**Child-Centered Community Development**

**(CCCD)**

Annual Project Report [Year and Country]

[TITLE PROJECT]

[Insert logo partner organisation]



Submitted [Date, Year]

**Project overview**

|  |  |
| --- | --- |
|  | **Project overview** |
| **Project title** | [Project title] |
| **Total project period** | [full length of Multi-Annual Project Plan: 20.. – 20..] |
| **Year of this report** | [current reporting year 20..] |
| **Name of lead organization** | [Name of the lead organization] |
| **Name other implementing organization(s)**  | [Name of other organizations also implementing parts of this project (if applicable)] |
| **Multi-Annual Budget** | [Total multi-annual budget for the project, €…] |
| **Total annual budget** | [Total annual budget proposed, €…] |
| **Division budget** | [Division of budget per partner in consortium for this reporting year (if applicable)] |
| **Intervention area** | [name of the locations where you are implementing the project] |
| **Targeted number of households** | Within the geographical area described above, how many households do you TARGET. [How many of the households in the intervention area have you reached this year] |
| **Targeted number of children & youth** | Within the geographical area described above, how many targeted children and youth have you reached: (Please differentiate between boys & girls)* [how many young children (0-7)\* in the intervention area have you reached this year]
* [how many children (8-12)\* in the intervention area have you reached this year]
* [how many adolescents (13-18)\* in the intervention area have you reached this year]
* [how many youth (19-25)\* in the intervention area have you reached this year]

\*Age brackets can be contextualised  |
| **Number of children/ families linked to a sponsor** | [xxx number of registered children/ family ambassadors linked with a sponsor] |
| **Long-term outcome** | [long-term outcome of the project as defined by ToC] |
| **Pathways of change** | [list the outcome description per pathway of change in your ToC, often these are thematic outcomes]* …
* …
* …
* …

… |

**Contact information Partner Organisation**

|  |  |
| --- | --- |
|  | **Partner organisation** |
| **Partner organisation**  |  |
| **Country** |  |
| **CEO** | [name CEO] |
| **Project manager** | [name project manager] |
| **PMEAL officer** | [name PMEAL officer] |
| **Sponsorship officer** | [name sponsorship officer] |
| **Other staff involved** |  |
| **Email address and Phone number contact person** | [name, email and phone number person assigned as contact person for Help a Child responsible for submission] |

**Contact information other implementing organisations (if applicable)**

|  |  |
| --- | --- |
|  | **Partner organisation** |
| **Partner organisation**  |  |
| **Country** |  |
| **CEO** | [name CEO] |
| **Project manager** | [name project manager] |
| **PMEAL officer** | [name PMEAL officer] |
| **Sponsorship officer** | [name sponsorship officer] |
| **Other staff involved** |  |
| **Email address and Phone number contact person** | [name, email and phone number person assigned as contact person for Help a Child responsible for submission] |

**Contact Information Help a Child Country Office**

|  |  |
| --- | --- |
|  | **Contact data Help a Child** |
| **Organization name** | Help a Child [Country] |
| **Postal address**  |  |
| **Visiting address** |  |
| **Telephone number**  |  |
| **E-mail** |  |

**Contact Information Help a Child Netherlands**

|  |  |
| --- | --- |
|  | **Contact data Help a Child** |
| **Organization name** | Help a Child |
| **Postal address**  | Postbus 40169 | 8004 DD Zwolle | The Netherlands  |
| **Visiting address** | G. Stephensonstraat 11 8013 NL Zwolle, The Netherlands |
| **Telephone number**  |  +31(0)38 460 46 48  |
| **E-mail** | projects@redeenkind.nl |

**Introduction of the template**

The annual report contains four sections and three annexes:

Sections:

1. Progress on Multi-Annual Project Plan (MAPP)
2. Progress on Annual Plan
3. Cross-cutting Issues
4. Organisational Development
5. Financial Report

Annexes:

Annex 1| Financial and Activity Workplan/Report

Annex 2| Multi-annual PMEAL framework

Annex 3| Database complaints and feedback

Each section contains a short description of what is expected in this particular section. Please delete these explanations and replace them by your reporting. Some sections give instructions about the maximum page length your responses should not exceed.

**1 Progress on Multi-Annual Project Plan (MAPP)**

**1.1 | Part of the MAPP implemented (not applicable for phase-in projects)**

Since your MAPP is a multi-annual strategic plan, please shortly explain in what phase of the multi-annual plan you are (start-up, implementation, end-phase) and what elements of the MAPP have been implemented this year (Max ½ A4).

**1.2 | Changes in context (not applicable for phase-in projects)**

Explain, if applicable, changes in the context (environment, social or political) compared to the MAPP and/or annual plan. Give clarifications on how these changes came about and explain how you have adjusted your programming in light of these changes and any concrete changes you made to your annual plan. (Max ½ A4)

**1.3 | Changes in beneficiaries (not applicable for phase-in projects)**

Explain, if applicable, changes in target groups and beneficiaries due to external factors compared to the MAPP and/or annual plan. (For example, if there is high migration, or new challenges that you have seen certain groups in the community encounter.) Also explain how you have adjusted your programming considering these changes. (Max ½ A4)

**1.4 | Major deviations in comparison to MAPP (not applicable for phase-in projects)**

Report on progress against the MAPP and provide justification for any changes or adjustments, if applicable, in strategy, approach, pathways of change etc. compared to the MAPP. Explain which *type* of activities have been implemented according to the plan and which *type* are behind schedule or not done? (*NOTE: Don’t list specific activities but rather generalize considering the different thematic areas of your project.*) What were the reasons for this? And what are the implications of these changes going forward? (Max ½ A4)

**1.5 | Sustainability and Phase out**

Shortly describe what strategies you deployed for this year to ensure that sustainability of results can be achieved; how do you make sure that developments keep running within the community after the phase-out? You need to revert to your MAPP where this is also described and explain what part is implemented this year. Mention the challenges you had in the last years with sustainability (or that you foresee) and how you mitigated or are actively managing these. Furthermore, highlight the signs you are seeing of community preparedness for phase-out. (Max ½ A4)

**1.6 |Financial sustainability**

Explain if you were able to attract contributions of the community or organise income generating activities this year. If applicable mention the challenges you had the last years with financial sustainability and how you mitigated these (Max ½ A4)

**1.7 | Linking & Learning**

Explain how you have linked with and learnt from government authorities this year. This can include Lobby & Advocacy initiatives. Name the different government authorities you have engaged with and explain your lobby objectives for each and how successful your efforts have been. (Max ½ A4)

Explain how you have linked with and learned from other relevant actors like NGOs, private sector, churches, local market players, knowledge centres and service providers this year. This can include Lobby & Advocacy initiatives. Give concrete examples of the value these collaborations have added to your project. (Max ½ A4)

**1.8 COVID-19 Impact**

How did the COVID-19 situation impact your project? (Max ½ A4)

Did you adapt your budget with the flexibility offered by Help a Child, and if yes how have these activities impacted the community? (Max ½ A4)

**2 Progress on Annual Plan**

**2.1 | Reflection on outputs achieved**

Report in ‘**Annex 1: Report of implemented activities**’ on the planned and actual implemented activities in detail, organized per pathway of change.

This section 2.1 supplements that report and provides space to reflect and share more insights on what achieved, what wasn’t, and what this year’s implementation means for the future, per pathway of change. You can refer to annex 1 if needed but do not repeat a list of activities with their targets.

Pathway 1: *[Pathway of change/ outcome statement]*

|  |  |
| --- | --- |
| Key successes achieved | *List in bullet points the achievements that you are most proud of (as noted – do NOT simply list the activities conducted as they are in annex 1)* |
| Deviations from what was planned | *Describe adjustments you made along the way due to changing circumstances or new learnings and the reasons for the changes – this can include cancelled or replaced activities or changes to the scale/target with more or less achieved* |
| Challenges encountered  | *Describe realities which hindered your progress and the actions you took to mitigate them* |
| Key learnings |  *Describe things that you now understand from this years’ experience – whether from a positive result or negative result – that you will take in mind when planning for the future and feel others can benefit from knowing* |
| Proposed changes | *Describe what (if anything) you want to do differently next year, considering what you learned from this years’ experience – this can include scaling up a successful initiative or changing implementation approach, etc.*  |

Pathway 2: *[Pathway of change/ outcome statement]*

|  |  |
| --- | --- |
| Key successes achieved |  |
| Deviations from what was planned |   |
| Challenges encountered  |  |
| Key learnings |   |
| Proposed changes |  |

Pathway 3: *[Pathway of change/ outcome statement]*

|  |  |
| --- | --- |
| Key successes achieved |  |
| Deviations from what was planned |   |
| Challenges encountered  |  |
| Key learnings |   |
| Proposed changes |  |

Pathway 4: *[Pathway of change/ outcome statement]*

|  |  |
| --- | --- |
| Key successes achieved |  |
| Deviations from what was planned |   |
| Challenges encountered  |  |
| Key learnings |   |
| Proposed changes |  |

**2.2 | Reflection on outcomes achieved**

Report in ‘**Annex 2: Report of results of your PMEAL system**’ on the findings from the outcome-level PMEAL tools that you used this year, including Help a Child’s minimum requirements and others of your own initiative.

This section 2.2 supplements that report and provides space to reflect and share more insights on your interpretation of the results and how you will use the findings to adjust your programming based on the evidence gathered.

|  |  |
| --- | --- |
| PMEAL tools used | *Make bullets for each tool used - include tool name, month used* |
| Key findings | *State a few of the most interesting or notable results (positive or negative) – Make bullets and explain per tool* |
| Implications of the results | *Give a simple analysis of what the results mean to you as implementer of the project – Describe what actions you have taken or intend to take in response to this information* |
| Reflection on the Data | *Describe what efforts you have made to reflect on the results of data collected with communities, fellow NGOs, government, or other stakeholder – Make bullets for specific events held*  |

\*After results have been finalized in communication with Red een Kind PMEAL staff, the results should be entered and submitted within the related Project Connect Project before March 31, 2021.

**2.3| Special Reporting for External Donors**

CCCD projects are funded mainly by private Dutch sponsors via the CAM model. Possibly, other external donors like foundations or companies contributed to this project too. Please add specific additional narrative explanation as requested in the below table for those specific back donors (if applicable):

|  |  |
| --- | --- |
| **Donor** | **Activities sponsored** |
|  |  |
| **Narrative Report** |
|  |
| **Story & Photos *(following the instructions in the manual, see below, photos to be attached separately)*** |
|  |

**2.4 | Life Stories and Success Stories**

Our sponsors and donors are more motivated when they can read about the impact of our work on children. Stories from the beneficiaries play a very important role in this. Two or more Life Stories are required per report, and you should present five written Success Stories per report.

**Please make sure that you read the** [**Manual for writing Life Stories & Success Stories**](https://howto.helpachild.org/our-standards/manual-life-stories-success-stories) **which can be found at our knowledge portal.**

Please note:

* When describing sensitive issues (for example concerning sexual related issues, or domestic violence) never use real names and pictures.
* In general: only use the first name, never use the family name for privacy/ child protection.
* Only mention the individual’s residence in general geographic terms, not a specific location where the person might be identified easily.
* Ensure that people mentioned in the stories have given their consent for publication.

Basic information that must be included in the story:

* First name and age of the person (NO last name or village names).
* Regular daily activity (type of work, class at school, family situation, etc.)
* How has his/her life changed and because of what? (paint a ‘before’ and ‘after’ picture)
* The person’s dream for the future (describe ‘what’s next?’)
* One or more ‘Quotes’ from the person in his/her own words (note that the rest of the story should be written in third person, not in letter format)

Attach at least three high quality photos (minimum 2 MB) to each story, which you can submit as a separate file. Preferably at least a close-up and a photo of the person in his/her surroundings.

**2.5 Risk Mitigation**

In the annual plan you provided an overview of risks you anticipated in the context of the project and their implications for implementation this year. Report on what risks (both foreseen and unexpected) have jeopardized the realization of (some) activities and describe how they have been dealt with. (Max ½ A4)

|  |  |
| --- | --- |
| **Risk assessment and mitigation** |  |
| **Risk** | **Risk impact**Classify whether this risk had a *low, medium* or *high* impact*.* | **Risk probability** Classify how probable it was that this risk would actually occur and influence your activities: *low, medium,* or *high.* | **Did the risk occur?** | **Planned mitigation measures**How were you going to mitigate or address these risks? | **Actual measures**How did you actually address these risks? |
| **Expected risks** |  |  |  |  |  |
| *[Name]* [short description of risk and its impact] | *Low/medium/high* | *Low/medium/high* | *Yes/no* |  |  |
| **Unexpected risks** |  |  |  |  |  |
| *[Name]* [short description of risk and its impact] |  |  |  |  |  |

**2.6 Community Ambassador Model (CAM)**

Please fill in the table below with Ambassador related issues (Max ½ A4)

|  |  |
| --- | --- |
|   | **Community ambassador monitoring sheet**  |
|   | **Number**  | **Remarks/ Comments/ Reasons**  |
| **Total nr. of family ambassadors (FAM) registered**[**[1]**](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=nl-nl&rs=nl-nl&wopisrc=https%3A%2F%2Fredeenkind.sharepoint.com%2Fsites%2FAnnualplanformat%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F639c8f45c11341f797593c30c9254583&wdenableroaming=1&mscc=1&hid=b453d8f3-b46c-e727-a8c2-d64dda154740-21342&uiembed=1&uih=teams&hhdr=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fteams.microsoft.com%22%2C%22pmshare%22%3Atrue%2C%22surl%22%3A%22%22%2C%22curl%22%3A%22%22%2C%22vurl%22%3A%22%22%2C%22eurl%22%3A%22https%3A%2F%2Fteams.microsoft.com%2Ffiles%2Fapps%2Fcom.microsoft.teams.files%2Ffiles%2F2114348033%2Fopen%3Fagent%3Dpostmessage%26objectUrl%3Dhttps%253A%252F%252Fredeenkind.sharepoint.com%252Fsites%252FAnnualplanformat%252FGedeelde%2520documenten%252FGeneral%252F20201207%2520-%2520Annual%2520Report%2520Template%2520Project_2020-version.docx%26fileId%3D639c8f45-c113-41f7-9759-3c30c9254583%26fileType%3Ddocx%26ctx%3Dfiles%26scenarioId%3D21342%26locale%3Dnl-nl%26theme%3Ddefault%26version%3D20201007007%26setting%3Dring.id%3Ageneral%26setting%3DcreatedTime%3A1607439006249%22%7D&wdorigin=TEAMS-ELECTRON.teams.files&wdhostclicktime=1607439005501&jsapi=1&jsapiver=v1&newsession=1&corrid=189eaf46-67be-4106-b3e7-d5f2a8029e74&usid=189eaf46-67be-4106-b3e7-d5f2a8029e74&sftc=1&sams=1&accloop=1&sdr=6&scnd=1&hbcv=1&htv=1&hodflp=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn1)**for the project**  |   |   |
| **Total nr. of child ambassadors (CAM) registered for the project**  |   |   |
| **Total nr. of child ambassadors plus (CAM+) registered for the project**  |   |   |
| **Change in number of ambassadors registered**  | At the start of the year   |   |   |
| Leavings during the year  |   |   |
| Newly registered  (replace leavings)  |   |   |
| At the end of the year  |   |   |
| **Details of reasons for leaving**     | 1-Failure to participate in program activities   |   |   |
| 2-Migration   |   |   |
| 3-Got sponsorship from another organisation  |   |   |
| 4-School drop out  |   |   |
| 5-Completed school  |   |   |
| 6-Turned 18   |   |   |
| 7-Married  |   |   |
| 8-Death  |   |   |
| 9-Other reasons  |   |   |
| Numbers of leaving forms sent   |   |   |
|   |   |   |
| **Current status of ambassadors**  | # Present and active  |   |   |
| # Present, NON-active  |   |   |
| # Temporarily Absent   |   |   |
| **Challenges met in sponsorship management**  |           |

[[1]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=nl-nl&rs=nl-nl&wopisrc=https%3A%2F%2Fredeenkind.sharepoint.com%2Fsites%2FAnnualplanformat%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F639c8f45c11341f797593c30c9254583&wdenableroaming=1&mscc=1&hid=b453d8f3-b46c-e727-a8c2-d64dda154740-21342&uiembed=1&uih=teams&hhdr=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fteams.microsoft.com%22%2C%22pmshare%22%3Atrue%2C%22surl%22%3A%22%22%2C%22curl%22%3A%22%22%2C%22vurl%22%3A%22%22%2C%22eurl%22%3A%22https%3A%2F%2Fteams.microsoft.com%2Ffiles%2Fapps%2Fcom.microsoft.teams.files%2Ffiles%2F2114348033%2Fopen%3Fagent%3Dpostmessage%26objectUrl%3Dhttps%253A%252F%252Fredeenkind.sharepoint.com%252Fsites%252FAnnualplanformat%252FGedeelde%2520documenten%252FGeneral%252F20201207%2520-%2520Annual%2520Report%2520Template%2520Project_2020-version.docx%26fileId%3D639c8f45-c113-41f7-9759-3c30c9254583%26fileType%3Ddocx%26ctx%3Dfiles%26scenarioId%3D21342%26locale%3Dnl-nl%26theme%3Ddefault%26version%3D20201007007%26setting%3Dring.id%3Ageneral%26setting%3DcreatedTime%3A1607439006249%22%7D&wdorigin=TEAMS-ELECTRON.teams.files&wdhostclicktime=1607439005501&jsapi=1&jsapiver=v1&newsession=1&corrid=189eaf46-67be-4106-b3e7-d5f2a8029e74&usid=189eaf46-67be-4106-b3e7-d5f2a8029e74&sftc=1&sams=1&accloop=1&sdr=6&scnd=1&hbcv=1&htv=1&hodflp=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftnref1) The total number of ambassadors registered up to date as agreed with sponsorship team of Help a Child Netherlands

**3 Crosscutting Issues**

**3.1 | Christian identity: Hope and Dignity**

As a Christian non-profit organization Help a Child wants every child – regardless of their social, political, religious, ethnic or economic background – to have a life in dignity, with love and with a promising future. Our Christian norms and values are very important to us.

Please reflect in what way your Christian identity is expressed in the project. For example, through:

- Involvement of local churches

- Using Bible/Bible stories and verses

- Christian identity and culture of implementers and field staff

Highlight new or different strategies you put in place to strengthen this aspect in the past year.

**3.2 | Working in Groups**

Please summarize the type of groups you have in your project (for example SHGs, CLAs, CBOs, federations, VHCs, cooperatives, etc.) and how these groups are maturing. What evidence do you have that this spirit of working in groups is influencing mind-set change? Are your groups so far focused on taking actions for internal benefits of group members, or have they started looking beyond to help address community issues? Highlight milestones in group maturity achieved this year and any risks observed which threaten the sustainability of these groups. (Max ½ A4)

**3.3 | Child Rights and Child Participation**

Please summarize the ways in which child-focus has been emphasized in your project this past year. Describe the efforts you have made to increase child participation and respect for child rights in your project and reflect on any evidence you have that behaviour is changing related to how community members treat and consider children. (Max ½ A4)

**3.4 | Inclusion**

Please explain the achievements and obstacles of including particularly marginalized groups in project activities (for example people with disabilities, orphans, ethnic minorities, etc.). Reflect on the strategies included in your MAPP for how you intended to include the various marginalised people in the community and explain how effective your efforts have been to date and what remains to be achieved. (Max ½ A4)

**3.5 | Do No Harm**

When planning projects, it is often difficult to foresee all the effects our work might have in a community. Along the way, it might happen that we discover some unintended negative consequences of our work. *(For example, paying school fees for a child can make the family more dependent on support and less likely to provide for the child once they don’t receive that support.)*

During the implementation of the project this year, were there any unintended negative consequences of your activities that you became aware of? If so, how did you come across this information and how did you deal with it?

(Max ½ A4)

**3.6 | Community Based Complaints & Feedback Mechanisms (CBCFM)**

Please report whether you have a mechanism for Community Based Complaints & Feedback in place. If so, clarify how it was established and how this is functioning. (Max ½ A4)

If you have a Community Based Complaints & Feedback Mechanism in place, please complete **Annex 3:** **Complaints and Feedback Database**.Then use the space below to supplement that data and provide a summary of the type of feedback and complaints you have received from community members in the last year. Please also provide commentary on how you have responded to the issues raised by the community members. You can refer to Annex 3 but do not provide a list of complaint, repeating what is in the database. You can use the data analysis tool in tab two of the database, where this and other information is automatically calculated. (Max ½ A4)

**3.7 Incident Reporting Summary - Integrity**

In the table below please indicate if any Integrity incident/violation took place in this year (see our [**Integrity Policy**](https://www.helpachild.org/documents) for more information). In the table below please don’t mention any names or specific details for privacy reasons

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of incident/violation: | Date of the incident: | Date reported and to [person/org] | Descriptionof what happened: (very briefly) | Action taken:  |
| Breach of Code of Conduct |  |  |  |  |
| Child Safeguarding |  |  |  |  |
| Sexual Exploitation and Abuse |  |  |  |  |
| Anti-fraud and Corruption |  |  |  |  |
| General Safety and Security |  |  |  |  |

**3.8| Additional Comments**

Details or any additional comments you want to share with us regarding this year’s implementation. (Max ½ A4)

**4 Organisational Development**

**4.1 | Organisational activities**

Related to the MAPP, what kind of organizational development activities have taken place in this year? You can think of staff training, performing organisational scans, implementation of child protection staff policy, etc. (Max ½ A4)

**4.2 | External support**

Other than providing funds, was there any type of support you received from Help a Child and/or other external support in this year in order to implement your MAPP successfully? Think of training, support visits, coaching, etc. (Max ½ A4). Do you have any feedback on this support?

**5 Financial Report**

**5.1 Enter all expenditures in Project Connect**

1. Go to: projects.redeenkind.nl and enter all expenses in your ongoing projects and include variance explanations for each activity that is more than 105% spent or less than 90% spent. (You may use Annex 1 to support this step).
2. When you enter your expenses in local currency it will automatically translate them into euro using the average annual rate. You will have an opportunity to explain further in the report exactly how much local currency was received during the year so that the balance can be settled correctly.
3. After you ensure your total project connect expense report ties to your Excel report and/or administration, attach any related files and **click submit.**
4. For any assistance with Project Connect, please email projects@redeenkind.nl

**5.2 Total Expenditures**

Please fill in the below table which will provide an overall picture of spending for this year and the main underlying causes for any deviations.

|  |
| --- |
| **Financial overview** |
| Financial overview | 2021 Budget in Euro | 2021 Actual Spending inLocal Currency | 2021 Actual Spending inEuro \**converted* *with actual average rate received during year.* | Underspending/Overspending in Euro | Explanation of major driving factors for deviations |
| Direct Expenses |  |  |  |   |  |
| Support & Administration Expenses |  |  |  |   |  |
| Total |   |  |  |   |  |
|  |  |  |  |  |  |  |

**5.3 Exchange Gains/Losses**

1. Fill in the below table which will provide a clear picture of exchange gains or losses this year

|  |  |
| --- | --- |
| **Exchange Gains or Losses** |  |
|   |   |
| **Local Currency Budget expected to receive** |  |
| **Local Currency Budget actually received** |  |
| *Difference (Gain/Loss)* |  |
|  |  |  |

1. If you had gains, did you develop a proposal through the year to use them for the benefit of the project and its beneficiaries? If so, did it receive approval by HaC?

1. If you had exchange losses, how did you react to control project costs in order to still stay within the approved budget?

**5.4 Community Contributions**

1. Were the planned community contributions successfully received? Please describe any difficulties or successes encountered in the retrieval of the community contributions

1. Please specify which contributions were cash, labour or materials, and how much received in each category.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Cash** | **Labour (specify rate per hour assumed)** | **Materials (specify basis of valuation)** |
| **Planned Community Contribution in local currency** |  |  |  |
| **Actual Community contribution in local currency** |  |  |  |
| *Total* |  |  |  |

1. What could improve community contributions in the future?

**5.5 Financial and Administrative Control**

Provide the date and firm/individual who conducted an external or internal audit. For each audit, list in bullet point form the findings, recommendations and any follow up actions that have been taken. If no action has been taken, please explain.

**5.6 Project Bank Account**

1. Submit the project account’s bank statement
2. Reconcile the ending balance to any unspent balance in your expense report. This can be included in a sheet in **Annex 1.**

Complete the table below for each project bank account.

|  |  |
| --- | --- |
| Bank Name |   |
| Account Number |   |
| Currency |   |

|  |  |  |
| --- | --- | --- |
|  | **Amount** | **Comments** |
| **A. Opening balance** |   | As per the bank statement on 1st January  |
| **B. Total transfers received from HaC** |   |   |
| **C. Other income received** |  |   |
| **D. Total project expenses** |   | *\*must match annex 1* |
| **E. Other expenses (non-project related) made from project account** |   | *\*if applicable* |
| **F. Ending balance** |   | As per the bank statement on 31st December  |

Does A+B+C-D-E = F? If not, please explain.

**5.7 Asset Register**

1. Submit an updated asset register as of the end of the year. This can be included in a sheet in **Annex 1**.

1. If this is your final year of implementation, please ensure that you have already discussed a proposal for asset transfer after the project has closed which is in line with Help a Child’s policies.

**Annex 1| Financial and Activity Report**

See attachment

**Annex 2| Multi-annual PMEAL framework**

Please embed the full multi-annual PMEAL database created as part of your multi-annual PMEAL plan to this report, the database must be fully updated with all data of this year (planning and realisation) included. The database must always include the latest Child Status Index scores, the latest empowerment scores, the outcome indicators and the updated minimum output requirements.

Submission of the updated results of your monitoring should be done in at [**https:projects.redeenkind.nl**](https://projects.redeenkind.nl) For more information see the [**Project Connect Manual**](https://howto.helpachild.org/our-standards/manual-project-connect).

**Annex 3| Database complaints and feedback (CBCFM)**

See attachment