reporting, and disbursement processes required on P4F.

It is the responsibility of the Lead Organisation to ensure that they submit financial and technical reports in line with these principles and according to these guidelines. Expenditure included within any financial report must also be compliant with the terms of the Agreement and P4F's Use of Funds eligibility criteria.

Project partners must ensure all team members, downstream partners (including external subcontractors or consultants) which will deliver work on the ground are given guidance (Welcome Pack materials and these guidance documents) on P4F reporting and evidence requirements. In practice, this means having discussions at the start of activities/ engagement to clearly set out what evidence is required. It is advised that project partners provide specific deadlines to the team members and downstream partners that will provide this information.

These guidelines are not exhaustive – please reach out to your P4F Project Officer to discuss anything not covered by these general guidelines.

2. Contents

3.   Purpose of the Financial Report

The financial report is one of two reports project partners are required to submit to P4F on a quarterly basis. It contains details and evidence of all costs incurred within the previous quarter which have contributed to P4F activities and milestones, and once approved, facilitates a disbursement (release of P4F funds) being made to the lead organisation.

Before spending P4F funds, partners should familiarise themselves with the P4F Guidelines for Procurement, Downstream Due Diligence and Using P4F Funds located in the Welcome Pack and available from the Grantee Resources section of the P4F website.

4.   Process

Project partners should submit their financial report using the P4F Dashboard. The P4F Funding Team will use this report to check funds are being used for items included in the approved budget and workplan, and that all costs are eligible (as per the P4F Guidelines for Using Funds). Financial reports also help the P4F Funding Team to identify and address over/under-spending before the end of the agreement period. Finally, the report provides an update on when project partners intend to request future disbursements.

Once submitted, the P4F Funding Team will review the financial report and contact the project partner with any queries. This will be done via email, with queries highlighted in an Excel export of the financial report. Once all queries have been resolved, and the financial report has been approved[1], project partners will be asked to prepare a disbursement request letter (*see Disbursements*). Once this has been provided to the P4F Funding Team, payment is arranged.
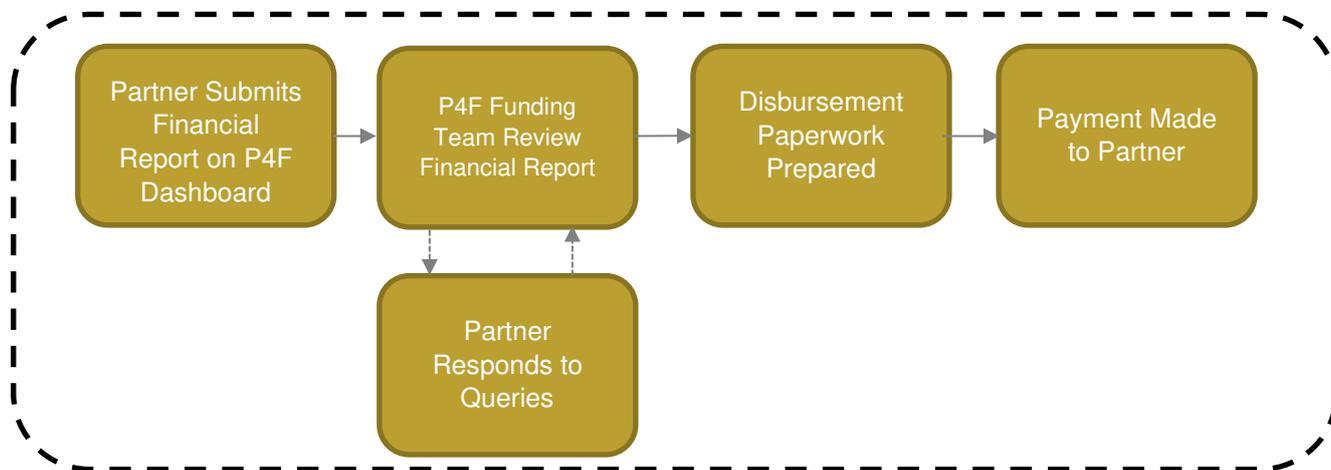
Figure 1: Financial Reporting Process

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[1] Progress reports are locked on the Dashboard once fully approved. If further changes are required, please contact the P4F Funding Team.

5. P4F Dashboard

Once a project has been approved, project partners will be granted access to the P4F Dashboard by their Project Officer. From here, project partners will have access to the Budgets and Reports page, where 4 main tabs are visible: T07b Budget; Disbursement Forecast; Reporting; Budget Reconciliation.

Tip: use the Expand button to see all information available. This applies to all tabs on the Dashboard.

Figure 2: Dashboard Budget 'Expand' Button

5.1. T07b Budget

The T07b Budget tab will show the approved project budget[2], including the proportion of each cost which is to be funded by P4F and/or match funding. A breakdown of the budget tab can be found in Table 1.

P4F can only pay for costs which are in the approved budget. Therefore, project partners are encouraged to get familiar with their project budget and the thresholds at which budget changes can be made without P4F approval; *movement of <5,000 GBP or changes within the same Output.*

Budget Header	Explanation
Cost Item ID	Unique identifier for each budget line
Cost Category	Type of cost: HR; Travel; Ops; Workshops; Comms; Other
Item Number	Classifies the type of cost. See Line Item Number Key (Table 2) for cost type breakdown
Item Name	Description of cost
Unit Name	In what unit the cost is measured / charged
Unit Cost (GBP)	Cost per unit in GBP
Number of Units	Total number of units on the project
P4F Units Requested	Number of units to be charged to P4F
P4F Requested Amount	Charge to P4F for this budget line *Unit Cost (GBP) * P4F Units Requested*

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[2] Please note that if you have received multiple grants from P4F then you may see multiple budgets in the dashboard. So please always make sure you select the correct budget using the drop down:

Match Funding Units	Number of units to be match funded
Match Funding Amount	Match funding value for this budget line *Unit Cost (GBP) * Match Funding Units*
Partner	Project partner who will incur the cost
Explanatory Notes	If an eye icon (👁)is visible, click this for additional notes on this budget line

Table 1: Dashboard Budget Breakdown

Item Number	Explanation
1.1	Permanent Staff
1.2	Temporary Staff (inc. consultants)
2.1	International Flights
2.2	Domestic Flights
2.3	Ground Transportation (Trains, Ferries, Taxi etc.)
2.4	Overseas Subsistence (Accommodation, Meals etc. while working in different country)
2.5	Domestic Subsistence (Accommodation, Meals etc. while working in same country, but away from home city)
3.1	Vehicle Rental
3.2	Vehicle Costs (fuel, maintenance, repairs etc.)
3.3	Office Rental and Other Rental Charges
3.4	Consumables, Office Supplies
3.5	Other Services (Telephone, Internet etc.)
4.1	Workshop 1 Costs
4.2	Workshop 2 Costs
4.3	Workshop 3 Costs
5.1	Communications Strategy
5.2	Communications Product
5.3	Communications Event
5.4	Other Comms Costs
6.1 / 6.2 etc.	Other – this is used for legal fees, other eligible expenses, and where P4F TA should be noted.

Table 2: Line Item Number Key

5.2.   Disbursement Forecast

T07 b Budget	Disbursement Forecast	Reporting	Budget Reconciliation

The Disbursement Forecast tab shows the frequency at which disbursements can be requested, as per the project agreement. This includes when P4F expect to make payment, how much P4F expect to disburse, and which milestones are required to release payment in the agreement.

Project partners should aim to submit the relevant reporting one month prior to the date listed in the disbursement forecast to ensure the P4F Funding Team have ample time to review and approve the costs submitted and arrange for payment to be made. Email reminder notifications can be established using the Settings function (cog ⚙ icon) in the P4F Dashboard.

5.3.   Budget Reconciliation

| T07 b Budget | Disbursement Forecast | Reporting | Budget Reconciliation |
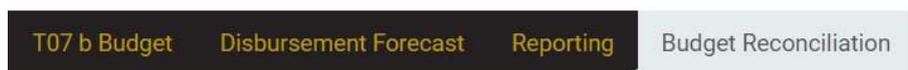
The Budget Reconciliation tab compares project spending to date, based on the financial reports uploaded to the dashboard, with the agreed budget, showing the proportion of each budget line spent. This allows project partners to monitor project spending by identifying areas of over or underspending on the project.

If project partners need to make changes to the budget, a budget change proposal should be included in the Variance section of the Technical Report which explains the 'what and why' of the change. Proactively including this detail will save time, as the P4F team will request this when reviewing quarterly reporting.

5.4.   Reporting

| T07 b Budget | Disbursement Forecast | Reporting | Budget Reconciliation |

The Reporting tab is where you can find the financial and technical reporting.

6.   Completing a Financial Report

When you are ready to submit your quarterly financial report:

1.   Navigate to the T07b Budget & Tools tab (left-hand side) and then select the Reporting tab.

2.   Click the Add Report button (top right)

A pop-up form will appear (*Figure 3*) requesting the Report Name and the Associated Disbursement be selected from drop-down menus. Both should be selected in chronological order. Only select an Associated Disbursement if you intend for a payment to be linked to this financial report. This is often missed by grantees, and this causes delays to your payment because we must amend. Please ensure you select the correct disbursement number.

Figure 3: Report Name and Associated Disbursement Pop-Up

Example: the first financial report would be Progress Report 1 and, if requesting a disbursement, Associated Disbursement 1 would be selected.

3. Select the Report Name (drop down)
4. Select the Associated Disbursement (drop down, as per notes above)
5. Click Submit Form
6. Click Download Invoice Template (top right)
    a. Ensure that you are familiar with the template guidance notes in the Guidance tab of the Invoice Template

The P4F Project Financial Report Invoice Items Template will download. This is an Excel template which allows project partners to provide a description of each cost incurred, including which budget item the cost is associated with, and detail the value to be covered by P4F and/or match funding. It also allows invoice items to be bulk uploaded to the dashboard.

Within this workbook, navigate to the relevant Progress Report tab and complete each of the columns, with each individual cost represented by a unique row. The columns within this template are explained in Table 3. Further guidance on completing this workbook can be found in the Guidance tab of the P4F Project Financial Report Invoice Items template.

Column Header	Explanation
Description of Expenditure / Invoice Number	Description of the cost being reported, must be unique
Disbursement Number	Which number disbursement this cost is associated to. If a default was selected when adding the report, this can be left blank. For payments in advance there may be more than one disbursement number in the same report. Please ensure you always select the disbursement number that cost relates to. So, if that cost is to reconcile an advance payment you received, then you should insert the number of that advance payment.
Item ID	Cost Item ID from the project budget. See Table 1
Item Name	Item name from the project budget. See Table 1
Total Invoice / Receipt Amount in Original Currency (if not GBP)	Total value, in original currency, as per evidence/invoice/receipt

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Rate of Exchange to GBP	Exchange rate to GBP. See P4F Guidelines for Use of Funds for further information on exchange rates[3]
Total Invoice / Receipt Amount in GBP	*FORUMLA. DO NOT AMEND.*
Date Incurred	The date the cost was incurred should always match the date on the evidence. If you have attached multiple pieces of evidence to the same line, so you have multiple dates, please ensure all are within the term of the agreement and insert the date of the most recent evidence in the dashboard. This date may be the same or it may be different to the date paid, however it must be accurate.
Date Paid	The date the cost was paid by the project partner, as per bank statement. This can differ or match the date incurred but must be accurate.
P4F Expenditure	Value (GBP) to be charged to P4F. *This plus the match funding value should always equal the Total Invoice / Receipt Amount in GBP.*
Match Funding	Value (GBP) to be covered by match funding. *This plus the P4F Expenditure value should always equal the Total Invoice / Receipt Amount in GBP.*
Associated Evidence	Leave blank

Table 3: Financial Report Invoice Template Breakdown

7. Once the spreadsheet has been populated, **save as a CSV file**.
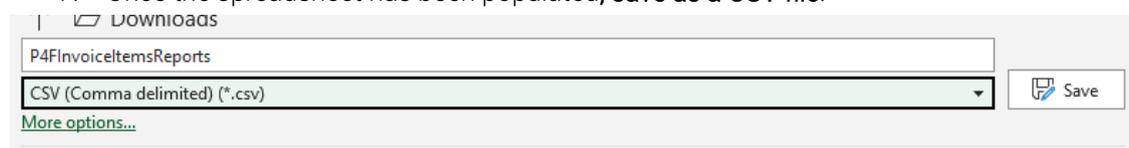
8. Return to the Dashboard and click Upload Invoice Items (right-hand side).
9. Select the relevant file and Click Submit Form.
    a. You will be notified if there are errors you need to fix. Please ensure you fix all errors before trying to upload again. It will only upload completely when all errors are corrected.
10. The financial report will be visible on the Dashboard.
    a. Once uploaded, any aspect of an invoice item can be amended using the edit button (pencil icon, Actions column).

The next step is to upload the relevant evidence file(s) to each invoice item. Please ensure evidence uploaded aligns with that requested in the P4F Guidelines for Use of Funds. If purchases have been made in a remote area, where receipts are not available, please complete and upload a P4F Unevidenced Cost Proforma, available on request.

11. For each invoice item, click the edit button (pencil icon, Actions column), select the relevant file(s) and click Submit Form.

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[3] Please note that for Latin America projects where you are requesting a reimbursement (not an advance), you do not need to enter the exchange rate because P4F will do this when they finalise the report.

12. Once the report, including all evidence, is uploaded, click Submit Report for Review (top right).
13. The P4F Funding Team will review the report, as per *Figure 1*.

Using the P4F Project Financial Report Invoice Items Template is the most efficient way to submit reporting, and multiple bulk uploads can be completed against the same financial report should project partners wish to adopt a 'report-as-you-go' approach. If you wish to upload new invoice items to the same report all you need to do is add these new lines to the excel Invoice Template, export to CSV and then upload to the dashboard. Please note that existing information uploaded to the dashboard will not be amended or overwritten by subsequent uploads. Please see the Guidance tab in the Invoice Template for more information on this.

Alternatively, the following process can be used to add invoice items on a line-by-line basis.
1. Repeat steps 1-5 of the above.
2. Click Add Invoice Item (top right).
3. Populate all fields on the pop-up form. See *Table 3* for a breakdown.
4. Upload evidence files under the Expenditure Evidence section (see step 9)
5. Click Submit Form
6. The invoice item added will be visible on the Dashboard.
7. Repeat for all costs incurred during the quarter.

Though P4F contracts specify which milestones must be delivered each quarter, there is greater flexibility within the financial reporting process. P4F allow and encourage project partners to **submit all costs incurred within the reporting quarter**, even if some of these costs are associated with incomplete milestones. This is especially important where projects use an advance payment mechanism, as partners are required to reconcile a minimum of 75% of funds advanced.

7. Completing a Technical Report

- Download the Technical Report template from the Technical Report tab on the Dashboard
- Complete **all sections**
- Submit evidence of milestones and deliverables – this can be uploaded to the Supporting Evidence tab on the Dashboard
- Once complete, please upload using the 'Upload Technical Report' function (right hand side)

The table below explains the information required in key sections of the Technical Report. These sections must be completed every quarter. If there are no changes to the workplan, milestones or budget, you do not need to fill out the Variances section.

Section 2.1 Narrative of progress

- Read the guidance notes found below the section title
- Use this section to report on any project activities you worked on during the quarter. This is an overall summary of progress against outputs and activities in the agreement.

Section 2.3 Variances

- List the project activity or delivery changes/variances/issues (and highlighting when it results in Budget variances) that have occurred during the reporting period, including an explanation for the change and the impact of the change. *Even if this has already been raised and approved with the P4F team by email/phone etc.*
- Explain variances with a sufficient level of detail – this includes budget variances e.g. overspending, request to make budget changes, changes to activities etc.
- This is where you list any incomplete milestones that you were due to deliver this quarter in your agreement, if applicable.

Section 2.4 Milestones

- All milestones & deliverables achieved during the quarter must be listed here – the **milestones/deliverables here should match those that are listed in the agreement milestone milestone disbursement schedule**. If you have not achieved milestones required for this quarter then you must explain why and when it will be delivered.
- Details required: milestone & deliverable number, completion date and name of the evidence evidence (use file name saved to Supporting Documents tab on the Dashboard)

Section 2.5 Risks

- Record risks that have an impact on P4F activities, milestones, results or relate to safeguarding or reputation. Give updates on existing risks that P4F is tracking.

8.   Disbursements

The frequency of disbursement requests is set out in the Agreement and disbursement forecast.

A disbursement request must contain the following information:

- Evidence of completion of the relevant milestone/s (in the form of a Technical Report and deliverables saved to the Supporting Evidence tab on the Dashboard)
- Evidence of all costs incurred (in the form of a Financial Report)
- Certification by the project partner of continued compliance with the Agreement (in the form of a Disbursement Request Letter)

Note: if a project partner, on an arrears-based contract, is experiencing a shortage of funds, an advance payment can be requested. However, this constitutes a substantive change to the contract and will need to be escalated for internal P4F approval. Please raise the request with your Project Officer who will support you to seek approval for the change. You will be required to submit a justification letter and you may be required to submit your most recent audited accounts to demonstrate lack of funds.

8.1.   Disbursement Request Letter

A template document **must** be used when creating the disbursement request letter. For P4F Grantees, this is available to download under the Disbursement Request Letter tab on the Dashboard. For P4F Subcontractors, your P4F Project Officer will share the relevant template with you. Once submitted to the P4F Accounts Payable team, disbursements will be paid within 30 days. You should only submit a disbursement request letter when P4F confirm that they have approved your financial and technical reports.