

Template: Planning and managing project finances

The tables in this document are also provided in the IQC Excel file.

Fill your project financial information in the following tables (or use the IQC Excel files). Refer to the info sheet for further explanations and examples.

Budget calculation:

Activity to be performed	Personnel costs			Travel Costs		Sub-contracting		Materials - Consumables		Total cost per Activity
	Number of Days	Cost per Day	Total Cost	Trip Description	Trip Cost	Item	Cost	Item	Cost	Cost
Total Budget Implementation Plan										

Receipts and Payment:

Opening balance cash and bank	...
<i>Receipts</i>	
...	...
...	...
...	...
...	...
Total receipts	...
<i>Payments</i>	
...	...
...	...
...	...
...	...
Total payments	...
Closing balance cash and bank	...
Records of the cash book are kept in: ...	

Project financial statement:

Activity to be performed	Budget	Actual	Variance (actual - budget)	Variance %	Comments