

## **Digital Fiscal Reporting System - Guidelines**

### **General**

The purpose of the Fiscal Reports is to enable BIRD to monitor actual expenditures on the Project and to assist in decisions relating to the continued funding of the Project. Accordingly, Fiscal Reports should be submitted even if the actual expenditures incurred by that company are below budget during the reporting segment.

All expenses incurred in a BIRD-supported Project must be itemized. Expenditures in all categories should be shown along with the Approved Project Budget as per **Annex A** of the **CPFA**. Expenditure is recognized on an accrual basis (when the expense is incurred) if payment is made within the standard credit terms received by the company, or at the latest, by the date of the Foundation's audit of the fiscal reports.

The Foundation recognizes expense variations from the Project Budget (without special request) of up to 15% within any of the major budget categories, i.e., Direct Labor, Subcontractors, Consultants, etc. However, at any stage during the course of the Project, should the company incur expenditures in a category for which no Budget exists, or should the actual expenses relating to any Budget category be expected to exceed the Budget for that category by more than 15%, and the company wants BIRD to recognize these expenses in place of under-spending in other Budget categories, then a request for an amendment to the Budget must be submitted.

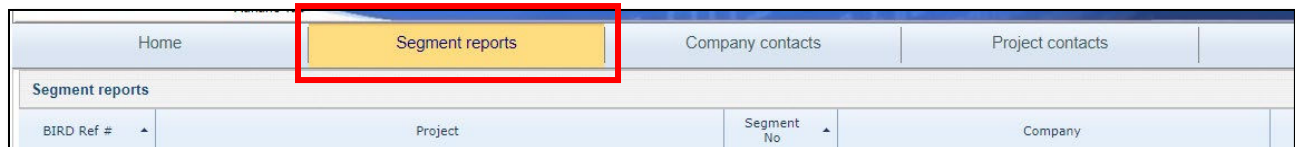
This request must be submitted for approval by the company. The form along with the guidelines can be found on our website in the following link:

<https://www.birdf.com/reporting-forms/>

## Fiscal Report Outline

### Segment Report

The Fiscal Report for the specific Segment to be filled can be found under the “Segment report” Section:



### Cover Page

Fiscal reports must include:

#### 1. **Actual Expenditures**

Total cumulative Expenditures incurred by the company from the Start of the Project to the End of the reporting period.

#### 2. **Budget**

Total Approved Budget for the company from **Annex A** of the **CPFA**, or approved modification thereto, for the project period.

### Direct Labor

1. Employees engaged in the project should be identified by name.
2. Number of Months - is the Number of Months in which the employee spent time on the Project during the reporting Segment.
3. Percentage Time - is the time spent on the Project by the employee during the number of months reported. The Percentage time reported needs to be based on a project time monitoring system and duly authorized by the Project Manager. The calculation for the Percentage time spent on the Project by each employee should be the **actual** hours spent on the project divided by the total hours worked plus vacation and sick leave time.
4. Gross Salary - this is the Total amount shown in the payroll information for the employee relative to the time spent in the reporting Segment.

5. Social Benefits - this represents the benefits payments made by the company on behalf of the employee, including inter alia payroll taxes, pension, medical & group life insurance, etc. In addition, at the end of each reporting Segment, the value of the vacation time due to each employee for that reporting segment, as well as the value of the sick time actually paid, should be calculated, and added to the social benefits. The amounts reported must also be relative to the time spent on the project in the reporting Segment.
6. The maximum annual salary (including social benefits) per employee for a full-time position, currently recognized, is **\$125,000** for Israeli companies and **\$175,000** for U.S. companies.

### Equipment

Only depreciation, rental or leasing expenses incurred over the duration of the Project will be recognized.

### Travel

Both Foreign and Domestic Travel must be reported with the following details:

1. Name of employee making the trip.
2. Dates of Travel.
3. Destination.
4. A brief description of the objectives of the trip and its relation to the project must be included in the trip expense report.
5. The trip expense reports and vouchers substantiating the expenditure reported should be available at the company for inspection during Auditing of the Fiscal Reports.
6. The expenses generally accepted are the costs relating to:
  - ✓ Air tickets (for economy of business class travel only).
  - ✓ Hotels.
  - ✓ Car rental and other transport costs.
  - ✓ Daily allowance for meals.
  - ✓ Business meals.
  - ✓ Communication.

### Budget Items

All expenses must be itemized in accordance with the budget for their respective categories.

Documentation requirements for the categories listed are as follows:

**1. Proof of relating to the Project**

The project name or number must be indicated on relevant purchase requisitions, purchase orders or invoices together with the signature of the Project Manager approving such allocation.

**2. Proof of Payment**

A copy of the check or bank transfer must be provided.

All documentation for all categories of expenditures must be available at the company for inspection during auditing of the fiscal reports.

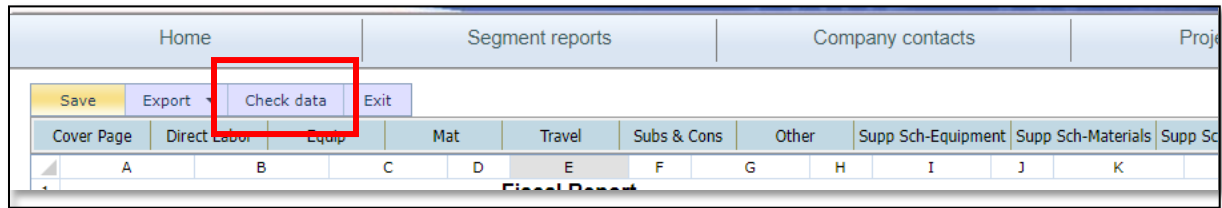
Schedules

*Including those for Equipment and excluding Travel.*

A Schedule should be submitted for each budget item. The total U.S. Dollar amount for each Sub-Category must be the same as the amount reported for that Sub- Category in the Fiscal Report in the column headed "Total Charged to Project".

## Check of the Report

During any stage of the Fiscal Report preparation, the company can verify the compliance with BIRD Guidelines by selecting the "Check Data" option.



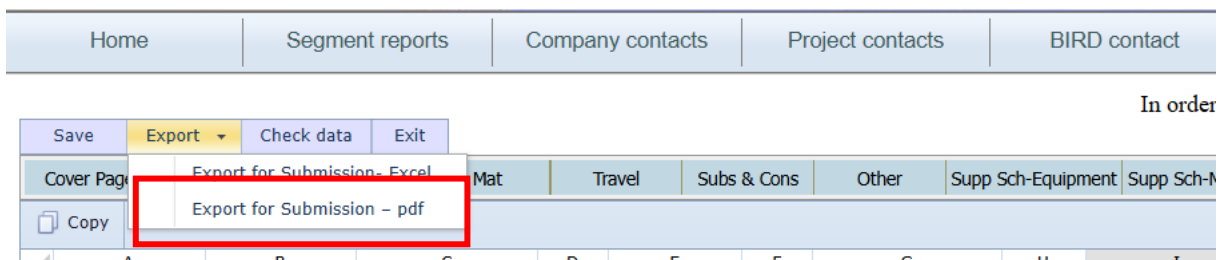
## Submission of the Report

### Submission

The company needs to initiate the process by clicking "Check Data." Once the Fiscal Report is error-free, the following steps should be taken:

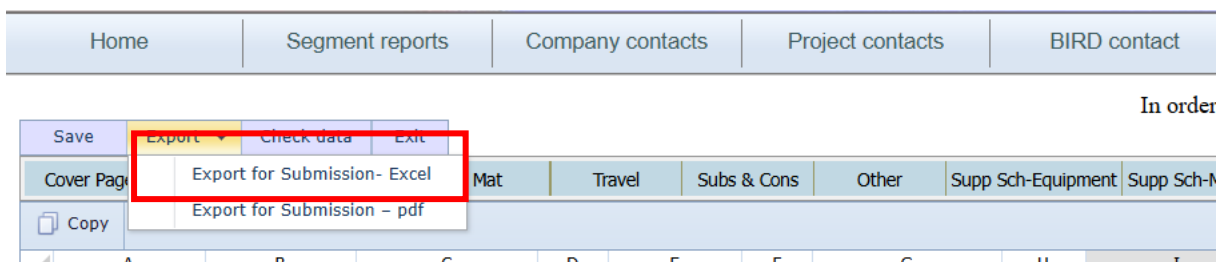
#### 1. Save for Submission

A PDF of the Cover Page will be generated and exported. The designated officers must sign the Cover Page, and the signed document should be uploaded to the Upload System within the relevant Segment.



#### 2. Export to Excel

The company is required to save the file in Excel Format. The document should be uploaded to the Upload System within the relevant Segment.



## **Project Contact**

The company has the option to include the Project Contact for completing and preparing the Fiscal Report using the Upload System through the following path:

**My account => Contacts => Add new contact.**