

Project name - Project number

Payment Request No. .../200...

Amount : **PGK....**

Subject : Payment of PGKas per the Work Programme/Cost
Estimate for 200..../200... (period fromto.....)

References of the project

Financing Agreement **:FMO 1994 including balance of FMO 92/93 PNG**

Project No. **:**
Title **:**

References of the contract

Title **:** **Work Programme / Cost Estimate**

Nature of contract **:** Imprest Account

Amount of contract **:** PGK

1. Description

Payment of an initial advance of PGK as per Work Programme and Cost Estimate 200.... in reference to the section of the Imprest Account Contractual Document , concerning the initial allocation and successive replenishment.

2. Amount of the Payment Request

PGK

(amount in letters)

3. Payable to:

Bank:
Address:
Account no.:
Account's holder:

4. Summary of financial situation

Cost Estimate	Previous Payments	This Payment	Total to date	Balance
Advance	0.00		0.00	0.00
Expenditure	0.00	0.00	0.00	0.00
Total 0.00	0.00	0.00	0.00	0.00

5. Signatures

[Name]
[Function]

[Name]
[Function]

Date :

date :

Annexes:

- Statement of expenditure
- Reconciliation Statement
- List of expenditures for the period

<p>Statement of expenditure for the WP/CE No. ... Financial Statement No. ... Period from ... to ...</p>

Budget				Expenditures			
No	Act. No	Description	Cost Estimate	Prev.	This period	Total	Balance
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
Total			0.00	0.00	0.00	0.00	0.00

Signature

[Name]
Imprest Account Holder

Date

Signature

[Name]
Account Officer

Date

Reconciliation Statement ¹for the period from ... to

A. Balance as per bank statement

B. Balance as per Journal

C. Balance to be justified	0.00
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Items¹ entered in journal but not mentioned in bank statement

Reference	Date issued	Description	Cheque Number	Amount
		Expense A		+
		Expense B		+
		Receipt A		-
D. Justified difference				0.00

E. Unjustified balance **0.00**

¹ Expenses are indicated in positive, receipts in negative

Signature

[Name]
Imprest Account Holder

Date

Signature

[Name]
Account Officer

Date

¹ See example in annex

Financial Statement No. ... List of expenditure for the period from ... to ...

Ref.	Date	Description	Amount	Paid by	No	Beneficiary
Budget No ... Act. No [Description of the budget line]						
...				Cheque	Cheque No	
...				Cash	Receipt No	
...				P.O.	PO No	
...				...		
...						
...						

Sub-total

Budget No ... Act. No [Description of the budget line]

...						
...						
...						
...						
...						
...						

Sub-total

TOTAL OF THE PERIOD

Example of reconciliation statements

A. List of expenditures for the period from 1/1/2001 to 31/3/2001

				Bank Stat.
Date	Description	Amount	Balance	Number
01/01/01	Initial Advance	10,000	10,000	1
10/01/01	Office running costs	-1,000	9,000	1
15/01/01	Vehicle maintenance	-1,500	7,500	1
25/01/01	Salaries	-1,500	6,000	2
25/01/01	Telikom	-500	5,500	2
05/02/01	Office running costs	-2,000	3,500	2
20/02/01	Vehicle running costs	-500	3,000	2
25/02/01	Salaries	-1,500	1,500	3
25/02/01	Telikom	-700	800	3
28/02/01	Replenish. of account	6,000	6,800	3
10/03/01	Office running costs	-2,000	4,800	3
15/03/01	Vehicle running costs	-1,000	3,800	3
25/03/01	Salaries	-3,000	800	4
25/03/01	Telikom	-500	300	4
30/03/01	Reimb. of advance	-300	0	4

B. Monthly Reconciliation Statements

January

A. Balance as per bank statement	7,500.00
B. Balance as per Journal	5,500.00
C. Difference to be justified	2,000.00

Items entered in journal but not mentioned in bank statement

Date	Description	Cheque No.	Amount
25/01/01	Salaries		1,500.00
25/01/01	Telikom		500.00
D. Justified difference			2,000.00

February

A. Balance as per bank statement	3,000.00
B. Balance as per Journal	6,800.00
C. Difference to be justified	-3,800.00

Items entered in journal but not mentioned in bank statement

Date	Description	Cheque No.	Amount
25/02/01	Salaries		1,500.00
25/02/01	Telikom		700.00
28/02/01	Replenish. of account		-6,000.00
D. Justified difference			-3,800.00

March

A. Balance as per bank statement	3,800.00
B. Balance as per Journal	0.00
C. Difference to be justified	3,800.00

Items entered in journal but not mentioned in bank statement

Date	Description	Cheque No.	Amount
25/03/01	Salaries		3,000.00
25/03/01	Telikom		500.00
30/03/01	Reimb. of advance		300.00
D. Justified difference			3,800.00