

1st Trimester: 1<sup>st</sup> Sharwan to 30<sup>th</sup> Kartik- Report to SWC First week of Manshir  
2nd Trimester: 1<sup>st</sup> Manshir- 31 Falgun) - Report to SWC First week of Chaitra  
3<sup>rd</sup> Trimester: 1<sup>st</sup> Chaitra- 31<sup>st</sup> Ashad –Report to SWC First week of Sharwan

Report should be started form Nepali fiscal year 2080/2081 (1<sup>st</sup> Sharwan to 31<sup>st</sup> Ashad)

You have to prepare ProjectWise report (each project one report)

We would like to request you to follow Nepali fiscal year because we have to report to MOWCSC as per Nepali Fiscal Years.

### **Guideline for Financial Progress format**

- 1) Organization Name : Name of your organization
- 2) Project Name : Name of particular Project
- 3) Project Period: Period of particular Project Date ----- to -----
- 4) Total Approved Budget : total approved budget as per project agreement with SWC
- 5) Received amount till date : Total received budget form donor for particular project till reporting date
- 6) Total Budget for FY 2080/2081 : total budget plan for current fiscal year (1<sup>st</sup> sharwan to 31<sup>st</sup> Ashad)
- 7) Budget 1st Trimester: Approved budget for 1<sup>st</sup> Sharwan to 30<sup>th</sup> Kartik
- 8) 2nd Trimester: Approved budget for 1<sup>st</sup> Manshir- 31 Falgun)-
- 9) 3<sup>rd</sup> Trimester: Approved budget for 1<sup>st</sup> Chaitra- 31<sup>st</sup> Ashad
- 10) Name of Bank: Name of Bank account maintained for particular project.
- 11) Address: Address of bank
- 12) Account No: Bank account no of particular project
- 13) Total Tax paid to Govt: Total tax paid to government for the reporting period from the particular project.
- 14) Details Administrative Expenses; List out the budget heading of administrative budget as per project agreement with SWC.
- 15) Budget Headings: Details budget headings as per project agreement with SWC
- 16) Approved Amount for 1<sup>st</sup> Trimester: Headingwise approved budget of the reporting period
- 17) Approved Amount for 2<sup>nd</sup> Trimester: Headingwise approved budget of 2<sup>nd</sup> Trimester and balance budget of 1<sup>st</sup> Trimester
- 18) Approved Amount for 3<sup>rd</sup> Trimester: Headingwise approved budget of 3<sup>rd</sup> Trimester and balance budget of 1<sup>st</sup> Trimester and 2<sup>nd</sup> Trimester.
- 19) Actual Expenses: Headingwise actual expenditure of the reporting period.
- 20) Remarks: if there is variance (difference) put justification for the variance.
- 21) Details Program Expenses: List out the programmatic budget as per project agreement with SWC.
- 22) Prepared By; Signature by report prepare person
- 23) Approved By: Signature by authorized person

### **Guideline for Technical Progress format**

- 1) Organization Name : Name of your organization
- 2) Project Name : Name of particular Project
- 3) Project Period: Period of particular Project
- 4) Activities Details: list out the activities details as per project agreement with SWC.
- 5) Target unit: put the annual target as per project agreement with SWC
- 6) Progress unit; Put the progress till reporting period.