**Important: Note on awareness project accounting: financial reports and receipts**

Due to numerous errors and difficulties encountered in the financial reports and supporting documents of previous projects, please read and strictly follow the instructions below. **Failure to follow some of these instructions may result in our inability to reimburse you for certain expenses.**

* The financial reporting template provided by the RBINS must be used.
* Indicate the project title and contract number on the narrative and financial reports.
* Receipts must be submitted in US dollars or local currency (not Euros!).
* A bank statement showing the exact amount received must be attached to the receipts.
* Please take into account the costs of receiving and withdrawing funds in the financial report (and provide proof of this).
* Official proof of the EUR-currency or USD-currency exchange rate used during the period of the activities must be attached to the financial report
* Please check that each line of the financial report table corresponds to a receipt and that none is missing.
* The receipts must be numbered and the numbers must be listed chronologically in the financial statement.
* Each receipt must clearly show that the expenditure has been paid, i.e. signed for payment or stamped 'paid', and the following information must be included in a precise manner:
	+ Date
	+ Exact amount
	+ Name of the person who paid
	+ To whom it was paid (company name and number if applicable, phone number, address)
	+ Object of the expense
* Check all calculations (sums and multiplications) on each invoice/justification when it is received: documents containing errors are rejected by the IRSNB accounting department.
* Avoid receipts made by you. Receipts from suppliers (hotel, store, cab, gas pump, etc.) are required. If you are obliged to proceed with a receipt, for example for field guides, etc., it is necessary to ensure a clear and precise identification of the supplier (date, name, telephone number and if not an individual, the address and company number).
* Statements on honour are not accepted.
* We also remind you that the amount paid at the beginning of the project is only the first part, corresponding to 80% of the budget that we grant you. The balance, i.e. a maximum of 20% of the total budget, will be paid after receipt and acceptance by RBINS of the financial and narrative reports including all the supporting documents of the expenses. This means that you must justify 100% of the budget in your financial report and that your organization must advance the 20% of the budget that has not yet been transferred.