

Name of Grant Recipient	Liberia
Department or Agency	LiNCA
Posting Date	
Project code	622023

INSTRUCTIONS

- 1) Complete all pink fields only.
- 2) Print, sign, scan and email expenditure report to trustfund@thearmstradetreaty.org along with the electronic version.
- 3) All original receipts should be chronologically numbered according to the reference number in this report. Copies of all receipts should be emailed with the expenditure report. Original receipts

Project No.	ATT.VTF.G2023.002LBR
Reporting period	02 Oct 2023 - 30 April 2024
Local Currency Code	LRD
Grant Received USD (1st instalment)	99'879
Grant Received USD (2nd instalment)	85'896

<https://www.oanda.com/currency/converter/>
Click above first cell for exchange rate site

General Details				Total Budget	Actual spend to date**			Balance of budget available	Balance of funds received
Budget Line	Ref. N°	Description 1	Description 2 - Receipt or Invoice No. - Date	USD	Local Amount	Rate	USD	USD	USD
Personnel costs	1	UNIDIR Programme assistant	Committed: UNIDIR Staff; Receipt/Invoice N/A	7'080.00		1.0000	7'080.00	-	178'695.00
	2	UNIDIR Associate Researcher	Committed: UNIDIR Staff; Receipt/Invoice N/A	11'700.00			11'700.00	-	166'995.00
	3	UNIDIR Head of Programme		-			-	-	
	4	1 ATT Secretariat trained African trainer	PO: 3,500 SME; Acutals PO2500360622	3'500.00			3'500.00	-	163'495.00
	5	1 African Expert for preparation of and facilitation of workshop in	PO: 3,500 Interpreter Actuals: PO2500359322	3'500.00			3'500.00	-	159'995.00
	6	4 interpreters for interpretation English-French/French-English for 4 days (equivalent to 16 days total)	Committed: PO 2500359322 and PO 2500360620	14'400.00			8'000.00	6'400.00	151'995.00
	7	Translation of agenda and background materials into French		1'500.00			-	1'500.00	151'995.00
	8	Editing of "Lessons learned" document		900.00				900.00	151'995.00
	9	Design and layout for "Lessons learned" document		700.00				700.00	151'995.00
	10	Translation of "Lessons Learned" Document into French		1'500.00			-	1'500.00	151'995.00
Travel costs	11	Estimated average return flights from African capital cities to Monrovia for 38 African national experts (2 people from 19 states)		45'600.00			72'774.00	-27'174.00	79'221.00
	12	Estimated average return flights to Monrovia for representatives of African Union and African regional economic communities (AU, ECOWAS, RECSA, ECCAS, SADC, IGAD)	41 MP Trips + 1 Staff + 2 IICA Trips: 1773967, 1779384, 1779389, 1779432, 1779433, 1779435, 1779438, 1779846, 1779848, 1779952, 1780586, 1782611, 1780632, 1779954, 1779959, 1779959, 1779991, 1779996, 1780047, 1780826, 1779841, 1780827, 1780935, 1780992, 1780994, 1780658, 1780996, 1781334, 1781334, 1781475, 1781477, 1781478, 1781501, 1780782, 1780784, 1781510, 1781592, 1780787, 1784572, 1784367, 1791386, 1793856 --MP 1786156 -- Paul UNIDIR -1534-026 (Mae) + UNIDIR -1534-027 (Anna)	9'000.00				9'000.00	79'221.00
	13	Estimated average return flights from Geneva to Monrovia for 3 UNIDIR staff		4'500.00			-	4'500.00	79'221.00
	14	Estimated average return flight to Monrovia for 1 African consultant		1'200.00				1'200.00	79'221.00
Operating costs	15	Transportation to/from the airport	Cash Reimbursement: 190 USD Actuals: PO 2300345232/GR 5002106231	960.00			1'690.00	-730.00	77'531.00
	16	Visa costs	Committed: (Visa Costs) of 1,650 USD Included in Trip Details (Row 22-25) Bank transfer fees USD 72	3'600.00			1'722.00	1'878.00	75'809.00
	17	Vaccinations, insurance, etc. as required		4'800.00			-	4'800.00	75'809.00
	18	4-day room hire with coffee breaks for 55 people (51 participants and 4 interpreters)	Actuals: PO 2200275861/GR 5002106232	6'000.00			9'000.00	-3'000.00	66'809.00
	19	Interpretation equipment hire	PO 2300345501/GR 5002102300	2'000.00			6'000.00	-4'000.00	60'809.00
	20	55 people for 5 days in accordance with UN rules for DSA for Monrovia - meals	Committed: DSA Included in Trip Details (Row 22-25) Actuals: PO 2200275861/GR 5002106232	21'420.00			30'689.00	-9'269.00	30'120.00
	21	51 participants for 5 days in accordance with UN rules for DSA for Monrovia - to cover accommodation (equivalent of 255 days)	Actuals: PO 2200275861/GR 5002106232	41'565.00			27'255.00	14'310.00	2'865.00
	22	Two large size banners for the workshop venue	Actuals: PO 2300343791/GR 5002101042	520.00			520.00	-	2'345.00
	23	55 sets of stationeries (pens, notebooks, folders, name tags, etc)		275.00	-		-	275.00	2'345.00
	24	Printing of agenda and background materials (55 copies of materials of	Cash Reimbursement: 275 USD	110.00			275.00	-165.00	2'070.00
	25	Printing of 120 copies of "Lessons learned" document (120 copies of 30		360.00			-	360.00	2'070.00
				186'690.00	-		183'705.00	2'985.00	2'070.00

* **Description 2 - Receipt or Invoice No. - Date:** include information on the date of the receipt received, as well as the receipt number. Also include additional information e.g. if the budget line item relates to an airfare, include the airline that issued the ticket, the departure city and arrival city etc.

****Actual spend to date:** insert the actual amount spent on the budget item. If the item was paid for in local currency, insert the figure in the column headed 'Local amount', and it will automatically be calculated in USD. If the item was paid for in USD, enter the figure in the column headed 'USD'.

24/02/2025

Signature and Date:

Signature and Date:

maufolun

6/03/2025

RECONCILIATION
LIBERIA-ATT.VTF.G2023.002LBR
2023

Description	Total budget	Actual spend (Interim Report)	Actual spend (Final Report)	Actual spend (Total)	Balance of budget available	Balance of funds received	% of over- or under-spend
	USD	USD	USD	USD	USD	USD	
Personnel costs							
UNIDIR Programme assistant	7080	7080	0	7080	0	178695	100%
UNIDIR Associate Researcher	11700	11700	0	11700	0	166995	100%
UNIDIR Head of Programme	0	0	0	0	0	166995	
1 ATT Secretariat trained African trainer	3500	3500	0	3500	0	163495	100%
1 African Expert for preparation of and facilitation of workshop in Activity 3	3500	3500	0	3500	0	159995	100%
4 interpreters for interpretation English-French/French-English for 4 days (equivalent to 16 days total)	14400	8000	0	8000	6400	151995	56%
Translation of agenda and background materials into French	1500	0	0	0	1500	151995	0%
Editing of "Lessons learned" document	900	0	0	0	900	151995	0%
Design and layout for "Lessons learned" document	700	0	0	0	700	151995	0%
Translation of "Lessons Learned" Document into French	1500	0	0	0	1500	151995	0%
Travel costs							
Estimated average return flights from African capital cities to Monrovia for 38 African national experts (2 people from 19 states)	45600	71956	818	72774	-27174	79221	160%
Estimated average return flights to Monrovia for representatives of African Union and African	9000	0	0	0	9000	79221	0%
Estimated average return flights from Geneva to Monrovia for 3 UNIDIR staff	4500	0	0	0	4500	79221	0%
Estimated average return flight to Monrovia for 1 African consultant	1200	0	0	0	1200	79221	0%
Transportation to/from the airport	960	1690	0	1690	-730	77531	176%
Visa costs	3600	1650	72	1722	1878	75809	48%
Vaccinations, insurance, etc. as required	4800	0	0	0	4800	75809	0%
Operating costs							
4-day room hire with coffee breaks for 55 people (51 participants and 4 interpreters)	6000	9000	0	9000	-3000	66809	150%
Interpretation equipment hire	2000	6000	0	6000	-4000	60809	300%
55 people for 5 days in accordance with UN rules for DSA for Monrovia - meals	21420	30339	350	30689	-9269	30120	143%
51 participants for 5 days in accordance with UN rules for DSA for Monrovia - to cover	41565	27255	0	27255	14310	2865	66%
Two large size banners for the workshop venue	520	520	0	520	0	2345	100%
55 sets of stationeries (pens, notebooks, folders, name tags, etc)	275	0	0	0	275	2345	0%
Printing of agenda and background materials (55 copies of materials of 40 pages)	110	275	0	275	-165	2070	250%
Printing of 120 copies of "Lessons learned" document (120 copies of 30 page	360	0	0	0	360	2070	0%
Total Direct Costs	186690	182465	1240	183705			98%
Total Indirect Support Costs - 7%	13068	12773	87	12859			7%
Total	199758	195237	1327	196565			98%
Amount of 1st installment	99879						
Amount of 2nd installment	85896						
Amount of 3rd installment	10790						
Balance owing to VTF							



24/02/2025