

## **Reporting routines**

**For projects recently finished, these new routines are not applicable, and reports shall be submitted by 15 March 2007, if nothing else has been agreed upon with your programme officer.**

*FK 20. august 2009.*

## **Feasibility study**

Financial and end report shall be submitted to Fredskorpset no later than 4 months after completion of the project, upon which the last 40 % of the grant will be paid.

For grants below the amount of NOK 100 000 a financial report is sufficient.

For grants above the amount of NOK 100 000 a financial report and an audited report shall be submitted.

If the primary partner fails to report within 18 months from the date the grant was issued, FK will reserve the right to require the transferred amount repaid to FK, and the grant will be withdrawn, if not other arrangements are agreed between the primary partner and FK.

## **Collaboration agreement**

The following is applicable for agreements signed after 1 February 2006. However, partners with agreements signed before this date, may also choose to follow the new reporting routines.

## **Narrative report**

The primary partner shall submit a final narrative report based on the FK template by the end of the project, and no later than 4 months after the last participant has returned to his/her home country. For all projects of more than 18 months duration a narrative interim report shall be submitted midway into the project.

FK may issue templates and deadlines for any additional reporting from the project.

## **Financial report and audited report**

The primary partner shall submit audited project accounts, in duplicate, within 4 months after the last participant has returned to his/her home country.

The project accounts must be audited in accordance with the International Standards of Auditing ISA 800, by a public licensed auditor. Accounting and auditing shall include payments in Norway as well as transfers and payments in other countries. Accounts shall follow the template for financial report, which will be available on the FK webpage.

All projects of more than 18 months duration shall submit interim project accounts midway into the project. Funds transferred from FK, but not spent, are to be accounted for. Auditing is not required for this report.

If funds have not been used in accordance with the budget and aims of the collaboration agreement, FK reserves the right to claim (parts of) the grant returned. The administration grant cannot be increased by allocating from any other budget line.

Fredskorpset does not refund actual costs, but grants a predetermined amount towards the partner's exchange project. This means that the overall costs of an exchange project may be higher than the grant which the partnership receives from Fredskorpset. If project costs exceed the grant, the partnership must cover the excess from its own funds.

Partners may supplement the project with their own funds. Any overrun on a budget line exceeding 10% must be explained in the financial report. Funds can not be reallocated

from other budget lines to cover administrative expenses. Any unspent funds must be repaid to Fredskorpset.

Fredskorpset shall reserve the right to conduct physical inspection of the accounts at any time by The Auditor General of Norway (Riksrevisjonen) and Fredskorpset representatives.