



## Handout 6.1: Internal Monitoring Reports

### Program Summary Income and Expense

COE - Haiti-COE

Forecast Scenario: 01\_April\_Forecast 2016

Actuals through Feb-16

Grant Start Month: Oct-15

	Total	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
<b>Income</b>													
Carry Forward													
Current	2,224,567	370,000	-	-	1,854,567	-	-	-	-	-	-	-	-
<b>Total Income YTD</b>	<b>2,224,567</b>	<b>370,000</b>	<b>-</b>	<b>-</b>	<b>1,854,567</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenses</b>													
01 - Salaries & Wages	184,963	15,518	15,398	15,398	15,409	15,421	15,337	15,337	15,337	15,337	15,337	15,337	15,797
02 - Personnel & Service Contracts	289,278	35,639	26,911	20,932	18,061	18,703	25,223	23,096	23,096	23,096	25,799	23,096	25,624
03 - Other Contractual Services	1,456,878	4,344	3,997	3,437	192,706	116,239	161,333	186,418	156,375	156,375	160,365	158,375	156,916
04 - Travel	33,139	391	1,297	1,477	990	2,332	5,999	3,827	2,579	4,329	2,579	3,313	4,027
05 - Supplies	19,080	-	-	-	94	100	87	88	88	86	87	87	18,363
06 - Equipment													
07 - Benefits	54,696	4,584	4,554	4,554	4,557	4,560	4,536	4,536	4,536	4,536	4,536	4,536	4,672
<b>Total Direct Expenses</b>	<b>2,038,034</b>	<b>60,476</b>	<b>52,157</b>	<b>45,798</b>	<b>231,818</b>	<b>157,354</b>	<b>212,514</b>	<b>233,302</b>	<b>202,011</b>	<b>203,759</b>	<b>208,703</b>	<b>204,744</b>	<b>225,399</b>
25 - Indirect	183,612	16,258	14,069	12,418	12,970	14,315	16,416	15,102	14,778	15,316	15,480	15,546	20,946
<b>Total with Indirect Expenses</b>	<b>2,221,647</b>	<b>76,734</b>	<b>66,226</b>	<b>58,216</b>	<b>244,787</b>	<b>171,669</b>	<b>228,930</b>	<b>248,404</b>	<b>216,789</b>	<b>219,075</b>	<b>224,183</b>	<b>220,290</b>	<b>246,344</b>
<b>Cumulative Expenses</b>													
<b>+Net Surplus/(Deficit)</b>	<b>2,920</b>												
<b>Estimated Carry Forward %</b>	<b>0.1%</b>												

		Program Summary - Details (12 months)												
		COE - Haiti-COE												
		Forecast Scenario: 01_April_Forecast 2016												
Actuals through: Feb-16		Grant Start Month: Oct-15												
		Total	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
<b>Income</b>														
+Current		2,224,567	370,000	-	-	1,854,567	-	-						
<b>Total Income</b>		<b>2,224,567</b>	<b>370,000</b>	-	-	<b>1,854,567</b>	-	-						
IDC Applicable		680,974	60,414	52,085	45,726	47,848	53,010	60,477	56,181	54,933	56,681	57,635	57,666	78,320
<b>+Total Direct Expenses</b>		<b>2,038,034</b>	<b>60,476</b>	<b>52,157</b>	<b>45,798</b>	<b>231,818</b>	<b>157,354</b>	<b>212,514</b>	<b>233,302</b>	<b>202,011</b>	<b>203,759</b>	<b>208,703</b>	<b>204,744</b>	<b>225,399</b>
<b>+Total Direct Expenses with Indirect</b>		<b>2,221,647</b>	<b>76,734</b>	<b>66,226</b>	<b>58,216</b>	<b>244,787</b>	<b>171,669</b>	<b>228,930</b>	<b>248,404</b>	<b>216,789</b>	<b>219,075</b>	<b>224,183</b>	<b>220,290</b>	<b>246,344</b>
<b>Estimated Carry Forward %</b>		<b>0.13%</b>												
<b>-01 - Salaries &amp; Wages</b>		<b>184,963</b>	<b>15,518</b>	<b>15,398</b>	<b>15,398</b>	<b>15,409</b>	<b>15,421</b>	<b>15,337</b>	<b>15,337</b>	<b>15,337</b>	<b>15,337</b>	<b>15,337</b>	<b>15,337</b>	<b>15,797</b>
+Payroll HQ		184,963	15,518	15,398	15,398	15,409	15,421	15,337	15,337	15,337	15,337	15,337	15,337	15,797
<b>-07 - Benefits</b>		<b>54,696</b>	<b>4,584</b>	<b>4,554</b>	<b>4,554</b>	<b>4,557</b>	<b>4,560</b>	<b>4,536</b>	<b>4,536</b>	<b>4,536</b>	<b>4,536</b>	<b>4,536</b>	<b>4,536</b>	<b>4,672</b>
+Benefits HQ		54,696	4,584	4,554	4,554	4,557	4,560	4,536	4,536	4,536	4,536	4,536	4,536	4,672
<b>-02 - Personnel &amp; Service Contracts</b>		<b>289,278</b>	<b>35,639</b>	<b>26,911</b>	<b>20,932</b>	<b>18,061</b>	<b>18,703</b>	<b>25,223</b>	<b>23,096</b>	<b>23,096</b>	<b>23,096</b>	<b>25,799</b>	<b>23,096</b>	<b>25,624</b>
<b>-Country Salaries &amp; Benefits</b>		<b>272,184</b>	<b>35,639</b>	<b>26,894</b>	<b>20,932</b>	<b>18,061</b>	<b>18,603</b>	<b>23,231</b>	<b>21,105</b>	<b>21,105</b>	<b>21,105</b>	<b>21,105</b>	<b>21,105</b>	<b>23,297</b>
+Country Salaries		246,107	34,447	25,757	19,795	16,924	17,420	18,823	18,823	18,823	18,823	18,823	18,823	18,823
+Country Salaries - Allocated		1,332						190	190	190	190	190	190	190
+Country Benefits		24,598	1,192	1,137	1,137	1,137	1,183	4,197	2,071	2,071	2,071	2,071	2,071	4,262
+Country Benefits - Allocated		147						21	21	21	21	21	21	21
<b>+Service Contracts, Consultants</b>		<b>17,094</b>	-	<b>17</b>	-	-	<b>101</b>	<b>1,991</b>	<b>1,991</b>	<b>1,991</b>	<b>1,991</b>	<b>4,694</b>	<b>1,991</b>	<b>2,327</b>
+Audit and Financial Services (020200)		16,074	-	-	-	-	-	1,910	1,910	1,910	1,910	4,613	1,910	1,911
+Consultant, Attendance Fees (029500,029588,029900)		685	-	17	-	-	101	81	81	81	81	81	81	81
+Legal Services (020500)		335	-	-	-	-	-	-	-	-	-	-	-	335
<b>-03 - Other Contractual Services</b>		<b>1,456,878</b>	<b>4,344</b>	<b>3,997</b>	<b>3,437</b>	<b>192,706</b>	<b>116,239</b>	<b>161,333</b>	<b>186,418</b>	<b>156,375</b>	<b>156,375</b>	<b>160,365</b>	<b>158,375</b>	<b>156,916</b>
<b>-Other Services</b>		<b>99,818</b>	<b>4,281</b>	<b>3,925</b>	<b>3,365</b>	<b>8,737</b>	<b>11,894</b>	<b>9,297</b>	<b>9,297</b>	<b>9,297</b>	<b>9,297</b>	<b>9,297</b>	<b>11,297</b>	<b>9,838</b>
+Campus Services - Printing (034400)		17	-	-	13	-	4	-	-	-	-	-	-	-
+Insurance, Licenses, Permits (032500, 032900)		4,282	9	-	-	-	2,564	191	191	191	191	191	191	563
+Long Distance/Internet/Other (030200)		570						63	63	63	63	63	63	192
+Mgmt & Technical Oversight-MTO (034904)		58,015	977	802	802	6,159	6,159	6,159	6,159	6,159	6,159	6,159	6,159	6,159
+Misc Outside Services (036900, 039900)		21,808	2,882	2,390	1,623	1,428	1,785	1,672	1,672	1,672	1,672	1,672	1,672	1,672
+O/S IT & Computing Services (035700)		348						44	44	44	44	44	44	84
+Phone/Cel Phone (030100,030101)		4,116	-	11	39	54	38	568	568	568	568	568	568	568
+Telecom Other - Non-Recurring (030800)		2,427	73	680	573	526	575	-	-	-	-	-	-	-
+Postage, Shipping & Express Mail (035300,032400)		90	-	11	24	8	-	7	7	7	7	7	7	7
+Utilities (031100,031101,031200,031300)		3,383	279	-	265	366	213	323	323	323	323	323	323	323
+Vehicle Operation/Maintenance (033300)		4,762	60	32	27	196	556	270	270	270	270	270	2,270	270
<b>-Rent</b>		<b>17,060</b>	<b>63</b>	<b>72</b>	<b>73</b>	<b>8,431</b>	<b>77</b>	<b>52</b>	<b>4,042</b>	<b>52</b>	<b>52</b>	<b>4,042</b>	<b>52</b>	<b>52</b>
+Rent - Office - Exempt from IDC (038000)		17,060	63	72	73	8,431	77	52	4,042	52	52	4,042	52	52
<b>-Subcontracts</b>		<b>1,340,000</b>	-	-	-	<b>175,539</b>	<b>104,267</b>	<b>151,984</b>	<b>173,079</b>	<b>147,026</b>	<b>147,026</b>	<b>147,026</b>	<b>147,026</b>	<b>147,026</b>
+Subcontracts / Subawards (036200)		1,340,000	-	-	-	175,539	104,267	151,984	173,079	147,026	147,026	147,026	147,026	147,026
<b>-04 - Travel</b>		<b>33,139</b>	<b>391</b>	<b>1,297</b>	<b>1,477</b>	<b>990</b>	<b>2,332</b>	<b>5,999</b>	<b>3,827</b>	<b>2,579</b>	<b>4,329</b>	<b>2,579</b>	<b>3,313</b>	<b>4,027</b>
+Airfare - In Country or Int'l Travel (043100)		3,848	-	-	514	-	-	1,900	-	-	400	-	734	300
+Per Diem & Lodging - In Country or Int'l Travel (043500)		28,328	210	1,249	857	809	2,285	4,024	3,827	2,579	3,774	2,579	2,579	3,557
+Travel - Other (041600,045800,041200,041300,041500)		957	181	48	100	182	47	75	-	155	-	-	-	170
<b>-05 - Supplies</b>		<b>19,080</b>	-	-	-	<b>94</b>	<b>100</b>	<b>87</b>	<b>88</b>	<b>88</b>	<b>86</b>	<b>87</b>	<b>87</b>	<b>18,363</b>
+Computing Supplies - Consumable (054300)		425						61	61	61	61	61	61	59
+Equip < than \$2000 US (054000)		94				94	-	-	-	-	-	-	-	-
+Facility and Misc Supplies (056800,059900)		30	-	-	-	-	-	3	5	5	3	4	4	6
+Office Supplies (056400)		18,531	-	-	-	-	100	22	22	22	22	22	22	18,298
<b>-25 - Indirect</b>		<b>183,612</b>	<b>16,258</b>	<b>14,069</b>	<b>12,418</b>	<b>12,970</b>	<b>14,315</b>	<b>16,416</b>	<b>15,102</b>	<b>14,778</b>	<b>15,316</b>	<b>15,480</b>	<b>15,546</b>	<b>20,946</b>
+Indirect Cost - All		183,612	16,258	14,069	12,418	12,970	14,315	16,416	15,102	14,778	15,316	15,480	15,546	20,946

**Forecast vs Budget and Actuals vs Budget Report**  
**COE - Haiti-COE**

Forecast Scenario:01\_April\_Forecast 2016

Actuals through Feb-16

Grant Start Month: Oct-15

	Budget Full Year	Forecast Full Year	Variance	Budget Year to Date	Actuals Year to Date	Variance
<b>Expenses</b>						
01 - Salaries & Wages	184,006	184,963	(957)	184,006	77,144	106,862
02 - Personnel & Service Contracts	294,826	289,278	5,548	294,826	120,247	174,579
03 - Other Contractual Services	1,475,268	1,456,878	18,390	1,475,268	320,722	1,154,546
04 - Travel	29,943	33,139	(3,196)	29,943	6,486	23,457
05 - Supplies	2,347	19,080	(16,733)	2,347	194	2,154
06 - Equipment			-			-
07 - Benefits	54,077	54,696	(619)	54,077	22,810	31,267
<b>Total Direct Expenses</b>	<b>2,040,467</b>	<b>2,038,034</b>	<b>2,433</b>	<b>2,040,467</b>	<b>547,603</b>	<b>1,492,864</b>
25 - Indirect	184,100	183,612	488	184,100	70,029	114,071
<b>Total with Indirect Expenses</b>	<b>2,224,567</b>	<b>2,221,647</b>	<b>2,920</b>	<b>2,224,567</b>	<b>617,632</b>	<b>1,606,935</b>

<b>Budget vs Actuals by Account Annual (12 months)</b>				
<b>COE - Haiti-COE</b>				
Forecast Scenario: 01_April_Forecast 2016				
Actuals through: Feb-16				
Grant Start Month: Oct-15				
	Budget	Actuals	Variance	Percent Remaining
<b>Expenses</b>				
01 - Salaries & Wages	184,006	77,144	106,862	58%
02 - Personnel & Service Contracts	294,826	120,247	174,579	59%
03 - Other Contractual Services	1,475,268	320,722	1,154,546	78%
04 - Travel	29,943	6,486	23,457	78%
05 - Supplies	2,347	194	2,154	92%
06 - Equipment			-	-
07 - Benefits	54,077	22,810	31,267	58%
<b>Total Direct Expenses</b>	<b>2,040,467</b>	<b>547,603</b>	<b>1,492,864</b>	<b>73%</b>
25 - Indirect	184,100	70,029	114,071	62%
<b>Total with Indirect Expenses</b>	<b>2,224,567</b>	<b>617,632</b>	<b>1,606,935</b>	<b>72%</b>

## Sample Donor Report

### Kenya CDC New Pipeline by Quarter (2015)

#### Kenya - Global Health Protection

Actuals from: My FD (FY14-FY18) - FY 2014-2018

Actuals through: Oct-16

Cost Category	BUDGET			EXPENDITURE	EXPENDITURE	EXPENDITURE	EXPENDITURE	Expenditures	EXPENDITURE	VARIANCE		EXPLANATION /
	Award current	Restricted	Funds available	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Not yet posted	Total	Projected	Projected	REMARKS
	budget period	amount	for use	(Apr-16 - Jun-16)	(Jul-16 - Sep-16)	(Oct-16 - Dec-16)	(Jan-17 - Mar-17)		forecast expenses	budget balance	% spend	
Salaries & Wages	534,117		534,117	91,107	134,827	70,966	89,729	(6,406)	568,267	(34,150)	106%	
Fringe Benefits	70,960		70,960	20,295	16,154	10,980	11,377	6,941	89,787	(18,827)	127%	
Consultant Costs	3,271		3,271	404	-	-	-	(404)	0	3,271	0%	
Equipment			-	-	-	-	-		-	-	-	
Supplies	371		371	2,412	25,114	95	-	36,240	63,862	(63,491)	17,225%	
Staff Travel			-	4,115	17,210	17,555	-	5,729	44,608	(44,608)	-	
Other	21,670		21,670	14,803	30,081	14,035	150	3,464	62,833	(41,164)	290%	
Contractual Costs			-	-	-	-	-		-	-	-	
<b>Total Direct Costs</b>	<b>630,388</b>		<b>630,388</b>	<b>133,136</b>	<b>223,386</b>	<b>113,632</b>	<b>101,256</b>	<b>45,564</b>	<b>829,358</b>	<b>(198,969)</b>	<b>132%</b>	
Indirect Costs	180,334		180,334	36,655	58,924	26,827	28,395	7,587	218,004	(37,669)	121%	
<b>Totals</b>	<b>810,723</b>		<b>810,723</b>	<b>169,791</b>	<b>282,309</b>	<b>140,458</b>	<b>129,651</b>	<b>53,151</b>	<b>1,047,361</b>	<b>(236,639)</b>	<b>129%</b>	

## Namibia Monthly

BUDGET CATEGORIES	BUDGET	OBLIGATED	ENCUMBERED	TOTAL EXPENDITURE	PROJECTED UNTIL END OF FISCAL YEAR	TOTAL
SALARY	\$ 1,880,299	\$ 1,889,639	\$ 27,721	\$ 1,917,361	\$ (37,062)	\$ 1,880,299
FRINGE	\$ 555,751	\$ 375,631	\$ 6,797	\$ 382,428	\$ 173,323	\$ 555,751
TRAVEL	\$ 234,870	\$ 234,364	\$ (5,241)	\$ 229,122	\$ 5,748	\$ 234,870
EQUIPMENT						
SUPPLIES	\$ 546,693	\$ 504,419	\$ (33,122)	\$ 471,297	\$ 75,396	\$ 546,693
CONSULTANT		\$ 99,234	\$ (2,997)	\$ 96,237	\$ (96,237)	-
CONTRACTUAL	\$ 604,816	\$ 651,935	\$ (1,355)	\$ 650,580	\$ (45,764)	\$ 604,816
FEDERAL F&A COSTS	\$ 963,809	\$ 968,883	\$ 2,003	\$ 970,886	\$ (7,077)	\$ 963,809
<b>GRAND TOTAL</b>	<b>\$ 4,786,238</b>	<b>\$ 4,724,104</b>	<b>\$ (6,193)</b>	<b>\$ 4,717,911</b>	<b>\$ 68,327</b>	<b>\$ 4,786,238</b>

# Monthly Budget Reports

South Africa - HRSA															Forecast Scenario: 01_November_Forecast 2016					
Actuals: Oct-16 to Oct-16																				
Forecast: Oct-16 to Sep-17																				
	New Income	Carryover	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Spend Analysis					
															Actual Spend Up to Oct-16	Actual Spend YTD %	Remaining Funds	Remaining Months Forecast	Variance Expected at end of COP 2016	Variance %
-South Africa - HRSA	5,929,056	850,000	232,448	253,239	793,528	487,537	561,211	814,352	630,129	546,441	500,019	385,238	386,750	825,761	232,448	3%	6,546,608	6,416,652	129,956	2%
SAENTC	280,000	70,000	1652	1696	9,394	11480	31568	83,459	30,063	54,363	31089	33,95	37,407	60,388	1652	0%	348,348	385,755	(37,408)	(10)%
SAWBOT	560,000	105,000	9,082	9,594	44,974	45,147	46,858	74,021	53,105	60,939	43,272	36,099	34,533	200,348	9,082	1%	655,918	660,973	(5,055)	(1)%
SAHSS	805,000	140,000	29,987	49,811	57,383	57,386	24,009	92,406	19,568	80,976	106,862	37,445	64,657	29,987	29,987	3%	916,013	1,111,306	(226,294)	(24)%
SAHCM	385,000		9,017	5,638	24,450	24,068	24,851	30,295	28,838	31,683	30,724	23,438	24,086	23,488	9,017	2%	375,983	280,575	95,408	25%
SAHCP	175,000	70,000	4,720	4,093	8,796	24,591	5,871	5,881	9,1571	23,621	23,621	23,621	23,621	194,823	4,720	2%	240,280	464,833	(224,553)	(92)%
SAALMA	420,000	210,000	2,029	9,577	324,995	98,595	23,979	98,783	23,287	23,267	23,267	23,267	23,267	23,350	2,029	0%	627,971	696,843	(68,872)	(10)%
SAHPOL	175,000		9,500	10,321	10,727	39,213	29,998	7,562	9,092	4,647	4,647	4,647	13,500	9,500	9,500	5%	155,500	165,043	(9,543)	(6)%
SAMGMT	1778,717	255,000	133,890	92,590	87,372	111,514	95,356	55,372	99,655	96,008	97,965	102,088	19,100	99,068	133,890	5%	1929,827	1,350,216	579,611	29%
SANCPD	303,839		8,868	6,579	9,307	9,211	28,802	42,368	20,527	22,51	22,230	41,886	31,831	90,230	8,868	3%	294,971	331,987	(37,016)	(12)%
SAPHAM	241500		20,788	9,484	9,332	37,248	33,216	31,943	29,496	19,832	24,096	29,938	15,619	5,628	20,788	9%	220,714	298,410	(75,697)	(31)%
SARISM	805,000		32,917	41,487	96,798	39,444	30,502	92,273	30,949	28,554	92,245	29,614	26,717	112,12	32,917	4%	772,083	642,710	129,373	16%

# Monthly Budget Report Management Allocated

South Africa - HRSA															Forecast Scenario: 01_November_Forecast 2016					
Actuals: Oct-16 to Oct-16																				
Forecast: Oct-16 to Sep-17																				
	New Income	Carryover	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Spend Analysis					
															Actual Spend Up to Oct-16	Actual Spend YTD %	Remaining Funds	Remaining Months Forecast	Variance Expected at end of COP 2016	Variance %
-South Africa - HRSA	5,929,056	850,000	232,448	253,239	793,528	487,537	561,211	814,352	630,129	546,441	500,019	385,238	386,750	825,761	232,448	3%	6,546,608	6,416,652	129,956	2%
SAENTC	280,000	70,000	2,999	2,679	12,202	19,524	38,068	14,051	35,876	66,093	38,704	45,252	54,225	68,848	2,999	1%	347,001	483,523	(136,522)	(39)%
SAWBOT	560,000	105,000	6,481	9,901	58,420	57,197	56,506	91,385	63,377	74,088	53,871	48,211	50,059	229,377	6,481	2%	648,519	819,794	(171,275)	(26)%
SAHSS	805,000	140,000	54,421	77,716	74,540	72,600	256,865	237,542	98,729	220,024	13,036	51,046	54,280	73,414	54,421	6%	890,579	1,442,212	(551,633)	(68)%
SAHCM	385,000		6,364	8,909	31,760	30,449	29,967	37,402	34,416	36,519	38,249	31,951	34,914	26,669	6,364	4%	368,636	359,569	9,066	2%
SAHCP	175,000	70,000	8,298	6,304	11,234	30,619	6,995	7,163	21,003	28,340	28,977	31,564	33,453	16,686	8,298	3%	236,702	558,635	(321,933)	(19)%
SAALMA	420,000	210,000	3,682	5,14	428,739	124,735	27,951	121,956	27,768	28,287	28,966	317,16	33,728	26,510	3,682	1%	628,318	899,177	(270,859)	(43)%
SAHPOL	175,000		16,650	16,856	12,892	48,814	35,702	9,191	21,327	5,578	5,574	6,214	16,590	14,141	16,650	10%	168,350	214,481	(45,131)	(30)%
SANCPD	303,839		10,093	12,090	11,653	32,320	52,307	24,497	26,930	27,875	57,099	46,142	102,449		10,093	5%	287,746	419,649	(131,903)	(43)%
SAPHAM	241500		37,723	30,788	25,112	47,123	40,055	39,436	35,201	23,868	29,997	40,810	22,633	17,744	37,723	6%	203,777	390,492	(186,715)	(77)%
SARISM	805,000		59,737	65,657	125,739	49,901	36,782	116,919	36,935	34,716	114,839	40,370	38,728	114,919	59,737	7%	745,263	832,180	(86,917)	(10)%