

**ANNEX 3 SPF**

**GHANA RESEARCH AND ADVOCACY PROGRAM**

<b>GHANA RESEARCH AND ADVOCACY PROGRAM</b>				
	<b>G-RAP CORE FUNDING BUDGET REPORTING T</b>	<b>NO.</b>	<b>CLASS</b>	<b>RATE</b>
	Exchange rate used:			
<b>HUMAN R</b>	<u>Responsibility</u>			
	- Programme Coordinator			<b>1.3795</b>
	- Programme Officer			<b>1.3795</b>
	- Finance & Admin. Officer			<b>1.3795</b>
	- Administrative Assistant			
	- Driver			<b>1.3795</b>
	- Security			<b>1.3795</b>
	- National President, PFLAG			<b>1.3795</b>
<b>Sub Total</b>	<b>HR</b>			
<b>EQUIPME</b>	<u>Items Purchased</u>			
<b>SUPPLIES</b>	- Vehicles			
	- Computers (Desktop)			
	- Computers (Laptop)			<b>1.3795</b>
	- Scanner			<b>1.3795</b>
	- Photocopier			
	- filing cabinets, fridges, telephone, fax machine, conference table and seats)			
	- Others			
<b>Sub Total</b>	<b>Equipment &amp; Supplies</b>			
<b>OFFICE R</b>	<u>Office Running Costs</u>			
<b>COSTS</b>	- Maintenance of office equipment			<b>1.3795</b>
	- Office supplies			<b>1.3795</b>
	<u>Vehicle running Costs</u>			
	-Vehicle maintenance			<b>1.3795</b>
	- Fuel			<b>1.3795</b>
	- Others			<b>1.3795</b>
<b>Sub Total</b>	<b>Office Running Costs</b>			
<b>OTHER ADMIN COSTS</b>				
	- Office rent			<b>1.3795</b>
	- Office Utilities and Expenses			

	- Communications			
	- Recruitment costs			
	- Bank Charges			1.3795
	- International & Local Travel			1.3795
<b>Sub Total</b>	<b>Other Costs</b>			
<b>PROJECT</b>	<b>Activities</b>			
	<u>Output I -</u>			
	Task 1			1.3795
	Task 2			1.3795
	Task 3			
	Task 4			
	<u>OUTPUT II -</u>			
	Task 1			
	Task 2			
	Task 3			
	Task 4			
	<u>OUTPUT III -</u>			
	Task 1			
	Task 2			
	Task 3			
	Task 4			
	<u>OUTPUT IV -</u>			
	Task 1			
	Task 2			
	Task 3			
	Task 4			
<b>Sub Total</b>	<b>Activities</b>			
<b>TOTAL COSTS:</b>				

Funds Movement		Current Period	Prior Period
Opening Balance			
Surplus/(Deficit)			
Closing Balance			

Summary Cashflow Statement (G-RAP Funds only)	Current Period	Prior Period
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Opening cash & Bank balance			
<b>Add Receipts</b>			
Grants			
Others			
Total Inflow			
<b>Less Outflows</b>			
Emoluments			
Admin Overheads			
Institutional Development			
Program Development			
Total Outflow			
Closing Cash & Bank Balance			

1. Name of RAO		
2. Contract Number		
3a. Contract Year		
3b. Contract Period		

G-RAP FUNDING	OTHER FUNDERS	OTHER FUNDERS	OTHER FUNDERS	Approved budget GHS	US\$
				0	
8,181.04				9,600	
2,007.39				7,800	
3,466.54				8,400	
-				4,800	
2,426.58				4,200	
865.95				2,400	
1,008.70				0.00	
<b>###</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,200</b>	
				0	
-				0	
-				1,100	
1,404.54				1,500	
197.78				500	
				0	
				1,000	
				0	
				0	
<b>1,602.32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,100</b>	
				0	
100.00				2,400	
1,537.10				1,200	
-				0	
900.74				1,800	
296.30				2,400	
651.34				600	
				0	
<b>3,485.48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,400</b>	
				0	
6,450.00				0	
-				0	

-				0
-				0
69.94				0
1,010.65				0
				0
<b>7,530.59</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
				0
13,250.00				<b>7,500</b>
3,286.71				<b>6,600</b>
				<b>1,000</b>
				0
				<b>7,500</b>
				<b>10,700</b>
				0
				0
				<b>7,000</b>
				<b>13,600</b>
				<b>7,500</b>
				<b>5,000</b>
				<b>6,000</b>
				0
				0
				0
				0
<b>###</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72,400</b>
<b>###</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>###</b>

<b>Prepared by:</b>
Name:
Signature:
Date:
<b>Reviewed by:</b>

Name:

Signature:

Date:

Account	Balance	Debit	Credit	Balance
1000				
1010				
1020				
1030				
1040				
1050				
1060				
1070				
1080				
1090				
1100				
1110				
1120				
1130				
1140				
1150				
1160				
1170				
1180				
1190				
1200				
1210				
1220				
1230				
1240				
1250				
1260				
1270				
1280				
1290				
1300				
1310				
1320				
1330				
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1380				
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1470				
1480				
1490				
1500				
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1600				
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1950				
1960				
1970				
1980				
1990				
2000				



