

Annex I – Financial Guidelines



AUN/SEED-Net





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FINANCIAL GUIDELINES

Regional Conference

JFY 2021





AUN/SEED-Net



1. REGULATIONS

2. SUPPORT COVERAGE

3. FINANCIAL REPORT'S COMPONENT



Regulations

1.) The Program Contract period in Japanese Fiscal Year (JFY) 2021 is from **contract signing date to Dec 31st, 2021.**

2.) Expenditure incurred before the Program Contract signing date **will not be accepted.**

3.) According to JICA financial regulation, **only a hard copy** (paper) is regarded as proper financial reports. PDF or any soft copy files are not allowed. ***Re-used paper is not accepted.***

4.) Only **official bank account of organizing Member Institution is applicable.** The budget should be managed by the organizing MI.

5.) Non-original documents **must be certified true copy** by an authorized person at the organizing MI.

6.) Carryover of fund (surplus or deficit) from JFY 2021 to JFY 2022 is not permitted. Unused amount must be returned to AUN/SEED-Net right after the request is sent.

7.) In case if receipt is in local language, please provide a translation from the local language into English on the side by writing in pencil.

8.) The acceptable forms of evidence of exchange rate are;

- The actual exchange rate
- *OANDA website** <https://www.oanda.com/currency/converter/>
- *National/Central Bank of each ASEAN member state**

**The date of exchange rate and the date on the receipt should be the same.*

Support Coverage

- ▶ Meeting package
- ▶ Consumables/Other:
- ▶ Local transportation
- ▶ Accommodation

Support Coverage

Organizing budget of **14,000 USD** from AUN/SEED-Net can be spent on following expenses.



Rental of conference venue

Rental of SEED-Net meeting venue

Lunch, snack, coffee break

Dinner reception

Publication Production

Public relations

Conference kits

Venue decoration

Equipment rental

Stationery

Photo shooting

Website

Printing

[Virtual Platform Package](#)

[Publication Fee](#)

[Website developed specially for RC registration & online payment](#)

[Services and designing cost](#)

Airport transfer

Venue transfer

Transportation for campus visit

Hotel rooms



1 Meeting package

Rental of conference venue

Rental of SEED-Net meeting venue

*Lunch, Snack, coffee break

*Dinner reception

▶ A meeting package can be arranged and paid for every participant in the event.

▶ The meeting package must cover at maximum 2-day conference.

▶ A reception is restricted to only 1 dinner.

▶ *Receipts must be described as “Meeting Package”. Those with wordings such as food, drink, meal, or entertainment are not permitted.

A copy of Registration sheet with the names of participants, affiliations and genders must be provided.

▶ Any receipt exceeds 1,000 USD, two or more quotations are required. Contact SEED-Net staff before the purchase if the quotations cannot be obtained.

▶ With the submission of SEED-Net financial report, please attach Conference program or schedule.



Publication production

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cost

Stationery

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Virtual Platform Package

Publication Fee

▶ A copy of credit card statement is required for online purchase if a receipt cannot be obtained.

▶ Any receipt exceeds 1,000 USD, two or more quotations are required. In case quotations cannot be obtained, contact SEED-Net staff before the purchase.

▶ **Vendor for a service provider must be a company or institute. Individual or staff working at the organizing MI is not allowed. Before hiring a service provider, please consult with SEED-Net first.**

▶ Receipts with wordings such as souvenirs are not permitted.



3 Local transportation

Airport transfer

Venue transfer

Transportation for
campus visit

▶ Airport/venue transfer can be arranged for every participants but be paid only for SEED-Net supported participants. Contact SEED-Net staff to identify the SEED-Net supported participants.

▶ Costs of transportation used by university staff cannot be claimed under any circumstance.

▶ Receipts for fuel/gasoline cannot be claimed under any circumstance.

▶ Use of personal vehicles is not permitted. Rental vehicles are recommended.

▶ For any receipt that exceeds 1,000 USD, two or more quotations are required.

▶ With the submission of AUN/SEED-Net financial report, please attach a copy of transportation plan arranged by university.



Hotel rooms

- ▶ Room charge cannot exceed 90 USD per night.
- ▶ Accommodation for the conference can be reserved for needed participants but be paid only for SEED-Net supported participants with 3-night maximum including the stay at stopover point, if any. Contact SEED-Net staff to identify the SEED-Net supported participants.
- ▶ The accommodation for AUN/SEED-Net supported participants must cover the whole duration of the conference.
- ▶ Over-night stay of university staff cannot be claimed under any circumstance.
- ▶ For any receipt that exceeds 1,000 USD, two or more quotations are required. Contact SEED-Net staff before the purchase if the quotations cannot be obtained.
- ▶ With the submission of AUN/SEED-Net financial report, attach a copy of detail charges issued by hotel, showing SEED-Net supported participants' name, period of stay and room rate.

Remark:

AUN/SEED-Net reserves the right to **REJECT** any transaction which:

- is not fully compliant to the SEED-Net rules and regulations.
- incurs in Singapore, Brunei and Japan.
- is suspicious of personal or leisure use.
- is deemed not necessary/related to the conference.

Such case will lead to the refund of whole or a part of the financial support from AUN/SEED-Net.

Financial Report's Components

- ▶ Financial Report
- ▶ Other Useful
Information

Financial Report

- The report must be submitted to SEED-Net secretariat within **30 days** after the completion of the conference.
- A complete **report** consists of;

Account Book

An MS Excel file with the record of all transactions, both revenues and expenditures.

The Account Book must include **PAID** transactions made since the contract effective date

SAMPLE

Type Project Title	XXX
Choose Type of Program	Regional Conference
Contract Number	XXX
Date	XXX
Organizer	(Name of institution)
Fiscal Year	2018

Please fill out yellow cells as shown in this example

Account Book

Unit : USD and IDR

Date	Details of Expenses	Item of Expenses	Slip No.	Revenue (USD)	Payment (USD)	Balance (USD)	Revenue (IDR)	Payment (IDR)	Balance (IDR)
2-Aug-18	Receipt of fund and open account book	Budget Remittance	01-001	11,200		11,200			
3-Aug-18	Money Exchange (Rate 1 USD = IDR 14,443.00)	Money Exchange	01-002		11,200	0	161,761,600		161,761,600
16-Aug-18	Printing Blocknotes and Conference Kits	Consumables/Others	03-001				11,625,000		150,136,600
31-Aug-18	Printing Proceeding	Consumables/Others	03-002				13,000,000		137,136,600
31-Aug-18	Printer Ink Refill	Consumables/Others	03-003				360,000		136,776,600
31-Aug-18	Printing conference papers	Consumables/Others	03-004				31,500		136,745,100
31-Aug-18	Printing parallel room information sheets	Consumables/Others	03-005				489,000		136,256,100
31-Aug-18	Conference-kits: stationery	Consumables/Others	03-006				75,000		136,181,100
1-Sep-18	Conference-kits: stationery	Consumables/Others	03-007				225,000		135,956,100
1-Sep-18	Conference-kits: stationery	Consumables/Others	03-008				87,000		135,869,100
1-Sep-18	Miscellaneous materials for venue arrangement	Consumables/Others	03-009				30,000,000		105,869,100
1-Sep-18	Miscellaneous materials for venue arrangement	Consumables/Others	03-010				830,000		105,039,100
1-Sep-18	Conference-kits: stationery	Consumables/Others	03-011				7,750,000		97,289,100
1-Sep-18	Name tag printing	Consumables/Others	03-012				298,000		96,991,100
2-Sep-18	Printing material for Photobooth and backdrop	Consumables/Others	03-013				941,500		96,049,600
3-Sep-18	Welcome Dinner, Fullday Meeting Package, Rental of Conference Room	Meeting Package	02-001				76,500,000		19,549,600
3-Sep-18	Hotel rooms	Accommodation	05-001				33,600,000		-14,050,400
4-Sep-18	Car Rental	Local Transportation	04-001				11,600,000		-25,650,400
5-Sep-18	Laptop and printer rental	Consumables/Others	02-002				5,200,000		-30,850,400
5-Sep-18	Photo & video shooting, print photo, USB	Consumables/Others	03-015				10,000,000		-40,850,400
13-Nov-18	2nd RCND disbursement	Budget Remittance	03-016	2,800		2,800			
13-Nov-18	Money Exchange (Rate 1 USD = IDR 14,443.00)	Money Exchange			2,800	2,800	40,440,400		-410,000
Total				14,000	14,000	16,800	202,202,000	202,612,000	-410,000

← Must be minus or zero



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THANK YOU