

SI. CREATIVE FORCE

INSTRUCTIONS FOR FINANCIAL REPORTING

General information

The grant recipient is responsible for submitting a financial report to the Swedish Institute (SI) in accordance with the agreement between SI and the grant recipient.

In the financial report, the actual outcome of the project shall be compared with the agreed budget for the reporting period in question. The form for financial reporting contains columns for agreed budget and actual outcome. The level of detail is based on the agreed budget.

Only costs for activities that took place during the agreed period may be included in the financial report.

The method used to calculate the amount of working time debited from the project budget shall be explained in a footnote to the financial report. It must be possible to verify and follow-up the method used by means of an audit.

The method used to calculate exchange rate differences shall be explained in a footnote to the financial report. Exchange rate gains or losses shall be accounted for in the financial report.

It shall be possible to identify reported costs from the accounts kept by the grant recipient. Documentation in the form of receipts/bills shall be available for all budget costs for the project. Interest income which has accrued from the SI grant shall be specified in the financial report.

The financial report shall be signed by a person who is authorised to sign for the grant recipient (organisation) or by an authorised representative of the grant recipient. For projects with SI funding in excess of SEK 100,000, the financial report shall also be scrutinised and signed by an external, independent and qualified (approved or authorised) auditor who is a member of IFAC.

Additional requirements concerning financial reporting for grant recipients who transfer SI funding to a partner organisation

In the financial report the grant recipient shall account for the sum that has been transferred to a partner organisation in Sweden or abroad.

The grant recipient shall be in possession of a signed agreement with the partner organisation which contains the same requirements as those stipulated by SI in its agreement with the grant recipient.

Other requirements

The grant recipient shall comply with Swedish accounting and tax regulations.