



INFORMATION ON THE FINANCIAL REPORT

INTRODUCTION

The purpose of this information is to help you fill in the “2013-2016 financial report” form, which must be completed for each activity for which your NOC receives financial assistance.

Precise and detailed information from you will help us to deal with your files more quickly. In addition, these financial reports will also be used to prepare the files for the auditors responsible for monitoring the funds allocated by Olympic Solidarity.

This document is a supplement to the *financial guidelines* and the “**2013-2016 Financial Report**” form.

GENERAL INFORMATION

In addition to the general information on the NOC and the activity, this part of the form contains a dropdown menu. The codes for your local currency will automatically be applied in the rest of the form.

National Olympic Committee:																			
Name of Programme:																			
Title of Activity:																			
Dates of Activity:																			
Click on Local Currency Code and use the drop-down list	<table border="1"> <tr> <td>LOC</td> <td>Local Currency Code</td> </tr> <tr> <td></td> <td>Albania, Leke</td> </tr> <tr> <td></td> <td>Algeria, Algeria Dinars</td> </tr> <tr> <td></td> <td>Angola, Kwanzas</td> </tr> <tr> <td></td> <td>Argentina, Pesos</td> </tr> <tr> <td></td> <td>Armenia, Drams</td> </tr> <tr> <td></td> <td>Aruba, Guilders</td> </tr> <tr> <td></td> <td>Australia, Dollars</td> </tr> <tr> <td></td> <td>Azerbaijan, New Manats</td> </tr> </table>	LOC	Local Currency Code		Albania, Leke		Algeria, Algeria Dinars		Angola, Kwanzas		Argentina, Pesos		Armenia, Drams		Aruba, Guilders		Australia, Dollars		Azerbaijan, New Manats
LOC	Local Currency Code																		
	Albania, Leke																		
	Algeria, Algeria Dinars																		
	Angola, Kwanzas																		
	Argentina, Pesos																		
	Armenia, Drams																		
	Aruba, Guilders																		
	Australia, Dollars																		
	Azerbaijan, New Manats																		

ALLOCATION OF FUNDS

	Amount in local currency (LOC) as per accounting	USD amount
Budget allocated <small>amount in USD only</small>		
Gross advance payment <small>received without bank fees</small> Please fill in both boxes with the amount in USD and LOC	(LOC)	

The NOC received the advance payment from Olympic Solidarity on a USD bank account
 The NOC has spend all amounts indicated in the report in USD (payment, invoices, tickets in USD)



The advance paid in USD corresponds to the amount sent by Olympic Solidarity in line with the confirmation sent to the NOC, which is also available on NOCnet.

The amount of the advance in the local currency corresponds to the gross amount recorded in the NOC's accounts.

In the case all transaction of an NOC's are in USD (funds arriving on USD account, and all amount spend in USD) it will be taken into consideration to treat the report.

EXPENDITURE

Date	Detail of expenditure	To fill in only if the expense is in an other currency than LOC		Amount in local currency (LOC) as per accounting
		Currency code	Amount	

The expenses must comply with the conditions for use of the funds approved by Olympic Solidarity in the framework of a programme.

Please provide full details of the expenses in the section provided following the example and using one line per invoice:

- The invoice number
- The name of the service provider/beneficiary
- Type of expense
- In the case of a payment in another currency than local currency, please fill in the corresponding column. The amount in the local currency is that which is recorded in your accounts.
- To obtain reimbursement of transport / travel expenses, please state the name of the person travelling, the class of the flight and the route.
- For partial reimbursements (e.g.: International Olympic Academy Session for Young Participants), please state whether the amount recorded represents the amount to be reimbursed or the full price of the ticket.

Example : Accommodation fees, Star Hotel, Invoice 187, 2 persons 5 nights at 80 EUR
Restaurant XYZ, 13 meals at 15 EUR
Airfaire cost, Travel agency invoice 1756, economic, London-Geneva

Third parties (ex: National Federation) must provide full details of the expenses (invoices) spend to enable the NOC to use it in the financial report. An acknowledgment of receipt or a proof of transfer is not sufficient.

In cases where the NOC can recover VAT or any other taxes, these must not be included in the list of expenses.



Bank charges will not be covered.

Olympic Solidarity reserves the right to ask for additional information or documentation of expenditure, when necessary.

CALCULATING THE EXCHANGE RATE

The exchange rate website used by Olympic Solidarity to convert amounts from local currencies to the US dollar is: www.oanda.com/currency/converter.

Olympic Solidarity calculates and checks the exchange rate as follows:

- For advance payments:
Check of the USD/ local currency rate on the date the advance is made
- For balance payments:
We deduct the advance received in the local currency from the total expense figure in the local currency. The result represents the balance in the local currency, which is converted into USD on the date the financial report is processed and the balance paid. This payment will be up to the maximum budget allocated for the activity.

If necessary, Olympic Solidarity may ask the NOC to provide it with a bank document confirming the exchange rate used.

SIGNATURE OF REPORTS

The financial report must be duly completed and signed by two people, one of whom must be the NOC President or Secretary General, and the other the Treasurer or Chief Financial Officer.

TIMETABLE

The financial reports must be sent to Olympic Solidarity at the same time as the administrative and technical reports on the activity and no later than 2 months after the end of the activity.