

SAMPLE OF PROJECT FINANCIAL STATEMENT with SOE integrated

1. This sample summarizes Project expenditures by main disbursement categories with sub-headings. It may also be summarized by Project Activities, as per the SAR, whichever may be preferred. To demonstrate:-

| | | |
|------------------------|---------|-----------------|
| Land Development | heading | |
| Civil works | | sub-heading |
| Earth works | | sub-heading |
| Structure and building | | sub-sub-heading |
| Land costs | | sub-heading |
| Equipment | | sub-heading |

2. In addition, the financing of the Project is summarized to agree with the total Project costs.

3. Expenditures and Financing are summarized by:

- Budget or Plan for the period and accumulated to date;
- Actual for the period and accumulated to date;
- Variance between Budget or Plan and Actual for the period and accumulated to date.

4. Investment costs are separated from recurrent expenditures.

5. **Balance Sheet** This is required where there are assets and liabilities. However, in most government projects, expenditures are financed through the budget and operate on a cash basis. Where accrual accounting is followed, a balance sheet is essential. Whether the cash or accrual basis of accounting is followed, a record should be kept of all the fixed assets (vehicles and equipment) required for project implementation. This may form a listing to be added to the Summary Project Expenditures.

6. **SOEs** The SOE expenditures should be integrated in the Project Financial Statements. Total financing will show "Loan from Bank/IDA – via SOE procedures", and the expenditures would be incorporated into the headings/sub-headings as necessary. An Annex summarizing withdrawal applications as in Page 3 would facilitate agreement with the Bank's record.

7. Where the TM considers it necessary, or where the SOE (for some exceptional reason) is separately presented, then the withdrawals should be extended to show the categories of expenditures; see Page 3.

8. **Special Account** Where the SA is used to directly pay project expenditures, the SA may also be integrated into the Project Financial Statements. In these instances, the SA Financial Statement would be attached as an Annex. The amount shown in the Project Financial Statement as being financed by the Bank would correspond with that provided through the SA, with a reconciliation provided where necessary.

9. The Audit Report would also include a sentence to cover the audit of the SA (see Chapter V of Handbook).

XYZ Project Financial Statement
Summary of Sources and Uses of Funds
as of June 30, 19XX
(Indicate type of currency)

Sample
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| | Actual | | Budget (SAR) | | Variance | |
|-----------------------------------|------------------|------------------|------------------|------------------|-----------------|--------------------|
| | YTD | Cumulative | YTD | Cumulative | YTD | Cumulative |
| FINANCING: | | | | | | |
| Loan from Bank/IDA | | | | | | |
| Direct Payment | 10,000.00 | 15,597.84 | 13,000.00 | 19,500.00 | (3,000.00) | (3,902.16) |
| A) SOE Procedures | 5,000.00 | 10,900.00 | 3,000.00 | 8,000.00 | 2,000.00 | 2,900.00 |
| Central Government | 6,007.60 | 7,500.00 | 3,500.00 | 8,000.00 | 2,507.60 | (500.00) |
| Provinces | 3,300.00 | 5,360.00 | 2,500.00 | 8,000.00 | 800.00 | (2,640.00) |
| Prefectures and Counties | 3,000.00 | 5,500.00 | 1,000.00 | 10,850.00 | 2,000.00 | (5,350.00) |
| Farmers (cash or labor) | 2,500.00 | 4,440.00 | 800.00 | 6,000.00 | 1,700.00 | (1,560.00) |
| TOTAL FINANCING | 29,807.60 | 49,297.84 | 23,800.00 | 60,350.00 | 6,007.60 | (11,052.16) |
| PROJECT EXPENDITURES (B): | | | | | | |
| Land Development | 11,303.34 | 19,603.34 | 13,200.00 | 23,050.00 | (1,896.66) | (3,446.66) |
| Conservation Engineering | 5,407.21 | 9,707.21 | 2,775.00 | 10,400.00 | 2,632.21 | (692.79) |
| Forest Development | 9,640.70 | 13,940.70 | 4,500.00 | 20,500.00 | 5,140.70 | (6,559.30) |
| Processing | 833.13 | 1,613.68 | 600.00 | 1,550.00 | 233.13 | 63.68 |
| Support Services | 854.22 | 1,603.68 | 800.00 | 1,550.00 | 54.22 | 53.68 |
| Institutional Development | 1,276.99 | 1,829.23 | 1,450.00 | 2,300.00 | (173.01) | (470.77) |
| Recurrent Costs | 492.01 | 1,000.00 | 475.00 | 1,000.00 | 17.01 | 0.00 |
| TOTAL PROJECT EXPENDITURES | 29,807.60 | 49,297.84 | 23,800.00 | 60,350.00 | 6,007.60 | (11,052.16) |

Notes:

- 1) Refer to Annex XIII, page 5 for SOE withdrawal schedule format.
- 2) Expenditure breakdowns represent main disbursement categories as identified in the SAR. Refer to Annex XIII, page 3 for a detailed breakdown of each category.

XYZ Project
Expenditure Detail
as of June 30, 19XX
 (Indicate type of currency)

Sample
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| | Actual | | Budget (SAR) | | Variance | |
|-----------------------------------|------------------|------------------|------------------|------------------|-----------------|--------------------|
| | YTD | Cumulative | YTD | Cumulative | YTD | Cumulative |
| INVESTMENT COSTS (A) | | | | | | |
| Land Development | | | | | | |
| (B) Civil Works | 8,730.14 | 14,230.14 | 10,000.00 | 17,050.00 | (1,269.86) | (2,819.86) |
| Equipment | 1,056.23 | 1,856.23 | 1,200.00 | 2,000.00 | (143.77) | (143.77) |
| Materials | 1,516.97 | 3,516.97 | 2,000.00 | 4,000.00 | (483.03) | (483.03) |
| Subtotal | 11,303.34 | 19,603.34 | 13,200.00 | 23,050.00 | (1,896.66) | (3,446.66) |
| Conservation Engineering | | | | | | |
| Civil Works | 2,563.23 | 4,563.23 | 300.00 | 4,400.00 | 2,263.23 | 163.23 |
| Equipment | 1,628.35 | 3,128.35 | 1,275.00 | 4,000.00 | 353.35 | (871.65) |
| Maintenance | 1,215.63 | 2,015.63 | 1,200.00 | 2,000.00 | 15.63 | 15.63 |
| Subtotal | 5,407.21 | 9,707.21 | 2,775.00 | 10,400.00 | 2,632.21 | (692.79) |
| Forest Development | | | | | | |
| Equipment | 5,632.98 | 7,632.98 | 2,000.00 | 11,000.00 | 3,632.98 | (3,367.02) |
| Materials | 2,649.31 | 4,149.31 | 1,500.00 | 4,500.00 | 1,149.31 | (350.69) |
| Training | 1,358.41 | 2,158.41 | 1,000.00 | 5,000.00 | 358.41 | (2,841.59) |
| Subtotal | 9,640.70 | 13,940.70 | 4,500.00 | 20,500.00 | 5,140.70 | (6,559.30) |
| Processing | | | | | | |
| Equipment | 415.23 | 638.95 | 300.00 | 600.00 | 115.23 | 38.95 |
| Materials | 105.32 | 268.48 | 100.00 | 250.00 | 5.32 | 18.48 |
| Training | 312.58 | 706.25 | 200.00 | 700.00 | 112.58 | 6.25 |
| Subtotal | 833.13 | 1,613.68 | 600.00 | 1,550.00 | 233.13 | 63.68 |
| Support Services | | | | | | |
| Equipment | 212.35 | 314.23 | 100.00 | 350.00 | 112.35 | (35.77) |
| Technical Assistance | 641.87 | 1,289.45 | 700.00 | 1,200.00 | (58.13) | 89.45 |
| Subtotal | 854.22 | 1,603.68 | 800.00 | 1,550.00 | 54.22 | 53.68 |
| Institutional Development | | | | | | |
| Equipment | 312.78 | 516.78 | 500.00 | 800.00 | (187.22) | (283.22) |
| Technical Assistance | 964.21 | 1,312.45 | 950.00 | 1,500.00 | 14.21 | (187.55) |
| Subtotal | 1,276.99 | 1,829.23 | 1,450.00 | 2,300.00 | (173.01) | (470.77) |
| TOTAL INVESTMENT COSTS | 29,315.59 | 48,297.84 | 23,325.00 | 59,350.00 | 5,990.59 | (11,052.16) |
| RECURRENT COSTS | | | | | | |
| Salaries and Wages | 278.56 | 500.00 | 275.00 | 500.00 | 3.56 | 0.00 |
| Repairs and Maintenance | 213.45 | 500.00 | 200.00 | 500.00 | 13.45 | 0.00 |
| TOTAL RECURRENT COSTS | 492.01 | 1,000.00 | 475.00 | 1,000.00 | 17.01 | 0.00 |
| TOTAL PROJECT EXPENDITURES | 29,807.60 | 49,297.84 | 23,800.00 | 60,350.00 | 6,007.60 | (11,052.16) |

| SUMMARY BY SUB-CATEGORY (B): | | | | | | |
|-------------------------------------|------------------|------------------|------------------|------------------|-----------------|--------------------|
| INVESTMENT COSTS | | | | | | |
| Civil Works | 11,293.37 | 18,793.37 | 10,300.00 | 21,450.00 | 993.37 | (2,656.63) |
| Equipment | 9,257.92 | 14,087.52 | 5,375.00 | 18,750.00 | 3,882.92 | (4,662.48) |
| Maintenance | 1,215.63 | 2,015.63 | 1,200.00 | 2,000.00 | 15.63 | 15.63 |
| Materials | 4,271.60 | 7,934.76 | 3,600.00 | 8,750.00 | 671.60 | (815.24) |
| Technical Assistance | 1,806.08 | 2,601.90 | 1,650.00 | 2,700.00 | (43.92) | (98.10) |
| Training | 1,670.99 | 2,864.66 | 1,200.00 | 5,700.00 | 470.99 | (2,835.34) |
| TOTAL INVESTMENT COSTS | 29,315.59 | 48,297.84 | 23,325.00 | 59,350.00 | 5,990.59 | (11,052.16) |
| RECURRENT COSTS | | | | | | |
| Salaries and Wages | 278.56 | 500.00 | 275.00 | 500.00 | 3.56 | 0.00 |
| Repairs and Maintenance | 213.45 | 500.00 | 200.00 | 500.00 | 13.45 | 0.00 |
| TOTAL RECURRENT COSTS | 492.01 | 1,000.00 | 475.00 | 1,000.00 | 17.01 | 0.00 |
| TOTAL PROJECT EXPENDITURES | 29,807.60 | 49,297.84 | 23,800.00 | 60,350.00 | 6,007.60 | (11,052.16) |

Notes:

- (A) Investment cost categories are broken down based on main disbursement categories identified in the SAR.
 (B) May be further detailed in subsequent schedules (see Annex XIII, page 4).

XYZ Project
Expenditure Detail - By Subcategory
as of June 30, 19XX
(Indicate type of currency)

Sample
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| | Actual | | Budget (SAR) | | Variance | |
|--------------------------|------------------|------------------|------------------|------------------|---------------|-------------------|
| | YTD | Cumulative | YTD | Cumulative | YTD | Cumulative |
| CIVIL WORKS (A): | | | | | | |
| Earth Works | 2,348.96 | 3,568.97 | 3,500.00 | 4,500.00 | (1,151.04) | (931.03) |
| Structure and Building | 5,680.00 | 6,512.38 | 4,600.00 | 8,000.00 | 1,080.00 | (1,487.62) |
| Land Costs | 3,264.41 | 8,712.02 | 2,200.00 | 8,950.00 | 1,064.41 | (237.98) |
| TOTAL CIVIL WORKS | 11,293.37 | 18,793.37 | 10,300.00 | 21,450.00 | 993.37 | (2,656.63) |

Notes:

(A) This one category is shown for example purposes only.

EXAMPLE OF SOE WITHDRAWAL SCHEDULE

Sample
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XYZ Project
SOE Withdrawal Schedule
For the current year through: June 30, 19XX
U.S. Dollars (may also show local currency)

| W/D Number | Disbursement Category (A) | | | | Total |
|---------------|---------------------------|-----------------|-------------------------|---------------|-----------------|
| | Civil Works | Equipment | Technical Assistance | Materials | |
| 16 | 534.87 | 0.00 | 0.00 | 524.89 | 1,059.76 |
| 17 | 0.00 | 0.00 | 250.00 | 0.00 | 250.00 |
| 18 | 0.00 | 498.32 | 0.00 | 0.00 | 498.32 |
| 19 | 542.31 | 0.00 | 250.00 | 0.00 | 792.31 |
| 20 | 234.57 | 0.00 | 0.00 | 0.00 | 234.57 |
| 21 | 547.52 | 85.32 | 0.00 | 0.00 | 632.84 |
| 22 | 0.00 | 298.32 | 0.00 | 0.00 | 298.32 |
| 23 | 0.00 | 0.00 | 0.00 | 400.00 | 400.00 |
| 24 | 0.00 | 0.00 | 250.00 | 0.00 | 250.00 |
| 25 | 0.00 | 583.88 | 0.00 | 0.00 | 583.88 |
| TOTAL | 1,859.27 | 1,465.84 | 750.00 | 924.89 | 5,000.00 |

Note:

(A) Disbursement category as defined by loan/credit agreement.

NOTES

FORMAT FOR SPECIAL ACCOUNT STATEMENT

| | | |
|--|---------------------------|----------|
| For year ending | 31 December, 19xx | |
| Account No | _____ | |
| Depository Bank | [Foreign Commercial Bank] | |
| Address | _____ | |
| Related loan/credit | LN _____ | |
| | | |
| Currency | US\$ | |
| Initial deposit (mm/dd/yy) | | \$ _____ |
| | | |
| Add: | | |
| World Bank replenishments | \$ | |
| Total interest earnings (if deposited in account) | _____ | \$ _____ |
| | | |
| Deduct: | | |
| Direct payments for goods and | \$ | |
| SOE reimbursements -- to borrowers | | |
| Total service charges if not included above in amount withdrawn | _____ | \$ _____ |
| | | |
| Ending balance (mm/dd/yy) | | \$ _____ |

- Note: 1. Project payments (both direct and SOE reimbursements) should be compared and agreed to "Bank Financing," as shown in the Project Financial Statement.
2. Special account financial statement is usually a separate report. However it is sometimes treated as a part of the project financial statements, particularly where the special account acts as the bank account of the project.

NOTES