

Islamic Republic of Afghanistan
Ministry of Economy
NGO Department
Analysis, Evaluation and Monitoring Office



جمهوری اسلامی افغانستان
 وزارت اقتصاد
 ریاست انسجام موسسات غیر دولتی
 آمریت تحلیل، ارزیابی و نظارت موسسات غیر دولتی

Date of filling out the form: / / 139...

Semi-annual Reporting Form for NGOs (first / second)

Organization () Acronym () Activity Sector () months () 201... AD, months () 139... Figures in USD

No	Project Name	Project Location	Relative line Ministry/ Department	Duration of the Project		Type of Services delivered	Funding Sources (donor)		Percentage of Project Accomplished	fund			The amount delivered by the donor until this report is completed	Previous expenses of the project	Expenses Bi-Annual			Total expenses of the project (18+19)	Remaining funds (13-19)	Values of in kind donations	Remarks
				Start Date	End Date		Foreign Funding	Domestic Funding		Current project expenses	Administrative expenses including expenses of the Head Office in Afghanistan	Total expenses (16+17)									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

A brief description of the project:

1. Objectives of the project: (.....).
2. Number of direct and indirect beneficiaries: (.....).
3. Economic and social impacts: (.....).
4. Which authority has monitored the project? (.....).
5. Reasons for closing the project: (.....).
6. Verification of bi-annual services rendered, and the budget spending by donor or Line Ministry/Department through writing an official letter:
7. Certification from implementing organization:

Signature of project responsible () Signature of Finance Officer () Signature of Director/Head of Mission of the organization ()

Annual budget and expenses

Components of project budget

Components of project budget		Components of the project expenses	
Salaries ()	Salaries ()	Salaries ()	Salaries ()
Procurement "purchasing" ()	Procurement "purchasing" ()	Procurement "purchasing" ()	Procurement "purchasing" ()
Travel expenses ()	Travel expenses ()	Travel expenses ()	Travel expenses ()
Transportation costs ()	Transportation costs ()	Transportation costs ()	Transportation costs ()
Monitoring and evaluation Costs ()	Monitoring and evaluation Costs ()	Monitoring and evaluation Costs ()	Monitoring and evaluation Costs ()
..... () () () ()
..... () () () ()
..... () () () ()
..... () () () ()
Total ()	Total ()	Total ()	Total ()

Note: According to Article (31) of the NGO law, every organization shall submit its semiannual report at the end of six months based on the fiscal year of the organization in its statute and also according to article (27) of the NGO law, an organization shall submit the audit finance report to the MoE and Ministry of Finance at the end of fiscal year. The foreign and international donor NGOs should submit the list of IPs and the projects, their budgetary disbursements in a separated form (02) to the Ministry of Economy.