

## SetUP

For integrity purpose worksheets are protected, but no password is required

**i** Instructions: to register the organization in the below yellow cells

- 1) Enter Organization name
- 2) Enter Organization Registration number or Tax ID
- 3) Enter Organization Address
- 4) Enter Country of operation
- 5) Enter reporting Year
- 6) Enter reporting currency (National currency of the country)
- 7) Enter Organization Manager Position
- 8) Enter Manager Name
- 9) Enter Auditor Position
- 10) Enter Auditor Name
- 11) Enter Audit firm name:

Organization Name:	
Organization ID:	
Organization Address:	
Country	
Reporting Financial Year	
Reporting Currency	UAH
Organization Manager:	
Manager Name:	
Auditor Position:	
Auditor Name:	
Audit Company Name:	

**i** Instructions: to register the chart of accounts in the below yellow cells

- 1) Copy the Organization Account codes and Accounts descriptions
- 2) Paste the chart of accounts in the cells D59 (marked as light pink cell)
- 3) In the category column, select related value. Use standard values from the dropdown list

Please refer to example below:

- 1 Bank accounts are part of "Current Assets"
- 2 Office furniture belongs to "Fixed Asset" category
- 3 Staff salary is part of "Personnel cost"

## Chart of Accounts

No	Accounts	Accounts Description	Category
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Organization Name:

Organization ID:

Organization Address:

## Funding and Cash Flow

Project ID	Project name	Financed by	Overhead	Agreement number	Currency	Contracted Amount	Actual funds received	Receivable
Project 1								-
Project 2								-
Project 3								-
Project 4								-
Project 5								-
Project 6								-
Project 7								-
Project Internal								-

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Summary:	Currency	Contracted Amount	Actual funds received	Receivable
	USD	-	-	-
	EUR	-	-	-
	UAH	-	-	-

National bank Exchange rates as of 31 Dec	USD / UAH	
	EUR / UAH	
	UAH	

Total value in	UAH	-	-	-
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Organization Name: \_\_\_\_\_

Organization ID: \_\_\_\_\_

Organization Address: \_\_\_\_\_

## Balance Sheet

	Year Amount	Year -1 Amount
<b>Assets:</b>		
<b>Current Assets</b>	0	0
Cash and Bank		
Accounts Receivable (less bad debts)		
Inventory		
Prepaid expenses		
<b>Fixed Assets</b>	0	0
Land and Buildings		
Plant and Equipment		
Furniture and fixture		
Less accumulated Depreciation		
<b>Other Assets</b>	0	0
Deferred income tax		
Other		
<b>Total Assets:</b>	<b>0</b>	<b>0</b>
<b>Liability and Owner's Equity</b>		
<b>Current Liabilities</b>	0	0
Accounts Payable		
Short term notes		
Current portion of long term notes		
Interest Payable		
Tax payables		
Accrued Payroll		
<b>Long-Term Liability</b>	0	0
Mortgage		
Other long-term Liability		
<b>Shareholder's Equity</b>	0	0
Capital stock		
Retained Earnings		
<b>Total Liability and Owner's Equity</b>	<b>0</b>	<b>0</b>
<b>NET</b>	<b>0</b>	<b>0</b>

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Signature / Date

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Signature / Date