

Procasur

SUN-PROCASUR LEARNING ROUTES - Programme Costs								
Pre-Financial Report February, 07 2014 to March 31, 2014 (in US\$)	BUDGET	EXPENDITURE Feb-March	EXPENDITURE Apr-June	EXPENDITURE July- Sept	EXPENDITURE Oct-Dec	EXPENDITURE Jan-Febr 2015	BALANCE	Comments
I. Honoraria								
Project Leader	72.000,00	18.000,00	18.000,00	18.000,00	18.000,00	1.500,00	-1.500,00	Hon. Project Leader (Jan-Febr part-time)
Communications Coordinator (part-time)	36.000,00	9.000,00	9.000,00	9.000,00	9.000,00		0,00	Honor. Carlos Cortes
Scaling-up Specialist (part-time)	9.000,00	3.000,00	3.000,00	3.000,00	0,00		0,00	Honor. Ariel Halpern
SUBTOTAL	117.000,00	30.000,00	30.000,00	30.000,00	27.000,00	1.500,00	-1.500,00	
II. Equipment and materials								
1 Laptop and software	1.000,00	1.000,00					0,00	Toshiba S445-A4111 SL-Asus Ultrabook VivoBook S400
SUBTOTAL	1.000,00	1.000,00	0,00	0,00	0,00	0,00	0,00	
III. Goods, services and inputs								
Training and systematization materials	400,00	0,00	400,00				0,00	
Design and follow-up of the Call for Applications	2.000,00	2.000,00					0,00	Design and Call for Applications Peru and Senegal English-Spanish-French
SUBTOTAL	2.400,00	2.000,00	400,00	0,00	0,00	0,00	0,00	
IV. Operating costs								
Internal communication and coordination costs	12.000,00	1.000,00	4.500,00	5.500,00	1.000,00	200,00	-200,00	Courier TNT-International Phone
SUBTOTAL	12.000,00	1.000,00	4.500,00	5.500,00	1.000,00	200,00	-200,00	
V. Travel and allowances								
Project Leader's travel to Geneva (SMS)	2.600,00	0,00	567,00				2.033,00	Flight ticket Rome-Geneva-Rome 09-11 June 2014+ trasfer to airport
Project Leader's Accommodation (Gva)	1.500,00	0,00	300,00				1.200,00	2 nights
Project Leader's Meals and Beverages (Gva)	750,00	0,00	204,00				546,00	3 days
Project Leader's Travel Insurance	70,00	0,00	35,00				35,00	
Communication Coordinator's travel to Geneva (SMS)	2.600,00	0,00	0,00				2.600,00	
Communication Coordinators Accommodation (Gva)	1.500,00	0,00	0,00				1.500,00	
Communication Coordinator's Meals and Beverages (Gva)	750,00	0,00	0,00				750,00	
Communication Coordinator's Travel Insurance	70,00	0,00	0,00				70,00	
SUBTOTAL	9.840,00	0,00	1.106,00	0,00	0,00	0,00	8.734,00	
VI. Grants and subsidies								
Scholarship for the LR in Peru (ex -Take-Home Plan Fund)	12.000,00	0,00		12.000,00	0,00		0,00	The scholarship fund was used to sponsor the participation of 3 delegates from the national multi-stakeholders SUN platform of El Salvador to the Learning Route in Peru, bringing the number of the countries participating to the Route from 6 to 7.
SUBTOTAL	12.000,00	0,00	0,00	12.000,00	0,00	0,00	0,00	
VII. Administration costs								
Programme management costs	41.000,00	6.000,00	6.000,00	15.000,00	14.000,00	1.000,00	0,00	
TOTAL PROGRAMME COORDINATION	195.240,00	40.000,00	42.006,00	62.500,00	42.000,00	2.700,00	6.034,00	
LR Peru	181.190,00	0,00	4.800,00	200.057,11	0,00	0,00	-23.667,11	
LR Senegal	159.862,00	12.191,14	109.591,00	0,00	0,00	0,00	38.079,86	
Communications Products	63.696,00	3.248,14	21.779,00	28.182,73	15.845,55	5.361,00	-10.720,42	
GRAND TOTAL LR PROGRAMME	599.988,00	55.439,28	178.176,00	290.739,84	57.845,55	8.061,00	9.726,33	

	FUND DISBURSED	EXPENDITURE Feb-March	EXPENDITURE Apr-June	EXPENDITURE July- Sept	EXPENDITURE Oct-Dec	EXPENDITURE Jan-Febr 2015	BALANCE
Details February to December 2014	570.000,00	55.439,28	178.176,00	290.739,84	57.845,55	8.061,00	-20.261,67

Total Expenditure
until Dec 2014 582.200,67
Total Expenditure
until Febr 2015 590.261,67

Maria Magdalena Fuentes P.
Contador Auditor

Procasur

SUN-PROCASUR LEARNING ROUTES - Programme Costs

Pre-Financial Report February, 07 2014 to March 31, 2014 (in U.S. Dollars)	BUDGET	EXPENDITURE Feb-March	EXPENDITURE Apr-June	EXPENDITURE July- Sept	EXPENDITURE July- Oct-Dec	EXPENDITURE Jan-Febr 2015	BALANCE	Comments
I. Honoraria								
Project Leader	72.000,00	18.000,00	18.000,00	18.000,00	18.000,00	1.500,00	-1.500,00	Hon. Project Leader (Jan-Febr part-time)
Communications Coordinator (part-time)	36.000,00	9.000,00	9.000,00	9.000,00	9.000,00	9.000,00	0,00	Honor. Carlos Cortes
Scaling-up Specialist (part-time)	9.000,00	3.000,00	3.000,00	3.000,00	0,00	0,00	0,00	Honor. Ariel Halpern
SUBTOTAL	117.000,00	30.000,00	30.000,00	30.000,00	27.000,00	1.500,00	-1.500,00	
II. Equipment and materials								
1 Laptop and software	1.000,00	1.000,00	0,00	0,00	0,00	0,00	0,00	Toshiba S445-A4111 SL-Asus Ultrabook VivoBook S400
SUBTOTAL	1.000,00	1.000,00	0,00	0,00	0,00	0,00	0,00	
III. Goods, services and inputs								
Training and systematization materials	400,00	0,00	400,00	0,00	0,00	0,00	0,00	
Design and follow-up of the Call for Applications	2.000,00	2.000,00	0,00	0,00	0,00	0,00	0,00	Design and Call for Applications Peru and Senegal English-Spanish-French
SUBTOTAL	2.400,00	2.000,00	400,00	0,00	0,00	0,00	0,00	
IV. Operating costs								
Internal communication and coordination costs	12.000,00	1.000,00	4.500,00	5.500,00	1.000,00	200,00	-200,00	Courier TNT-International Phone
SUBTOTAL	12.000,00	1.000,00	4.500,00	5.500,00	1.000,00	200,00	-200,00	
V. Travel and allowances								
Project Leader's travel to Geneva (SMS)	2.600,00	0,00	567,00	0,00	0,00	0,00	2.033,00	Flight ticket Rome-Geneva-Rome 09-11 June 2014+ trasfer to airport
Project Leader's Accommodation (Gva)	1.500,00	0,00	300,00	0,00	0,00	0,00	1.200,00	2 nights
Project Leader's Meals and Beverages (Gva)	750,00	0,00	204,00	0,00	0,00	0,00	546,00	3 days
Project Leader's Travel Insurance	70,00	0,00	35,00	0,00	0,00	0,00	35,00	
Communication Coordinator's travel to Geneva (SMS)	2.600,00	0,00	0,00	0,00	0,00	0,00	2.600,00	
Communication Coordinator's Accommodation (Gva)	1.500,00	0,00	0,00	0,00	0,00	0,00	1.500,00	
Communication Coordinator's Meals and Beverages (Gva)	750,00	0,00	0,00	0,00	0,00	0,00	750,00	
Communication Coordinator's Travel Insurance	70,00	0,00	0,00	0,00	0,00	0,00	70,00	
SUBTOTAL	9.840,00	0,00	1.106,00	0,00	0,00	0,00	8.734,00	
VI. Grants and subsidies								
Scholarship for the LR in Peru (ex -Take-Home Plan Fund)	12.000,00	0,00	0,00	12.000,00	0,00	0,00	0,00	The scholarship fund was used to sponsor the participation of 3 delegates from the national multi-stakeholders SUN platform of El Salvador to the Learning Route in Peru, bringing the number of the countries participating to the Route from 6 to 7.
SUBTOTAL	12.000,00	0,00	0,00	12.000,00	0,00	0,00	0,00	
VII. Administration costs								
Programme management costs	41.000,00	6.000,00	6.000,00	15.000,00	14.000,00	1.000,00	0,00	
TOTAL PROGRAMME COORDINATION	195.240,00	40.000,00	42.006,00	62.500,00	42.000,00	2.700,00	6.034,00	
LR Peru	181.190,00	0,00	4.800,00	200.057,11	0,00	0,00	-23.667,11	
LR Senegal	159.862,00	12.191,14	109.591,00	0,00	0,00	0,00	38.079,86	
Communications Products	63.696,00	3.248,14	21.779,00	28.182,73	15.845,55	5.361,00	-10.720,42	
GRAND TOTAL LR PROGRAMME	599.988,00	55.439,28	178.176,00	290.739,84	57.845,55	8.061,00	9.726,33	

	FUND DISBURSED	EXPENDITURE Feb-March	EXPENDITURE Apr-June	EXPENDITURE July- Sept	EXPENDITURE July- Oct-Dec	EXPENDITURE Jan-Febr 2015	BALANCE
Details February to December 2014	570.000,00	55.439,28	178.176,00	290.739,84	57.845,55	8.061,00	-20.261,67

Total Expenditure
until Dec 2014 582.200,67
Total Expenditure
until Febr 2015 590.261,67

Maria Magdalena Fuentes P.
Contador Auditor

PERU LEARNING ROUTE

Financial Report February, 07 2014 to March 31, 2014 (in US\$)	BUDGET	EXPENDITURE Feb-March	EXPENDITURE Apr-June	EXPENDITURE July-Sept	EXPENDITURE Oct-Dec	EXPENDITURE Jan-Febr	BALANCE	Comments
I. Honoraria								
Technical Coordinator	9.600,00	0,00	0,00	10.500,00			-900,00	Honoraria Technical Coord. Marilu Chiang, Andrea Garcia
Methodological Coordinator	9.000,00	0,00	2.500,00	8.000,00			-1.500,00	Honoraria Elisa Wiener, Ohlane de Ghana and Maria Jose Araya
Logistical Coordinator	6.000,00	0,00	2.000,00	5.000,00			-1.000,00	Honoraria Nancy Ocampo- José Burneo
SUBTOTAL	24.600,00	0,00	4.500,00	23.500,00			-3.400,00	
II. Equipment and materials								
Medical kit	150,00	0,00	0,00	150,00			0,00	
Field materials	750,00	0,00	0,00	750,00			0,00	
Field blog (bitacora)	1.500,00	0,00	0,00	1.935,00			-435,00	
Rent of translation equipment	3.520,00	0,00	0,00	5.120,00			-1.600,00	Include tv, video, sound equipment for 5 days
SUBTOTAL	5.920,00	0,00	0,00	7.955,00			-2.035,00	
III. Goods, services and inputs								
Simultaneous translation (Spa-Eng-Spa) during LR	4.000,00	0,00	0,00	5.650,00			-1.650,00	2 professional translators hired in-country.
Simultaneous translation (Spa-French-Spa) during LR	4.000,00	0,00	0,00	4.750,00			-750,00	2 professional translators hired in-country.
SUBTOTAL	8.000,00	0,00	0,00	10.400,00			-2.400,00	
IV. Operating costs								
In-country communication costs	1.000,00	0,00	300,00	700,00			0,00	International and National Calls
SUBTOTAL	1.000,00	0,00	300,00	700,00			0,00	
V. Travel and allowances								
International air travel during systematization	5.600,00	0,00	0,00	3.715,00			1.885,00	Travel for Project Leader Rome-Lima-Rome
Domestic flights during preparation	800,00	0,00	0,00	1.559,00			-759,00	Travel Lima-Ayacucho- Lima, 3 Procasur staff in July; 4 Procasur staff in August
Accommodation during preparation	2.800,00	0,00	0,00	1.575,00			1.225,00	2 preparatory field visits (July and August)
Meals and beverages during preparation	2.432,00	0,00	0,00	2.550,00			-118,00	2 preparatory field visits (July and August)
Van rent during preparation	3.000,00	0,00	0,00	3.000,00			0,00	2 preparatory field visits (July and August)
Travel insurance during preparation	360,00	0,00	0,00	360,00			0,00	
Field costs during preparation	2.000,00	0,00	0,00	2.846,00			-846,00	
LR participants' international air travel (average cost in economy)	63.000,00	0,00	0,00	62.951,56			48,44	This includes: 17 participants from 6 SUN countries; 2 Procasur staff; 2 SMS staff and 1 SUN Civil Society Network staff
Airport pickup and dropoff	630,00	0,00	0,00	1.683,00			-1.053,00	This includes: 17 participants from 7 SUN countries; 6 Procasur staff; 2 SMS staff and 1 SUN Civil Society Network staff; 1 film maker
Domestic flights during LR implementation	5.200,00	0,00	0,00	5.200,00			0,00	Society Network staff; 1 film maker
Van rent during LR implementation	12.000,00	0,00	0,00	12.000,00			0,00	4 vans for 6 days.
LR participants' accommodation	18.200,00	0,00	0,00	25.000,00			-6.800,00	
LR participants' meals and beverages	15.808,00	0,00	0,00	23.051,56			-7.243,56	
Snacks and coffee breaks in host cases	1.200,00	0,00	0,00	2.500,00			-1.300,00	
Participants' travel insurances	2.340,00	0,00	0,00	3.210,99			-870,99	Include participants Visa
SUBTOTAL	135.370,00	0,00	0,00	151.202,11			-15.832,11	
VI. Unforeseen costs								
Miscellaneous	6.300,00	0,00	0,00	6.300,00			0,00	
SUBTOTAL	6.300,00	0,00	0,00	6.300,00			0,00	
Scholarship for the LR in Peru (ex- Take home Action Plan Fu	12.000,00					12.000,00	0,00	The scholarship fund was used to reimburse PROCASUR of the expenses anticipated to cover the participation of 3 delegates from El Salvador in the
GRAND TOTAL PERU	181.190,00	0,00	4.800,00	200.057,11			-23.667,11	

SENEGAL LEARNING ROUTE

Financial Report February, 07 2014 to March 31, 2014 (in USD)	BUDGET	EXPENDITURE Feb-March	EXPENDITURE Apr-June	EXPENDITURE July-Sept	EXPENDITURE Oct-Dec	BALANCE	Comments
I. Honoraria							
Technical Coordinator	9600	4000	5600			0	Honor. Khadijatou Dieng and Ariel Halpern
Methodological Coordinator	9000	2250	6750			0	Honor. Giulia Palma and Ariel Halpern
Logistical Coordinator	6000	0				6000	Hired in-country.
SUBTOTAL	24600	6250	12350	0	0	6000	
II. Equipment and materials							
Medical kit	150	0	116			34	
Field materials	750	0	1341			-591	
Field blog (bitacora)	1500	0	1858			-358	
Rent of translation equipment	3520	0	3500			20	
SUBTOTAL	5920	0	6815	0	0	-895	
III. Goods, services and inputs							
Simultaneous translation (Fre-Eng-Fre) during LR	4800	0	8940			-4140	2 professional translators hired in-country.
SUBTOTAL	4800	0	8940	0	0	-4140	
IV. Operating costs							
In-country communication costs	1000	0	383			617	
SUBTOTAL	1000	0	383	0	0	617	
V. Travel and allowances							
Travel							
International air travel during systematization	4000	2000				2000	Flight Rome-Dakar-Rome, Project Leader and Method. Coordinator
	0	209,76				-209,76	Flight Montpellier-Rome-Montpellier Meethod. Coordinator
Travel insurance during preparation	360	132,48				227,52	Travel Insurance Project Leader and Meth. Coordinator
	0	144,9				-144,9	Visa Senegal multiple entry
Subtotal A	4360	2487,14	0	0	0	1872,86	
Accommodation/Meals							
Accommodation during preparation	2800	2034				766	Accommodation 7 nights-Dakar, Project Leader and Meth. Coord.
Meals and beverages during preparation	2016	1120				896	Meals and Beverages Senegal
Van rent during preparation	3000	300				2700	Van rent during preparation
Subtotal B	7816	3454	0	0	0	4362	
Field costs for LR preparation	1800	0	1487			313	Covers transportation and incentives for host cases in the field, meetings and training.
LR participants' international air travel (average cost in economy)	58800	0	37715			21085	Includes International Travel and Travel Insurance of: 15 participants from 5 SUN member countries, 3 representatives of Peru, 1 CSO from Guinea Conakry+ 3 Procasur International staff
Airport pickup and dropoff	630	0	0			630	
Van rent during LR implementation	12000	0	3489			8511	1 bus for 50 people during 3 days Includes single room accommodation in Dakar and Kaolack region of: 15 participants from 5 SUN member countries, 3 representatives from Peru, 1 CSO from Guinea Conakry, 3 Procasur Staff and 2 SUN
LR participants' accommodation in Dakar	16800	0	19784			-2984	Secretariat Staff Includes: 02 nights accommodation+full pension for 21 participants+4
LR participants' accommodation in Kaolack			6524			-6524	Procasur staff+ 2 SMS+ 1 interpreter+ 2 film makers+ 4 CLM 5 days lunch/dinner for 21 participants+ 4 Procasur Staff + 2 SMS+ 5
LR participants' meals and beverages	12096	0	10548			1548	CLM+2 translators+2 filmmakers
Snacks and coffee breaks in host cases	1200	0	483			717	
Participants' travel insurances	2160	0				2160	(this is included into International Air Travel)
Subtotal C	105486	0	80030	0	0	25456	
SUBTOTAL	117662,00	5941,14	80030	0	0	31691	
VI. Unforeseen costs							

Includes batteries for translation equipments, reimbursement VISA fees for 6 participants, fuel and choffer during preparation visit

Miscellaneous	5880	0	1073			4807 before LR
SUBTOTAL	5880	0	1073	0	0	4807
GRAND TOTAL SENEGAL	159.862,00	12.191,14	109.591,00	0,00	0,00	38.079,86

	Expense / Resource	BUDGET	EXPENDITURE Feb-March	EXPENDITURE Apr-June	EXPENDITURE July-Sept	EXPENDITURE Oct-Dec	EXPENDITURE Jan-Febr	BALANCE	Comments
A. Soft systematization of Best Practices in Nutrition									
OUTPUT1: Two (2) learning docs resulting from the systematizations									
<i>Content production included in the honoraria of the systematizers</i>									
Edition and translation of learning docs		10.800,00	1248,14	2.623,00	6.721,94	2.845,55	5.361,00	-7.999,63	Translation Spanish-English and French-English_Final Report LR Peru and Action Plans
Design of the documents for publishing		2.000,00	0,00	1.000,00	1.000,00			0,00	Design of the documents
Translation to French		2.136,00	0,00	1.000,00	1.589,19			-453,19	
		14.936,00	1.248,14	4.623,00	9.311,13	2.845,55	5.361,00	-8.452,82	
OUTPUT2: A moderated Virtual Learning Community (VLC), available to LR participants and SUN public									
e-Learning team hired to develop and deploy a VLC on Moodle									
Moodle Platform Web Developer		3.000,00	2.000,00	1.000,00	0,00			0,00	Pago Plataforma Moodle 2.5 Consultor E.Lürig
Community manager/publisher		12.000,00	0,00	3.500,00	7.250,00	1.250,00		0,00	Honoraria Renee Barrales and Jaime Ruiz
Linux Server and Moodle Platform Maintenance (Part Time)		4.000,00	0,00	3.000,00	1.000,00			0,00	Can be eliminated or brought down if hosted on SUN web platform.
Dedicated 2 MB-RAM Linux Server Hosting		600,00	0,00	600,00				0,00	Can be eliminated or brought down if hosted on SUN web platform.
OUTPUT3: An electronic Field Blog								0,00	
		19.600,00	2.000,00	8.100,00	8.250,00	1.250,00		0,00	
B. Preparation of the trip and selection of participants									
OUTPUT 1: Each applicant present a sketch of activities									
Web designer prepares online formats to download/upload in the platform		280	-	280				-	
		280	-	280	-	-	-	-	
C. Implementation of the exchange visit									
In the field small multimedia crew hired to deliver videos, photos, interviews and short articles for the blog in 2 countries									
OUTPUT1: Route blog. The implementation of each route is documented by bloggers.									
Included in the publisher, the Web developer and the multimedia crew tasks									
OUTPUT2: Making of a professional LR video available for PR and training									
Preproduction and production (video, photos, interviews, blog posts)		4.800,00	0,00	502,00	3.170,00	11.750,00		-10.622,00	LR Senegal; LR Peru
Postproduction (video, photos, interviews)		5.600,00	0,00	7.872,00	5.023,00			-7.295,00	LR Senegal
(iv) In-country visit									
Travel to Peru and Senegal, 8 days each		6.800,00	0,00	0,00				6.800,00	
		8.000,00	0,00	0,00				8.000,00	
OUTPUT3: LR final report and Field Blog materials USB Drive distributed									
USB Drive with printed SUN Logo		420,00	0,00	402,00	548,60			-530,60	LR Senegal
Posting of USB Drives to participants		2.700,00	0,00		1.600,00			1.100,00	
		28.320,00	0,00	8.776,00	10.341,60	11.750,00		-2.547,60	
D. From learning to action: the Take-Home Action Plans									
OUTPUT1: One Take-Home Action Plan highlighting key elements to be possibly applied/adapted in their home country.									
Linked to the B1 Output, the Web designer prepares online formats to download/upload in the platform		280	-		280			-	
		280	-	-	280	-	-	-	
E. Follow-up and Evaluation									
OUTPUT1: Follow-up evaluation via on-line survey will be conducted 6 months after the implementation of the Learning Routes.									
Linked to the D1 Output, the Web designer prepares online survey to be answered online		280	-					280	
		280	-	-	-	-	-	280	
		63.696,00	3.248,14	21.779,00	28.182,73	15.845,55	5.361,00	-10.720,42	