

BILL & MELINDA
GATES *foundation*

SPEAK India

Welcome

LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE



SPEAK India

Guidelines for financial reporting and invoicing

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SPEAK Project Co-ordinator



Why are we meeting today?

Bill and Melinda Gates Foundation

LSHTM (main contractor) and Collaborators (sub contractors)

LSHTM - policies and procedures for all externally funded projects

Audit – 7 year retention

Three sections

Record keeping

Sub-grantee report form

Invoicing

Questions at the end of each section

Collaborator reference numbers

Please use your LSHTM collaborator reference number on all invoices and correspondence.

KAMRC

ITM

RMRI (transmission)

IPH

ICMR

PATH

RMRI (health systems)

UNION

VCRC

ITDCZM5411

ITDCZM5412

ITDCZM5413

ITDCZM5414

ITDCZM5415

ITDCZM5417

ITDCZM5418

ITDCZM5419

ITDCZM5420

Project Records – Contracts

A separate file should be kept containing all documents relating to the project. These to include :

- Award letter or Sub-contract from the funder – the project team should familiarise themselves with the terms and conditions of contract, particularly regarding requirements for financial reporting and eligible costs
- Staff contracts and Letters of Engagement for staff
- Please note records should be kept for 7 years for auditing purposes

Project Records - Finance

The Collaborator shall maintain a separate accounting cost code specific to the work, and all costs and income relating to the Agreement should be accounted for through that cost code.

A finance file for each for each reporting period should include a copy of your invoice, ledger, financial report and invoices/receipts for that period.

A copy of your ledger should be returned to LSHTM with each invoice and financial report.

Please note records should be kept for 7 years for auditing purposes

The ledger should include the following columns, but you may have more:

Transaction no

Date of expenditure (in date order)

Budget heading that each transaction is being charged to

Payee details

Description

Amount in local currency

Exchange rate used

Amount in USD

‘The records shall contain entries from day to day, of all sums of money received and expended and the reasons for such receipt and expenditure. Such records will be kept for seven years and will be made available upon request within a reasonable time frame to LSHTM and their nominated auditor.’

Exchange rates

Payments will be made in USD and it is the responsibility of the Collaborator to manage its own exchange rate risk.

Advance payment invoice – when reporting this payment, please use the INR – USD rate on the day that you received the advance payment

Further invoices – please use your institution exchange rate policy, the daily rate for INR – USD, or for ease the INR – USD rate on the Friday preceding the expenditure, but please be consistent and show exchange rate used.

Please use a reputable exchange website:

www.oanda.com

<https://www.xe.com/>

Example ledger

Trans no	Date of expenditure	Budget heading according to contract	Payable to	Description	Amount in local currency	Exchange rate	Amount in USD

It would be helpful if you could indicate the transaction number on your evidence of expenditure

Activity one

Examples of expenditure.

What type of evidence would you need to produce to support your claim? Please complete the column entitled Evidence

Examples of evidence of expenditure – for queries specific to your grant, please discuss during your one to one meeting

Expenditure - example	Evidence
Travel – flights	Boarding cards or other proof of travel should be kept for each flight, along with relevant invoice
Travel – taxis, trains etc.,	Copies of receipts and tickets
Equipment and consumables	Copies of invoices
Staff expense claims – travel, accommodation and subsistence	Copies of expense claims and accompanying receipts – please note, LSHTM does not accept per diem expenses, all expenses must be supported by actual receipts
Communication – mobile phone charges for example	Copy of mobile phone account
Salaries	Ledger – if a member of staff is charged to more than one project, please indicate the percentage charge to the BMGF project in the ledger entry.
Payments to field staff – data collectors for example	If on payroll – ledger should indicate payments, if individual is paid in cash then the recipients must sign a receipt confirming receipt of monies on headed paper. The receipt to be signed by collaborator representative and stamped with official stamp – see example
Outputs	Reports etc., must be submitted to LSHTM PI, Mary Cameron

Any questions?

Reporting periods

If you have received an advance payment, you will need to report quarterly once the advance has been fully spent – periods for reporting are:

Period

1st January 2019 – 31st March 2019

1st April 2019 – 30th June 2019

1st July 2109 – 30th September 2019

1st October 2019 – 31st December 2019

..... And so on...

Report

after 31st March 2019

after 30th June 2019

after 30th September 2019

after 31st December 2019

Sub-grantee Financial Reporting form (USD)

SUB-GRANTEE FINANCIAL REPORTING FORM (USD)						
					Sub-grantee to complete Project Administrator to complete	
SECTION 1: REPORT NUMBER (to be completed by sub-grantee)						
Report number	1	Reporting Period	01/07/2018 - 31/09/2018			
SECTION 2: PROJECT DETAILS (to be completed by PA)		SECTION 3: INCOME (sub-grantee to complete highlighted cells only)				
Sub-Grantee	TDCZM54**	Total Budget (USD)	75,227.12			
Sub-Grantee PI		Transfers from LSHTM		Date Received (dd/mm/yyyy)*		
Project Title	Breaking transmission of VL in India, progressing beyond elimination as a public health problem					
LSHTM Project Ref	TDCZM5410					
Main Funder	Bill and Melinda Gates	Total Transferred (USD)	0.00			
Main Funder Ref	OPP1183886	Balance To Be Transferred (USD)	75,227.12			
LSHTM PI	Mary Cameron	*as stated on bank remittance advice				
SECTION 4: EXPENDITURE (sub-grantee to complete purple cells; PA to complete blue cells)						
Budget	A Budget Total (USD)	B Expenditure previous periods (USD)	C Expenditure this period (USD)	D (eB+C) Expenditure Total (USD)	E (eA minus D) Budget Balance (USD)	F (e-D/A) % actual/Budget (USD)
Period from	01/07/2018	N/A	01/07/2018			
Period to	31/12/2019		31/09/2018			
A. Salaries						
A1 - Personnel - A. Milne Research Assistant	23,293.98	0.00		0.00	23,293.98	0.00
A2 - Personnel - M Poppins - Project Manager	35,000.00	0.00		0.00	35,000.00	0.00
D. Consumables						
D1 - 100 DAT kits @ \$2.50	250.00	0.00		0.00	250.00	0.00
E. Equipment						
E1 - 12 Tablets and accessories	3,250.00	0.00		0.00	3,250.00	0.00
E2 - 1 Freezer	500.00	0.00		0.00	500.00	0.00
E. Travel, accommodation and subsistence						
E1 - Airfare and local travel	600.00	0.00		0.00	600.00	0.00
E2 - Accommodation	2,000.00	0.00		0.00	2,000.00	0.00
E3 - Subsistence	520.91	0.00		0.00	520.91	0.00
Direct Costs Sub-Total	65,414.89	0.00	0.00	0.00	65,414.89	0.00
Budget line 15% on all expenditure	9,812.23	0.00	0.00	0.00	9,812.23	0.00
Total	75,227.12	0.00	0.00	0.00	75,227.12	0.00
Balance (Income received minus Expenditure) (USD)				0.00		
SECTION 5: AUTHORISATION (sub-grantee to complete)						
I certify that the above expenditure has been incurred according to the Terms and Conditions of the sub-grant with LSHTM						
Signed		Institution Stamp		Telephone no		
Position				Email		
				Date		

You would have received a blank sub-grantee financial reporting form with your contract.

Another with your budget details, please note that your contract value is an 'up to' amount

This form needs to be completed and returned with your invoice, ledger and evidence of expenditure

15% overheads is automatically calculated

Activity 2 sub grantee form – payment no 1

SUB-GRANTEE FINANCIAL REPORTING FORM (USD)						
					Sub-grantee to complete Project Administrator to complete	
SECTION 1: REPORT NUMBER (to be completed by sub-grantee)						
Report number		Reporting Period				
SECTION 2: PROJECT DETAILS (to be completed by PA)						
SECTION 3: INCOME (sub-grantee to complete highlighted cells only)						
Sub-Grantee	ITDCZM54**	Total Budget (USD)	75,227.12			
Sub-Grantee PI		Transfers from LSHTM		Date Received (dd/mm/yy)*		
Project Title	Breaking transmission of VL in India, progressing beyond elimination as a public health problem					
LSHTM Project Ref	ITDCZM5410					
Main Funder	Bill and Melinda Gates					
Main Funder Ref	OPP1183986	Total Transferred (USD)	0.00			
LSHTM PI	Mary Cameron	Balance To Be Transferred (USD)	75,227.12			
<small>*as stated on bank remittance advice</small>						
SECTION 4: EXPENDITURE (sub-grantee to complete purple cells; PA to complete blue cells)						
Budget	A Budget Total (USD)	B Expenditure previous periods (USD)	C Expenditure this period (USD)	D (=B+C) Expenditure Total (USD)	E (=A minus D) Budget Balance (USD)	F (=D/A) % Actual/Budget (USD)
Period from	01/07/2018	N/A	01/07/2018			
Period to	31/12/2019		31/09/2018			
A. Salaries						
A1 - Personnel - A. Milne Research Assistant	23,293.98	0.00		0.00	23,293.98	0.00
A2 - Personnel - M Poppins - Project Manager	35,000.00	0.00		0.00	35,000.00	0.00
D. Consumables						
D1 - 100 DAT kits @ \$2.50	250.00	0.00		0.00	250.00	0.00
E. Equipment						
E1 - 12 Tablets and accessories	3,250.00	0.00		0.00	3,250.00	0.00
E2 - 1 Freezer	500.00	0.00		0.00	500.00	0.00
E. Travel, accommodation and subsistence						
E1 - Airfare and local travel	600.00	0.00		0.00	600.00	0.00
E2 - Accommodation	2,000.00	0.00		0.00	2,000.00	0.00
E3 - Subsistence	520.91	0.00		0.00	520.91	0.00
Direct Costs Sub-Total	65,414.89	0.00	0.00	0.00	65,414.89	0.00
Budget line 15% on all expenditure	9,812.23	0.00	0.00	0.00	9,812.23	0.00
Total	75,227.12	0.00	0.00	0.00	75,227.12	€0.00
Balance (Income received minus Expenditure) (USD)					0.00	
SECTION 5: AUTHORISATION (sub-grantee to complete)						
I certify that the above expenditure has been incurred according to the Terms and Conditions of the sub-grant with LSHTM						
Signed	Institution Stamp		Telephone no			
Position			Email			
			Date			

Using the figures on ledger period 1

- Complete the fields in yellow and
- Complete Column C

Activity 2 sub grantee form – payment no 2

SUB-GRANTEE FINANCIAL REPORTING FORM (USD)						
SECTION 1: REPORT NUMBER (to be completed by sub-grantee)					Sub-grantee to complete Project Administrator to complete	
Report number		Reporting Period				
SECTION 2: PROJECT DETAILS (to be completed by PA)		SECTION 3: INCOME (sub-grantee to complete highlighted cells only)				
Sub-Grantee	ITDCZM54**	Total Budget (USD)	75,227.12			
Sub-Grantee PI		Transfers from LSHTM		Date Received (dd/mm/yyyy)*		
Project Title	Breaking transmission of VL in India, progressing beyond elimination as a public health problem	Period 1	15,476.13	10/10/18		
LSHTM Project Ref	ITDCZM5410					
Main Funder	Bill and Melinda Gates	Total Transferred (USD)	15,476.13			
Main Funder Ref	OPP1183986	Balance To Be Transferred (USD)	59,751.00			
LSHTM PI	Mary Cameron					
*as stated on bank remittance advice						
SECTION 4: EXPENDITURE (sub-grantee to complete purple cells; PA to complete blue cells)						
	A	B	C	D (C=B+C)	E (A minus D)	F (D/A)
Budget	Budget Total (USD)	Expenditure previous periods (USD)	Expenditure this period (USD)	Expenditure Total (USD)	Budget Balance (USD)	% Actual/Budget (USD)
Period from	01/07/2018	01/07/2018	01/10/2018			
Period to	31/12/2019	31/09/2018	31/12/2018			
A. Salaries						
A1 - Personnel - A. Milne Research Assistant	23,293.98	3,867.87	0.00			0.00
A2 - Personnel - M Poppins - Project Manager	35,000.00	5,811.58	0.00			0.00
B. Consumables						
D1 - 100 DAT kits @ \$2.50	250.00	124.53	0.00			0.00
C. Equipment						
12 Tablets and accessories	3,250.00	2,391.06	0.00			0.00
1 Freezer	500.00	498.14	0.00			0.00
D. Travel, accommodation and subsistence						
E1 - Airfare and local travel	600.00	176.52	0.00			0.00
E2 - Accommodation	2,000.00	438.36	0.00			0.00
E3 - Subsistence	520.91	149.44	0.00			0.00
Direct Costs Sub-Total	65,414.89	13,457.50	0.00	0.00	0.00	0.00
Budget line 15% on all expenditure	9,812.23	2,018.63	0.00	2,018.63	7,793.61	0.21
Total	75,227.12	15,476.13	0.00	2,018.63	7,793.61	0.03
Balance (Income received minus Expenditure) (USD)				13,457.50		
SECTION 5: AUTHORISATION (sub-grantee to complete)						
I certify that the above expenditure has been incurred according to the Terms and Conditions of the sub-grant with LSHTM						
Signed		Institution Stamp		Telephone no		
Position				Email		
				Date		

Using the figures on ledger period 2

- Complete the fields in yellow and column C
- Calculate the totals in column D
- Calculate the budget balance

Financial Reporting template

Ensure that there is clarification between budget lines, especially where staff costs/non staff costs/direct and indirect costs are concerned

Expenditure against each budget line should be monitored against the budget on a regular basis

The total expenditure to date figures should be taken from your accounting system and added to the reporting template, subsequent payments should be carried forward

Official stamp and signature

Any questions?

Invoices, receipts and financial reports should be addressed to:

Finance Office

London School of Hygiene & Tropical Medicine

Keppel Street

London, WC1E 7HT

UK

Please send to:

email: karen.holland@lshtm.ac.uk

Invoice layout

Please ensure that your invoice:

- Is on official headed paper
- Addressed to the LSHTM Finance office
- Date of invoice
- Has a unique invoice number
- Your collaborator reference number
- Payment no
- Reporting period from and to
- Has sub totals under budget headings
- Total column showing amount in USD - **PLEASE NOTE TOTAL ON THE INVOICE MUST BE IN USD ONLY**

Collaborators bank account details as **per your contract** should be included on the invoice:

Name of Account holder:

Name of Collaborators bank:

Address:

Account no:

IBAN no:

BIC code:

Example invoice

Example of invoice

COLLABORATOR HEADED PAPER

Date: dd/mm/yyyy

To:
Finance Office
London School of Hygiene & Tropical Medicine
Keppel Street
London, WC1E 7HT
UK

Unique invoice number: *(this should be generated from your institution)*

Collaborator reference number: ITDCZM54 *(please use your ref no)*

Title of Project: SPEAK India (Innovative approaches to improve epidemiological surveillance of VL and PKDL and accelerate elimination)

Payment no: 1 Reporting period: 01/07/2018 – 31/09/2018

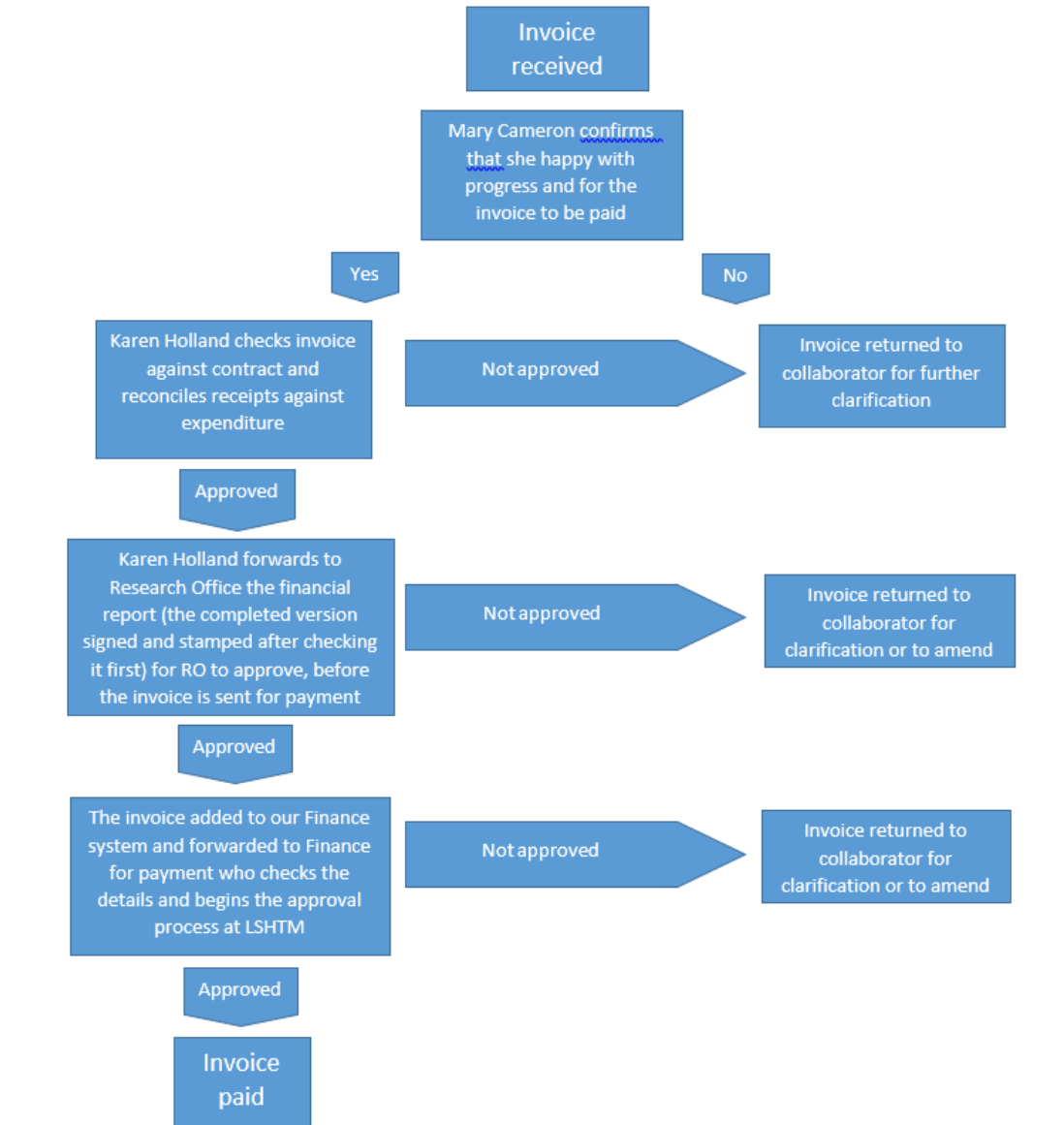
Detail of invoice: *(according to budget lines)*

	USD
<i>Direct costs</i>	
A. Salaries	9,679.45
B. Consumables	124.53
C. Equipment	2,889.20
D. Travel, accommodation and subsistence	764.32
Sub total	13,457.50
<i>Indirect costs</i>	
Overheads 15% on all expenditure	2,018.63
TOTAL	15,476.13

Name of Account holder:
Name of Collaborators bank:
Address:
Account no:
IBAN no:
BIC code:

PLEASE NOTE THIS IS AN EXAMPLE AND FOR ILLUSTRATIVE PURPOSES ONLY – please refer to your budget for details

Flow chart



Any questions?

To recap

Invoices submitted must include:

- Correctly completed invoice
- Ledger – either downloaded from your accounting system or the SPEAK LSHTM template
- Scanned receipts
- Completed sub-grantee report form

International payments are paid twice weekly on a Tuesday and a Friday

Please note that Karen works Monday to Wednesday

Any questions?

One to one sessions

Karen Holland, Mary Cameron & Secretariat will hold 30 minute one-to-one sessions with each partner to go over any specific issues

Date	Time	Partner
13 th May 2019	3.00pm to 3.30pm	IPH
13 th May 2019	3.30pm to 4.00pm	PATH
13 th May 2019	4.00pm to 4.30pm	UNION
13 th May 2019	4.30pm to 5.00pm	RMRI
14 th May 2019	1.30pm to 2.00pm	VCRC
14 th May 2019	2.00pm to 2.30pm	KAMRC

Thank you for your attention

Karen Holland

SPEAK India Project Co-ordinator

Department of Disease Control

London School of Hygiene & Tropical Medicine

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United Kingdom

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Please note that I work Monday to Wednesday 8am to 4pm