

(Name of SWDA) _____
 Financial Report for Fiscal/Calendar Year _____

I. Resources Received

A. Balance of Previous Year P _____

B. Income for the Current year P _____

B.1. Local (pls. specify the organization, individual donors and country of origin)

Name of Donor	Address and Contact Numbers	Purpose/s of Donation/s	Nature of Donation	Reference	Amount
					P
Sub-total					P

B.2. International/Foreign (pls. specify the organization and individual donors)

Name of Donor	Address and Contact Numbers	Purpose/s of Donation/s	Nature of Donation	Reference	Amount
					P
Sub-total					P

B.3. Government (pls. specify)

Name of Donor	Address and Contact Numbers	Purpose/s of Donation/s	Nature of Donation	Reference	Amount
					P
Sub-total					P

B.4. Others e.g. interest income, service fees, etc. (pls. specify)

Name of Donor	Address and Contact Numbers	Purpose/s of Donation/s	Nature of Donation	Reference	Amount
					P
Sub-total					P

C. Grand Total Income P _____

II. Expenditures for the period covered (pls. itemized particular expenses):

Particulars			Amount	%
Administrative Expenses			P	
Sub-Total			P	
Program Expenses			P	
Sub-Total			P	
Grand Total Expenditures			P	

III. Balance as fiscal/calendar year _____: P _____

Noted by:

Prepared and Certified true and correct by:

 Signature Over Printed Name of Agency Head or
 Authorized Representative

 Signature Over Printed Name of Interna'
 Accountant/Treasurer

Instructions and Reminders:

1. For identification, please indicate the name of the organization as it is registered with Securities and Exchange Commission and Department of Social Welfare and Development and/or other government agencies that has jurisdiction to the organization
2. Specify the period covered by the financial report either in fiscal or calendar year, whichever is applicable.
3. Identify specific resources received from various organizations and individuals whether local, international/foreign, government and/or other resource generation activities either through solicitation, fund raising project, etc. with the corresponding name of donor/s, address, contact numbers, purpose/s of donations received, nature of donations either cash or in kind, reference such as official receipt number and date or other pertinent documents evidencing receipt of donations/fund and amount of donations received.
4. To indicate the sub-total for each donor category and its grand total to summarize the revenue for the current year. The total revenue for the current year shall be added to the balance funds of the previous year to come up a grand total revenue to be used for the current year operations of the agency.
5. Donation/s in kind received by the agency should be monetized and included in the financial report indicating either in program or administrative expenses depending on the purpose/s of its donation.
6. Expenditures for the period covered shall be itemized the particular expenses under administrative or program cost. Have a sub-total of all the expenses category with its corresponding percentage expenses and a grand total to summarize the expenditures for the period covered.
7. Distribution of fund allocation and utilization in the implementation of social welfare and development programs and services of organization must be at least 70% of its funds are disbursed for direct social welfare services while 30% of the funds are disbursed for administrative services. The following are expenses considered for programs and administrative cost respectively:
 - 7.1. **Program expenses** – refer to cost or valuation of items, goods and services that are directly consumed by/spent for the benefits of the beneficiaries such as:
 - a. **Basic Services** – refer to services addressing the basic needs of the beneficiaries such as food, clothing and shelter. This also include social services that contribute to the healing and rehabilitation of the beneficiaries and other support services such as legal, educational, socio-cultural health and nutrition, livelihood and referral services as well as salaries and benefits of the program staff.
 - b. **Consumable Goods** – refer to goods that directly benefit the beneficiaries while at the residential facility such as: electricity, water and communications e.g. telephone, mails, internet, tri-media publications
 - 7.2. **Administrative expenses** – refer to operational expenses of the agency or the organization enabling them to manage their day to day operation/transactions such as, but not limited to office rentals, repairs and maintenance of the office fixture and equipment, taxes, utilities, salaries and benefits of administrative staff.

If an item, good or service cannot be completely/predominantly considered as direct or indirect, a reasonable pro-rating should be employed to assign the cost to either administrative (indirect) or program (direct) expense.
7. Balance as of fiscal year shall be determined by subtracting the total expenditures from the total resources received for period covered.
8. If in case the organization is covering more than one region and/or managing several residential facilities, one financial report shall be submitted by the agency. But the organization shall prepare also a breakdown of the financial report indicating the specific expenses for each facility.
9. If the total expenses incurred exceeded the amount of P500,000, an external Certified Public Accountant or Commission on Audit representative will have to certify the financial report. However, for those with a total expense below P500,000, the internal accountant/treasurer of the agency concerned shall prepare and certify the financial report.
10. Any fund-raising activities for public or charitable purposes shall be required a corresponding permit. Hence, please be advised to apply for solicitation permit or authority to conduct national fund raising campaign with the DSWD Regional Office pursuant to PD 1564 otherwise known as the Solicitation Permit Law.