

Annex 2a: Guidance on Financial Reports

July 9, 2020

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I. Introduction

This document provides instructions for completing the quarterly financial reports (QFR) that must be submitted as part of the Quarterly Disbursement Request Package (QDRP). Templates for most of these reports are found in **Annex 2: Financial Report Forms**.

Accountable Entities (AEs) are required to submit separate QDRPs—and the associated QFR—for each applicable MCC funding source, including:

- Compact Development Funding (CDF),
- Compact Facilitation Funding (CFF),
- Compact Funding, and
- Threshold Funding.

Note that this guidance primarily focuses on the QFR preparation process for compact programs, which submit their QDRPs through MCC MIS. In instances where there are different requirements for threshold programs, which do not currently use MCC MIS, these requirements are primarily highlighted through footnotes.

II. Quarter numbering and submission timing

QDRPs are identified by quarterly submission numbers. These are found at the top of Schedule A and the Disbursement Request form for threshold programs, or in MCC MIS for compact programs. For threshold programs, the numbering for the QDRP quarters starts with the first QDRP submission. For compact programs, the numbering for the QDRP quarters begins with the signing date for the CDF and CFF agreements, and at entry into force (EIF) for compact funds, even if no QDRP is submitted for that quarter.

While most QDRP quarters span exactly a three-month period, the length of the first and last quarters may vary based on the date that funding agreements are signed or EIF. Whether the first and last quarters are long or short depends on whether the applicable date falls before or after the mid-point in a quarter. In cases where the signing or EIF date leads to a long first quarter (i.e. funding agreement signing or EIF August 16 to September 30; November 16 to December 31, February 14 to March 31, or May 16 to June 30), the first quarter will span from the funding agreement signing or EIF date through the end of the next quarter. In cases where there is a short first quarter, the first quarter will extend from the funding agreement signing or EIF date through the end of the current quarter. For instance, if a compact EIF date is August 21, the first quarter will span from August 21 to December 31, whereas if the EIF date is August 5, the first quarter will span from August 5 to September 30.

While the first quarter of a funding type starts as outlined above, the AE is only required to submit a QDRP when certain milestones are reached, as outlined in Table 1 below. In cases where the AE reaches the milestone shown in Table 1 but is not yet ready to request funding, they are still required to submit a non-financial QDRP, in accordance with the requirements laid out in the QDRP guidance.

Note that the timing below represents the latest time the first QDRP should be submitted; should the AE require disbursement authority prior to meeting these milestones, it may submit a QDRP at that time.

Table 1

Fund	Timing of the first <i>required</i> QDRP submission	Timing of the last QDRP submission
CDF	The next regular QDRP submission date after the AE submits its first Procurement Plan	When the funds are exhausted or the date the agreement terminates

Fund	Timing of the first <i>required</i> QDRP submission	Timing of the last QDRP submission
CFF	The next regular QDRP submission date after compact signing	When the funds are exhausted or rolled over
Compact	The next regular QDRP submission date after EIF	When the funds are exhausted or the date the agreement terminates
Threshold	When the AE requires its first disbursement	When the funds are exhausted or the date the agreement terminates

For any quarter after the funding agreement signing or EIF date and prior to the first milestone outlined in Table 1 above or the first QDRP submission by the AE (whichever comes first), the MCC MIS administrator, country team leadership or PFS lead on the country team will move the QDRP off the dashboard in MCC MIS, such that the AE has access to the appropriate quarter when it is required to start submitting QDRPs¹.

III. QFR components and instructions

The QFR consists of the following components, which are further described below:

- **Schedule A**, the Multi Year Financial Plan (MYFP) Adjustment Request Form, is designed to propose reallocations of funding across projects and/or activities in the MYFP.
- **Schedule B**, the Summary of MYFP Adjustments to Date, provides a historical log of all the previously approved changes to the MYFP, by project and activity.²
- **Detailed Financial Plans (DFPs) (commitments and cash)**, reflect the funding that the AE expects to commit and the disbursements it expects to make over the life of the program.
- **Disbursement Request Form** is a form that AEs use to request disbursement authority for the upcoming quarter.
- **Contract Detail Reports (CDR)/itemized DFPS (commitments and cash)** are reports which follow a similar format to the DFPS but provide more granular detail to explain the figures in the DFPS, including information down to the contract level.

All amounts in the QFR must be expressed in United States Dollars (USD).

For all QFR components except the CDRs/itemized DFPS, additional information related to the program (such as the name of the country, name of the AE, grant number, etc.) and the specific submission is automatically populated in MCC MIS.³

The following sub-sections provide additional detail on filling out the QFR. Note that the column numbers reflected in the sub-sections below refer to the column numbers in the QFR templates in Annex 2.

A. Schedule A: Multi-Year Financial Plan (MYFP) Adjustment Request Form

Schedule A is typically used to request formal adjustments (reallocations) of funding from one project or activity to another in the MYFP; however, it can also be used to record the rollover of CFF to compact

¹ Any skipped quarters will display in the Prior Submissions section of MCC MIS with a status of “Skipped.”
² Note that for compacts, Schedule B is automatically calculated in MCC MIS and does not have to be submitted. Threshold programs must submit Schedule B as part of the QFR.
³ For thresholds, the AE must manually insert the following identifying information into the templates provided in Annex 2: name of the country; name of the AE; grant number; date submitted; disbursement period; report period (quarter); and whether the report is being submitted out of cycle. The last financial reports submitted at closeout must be clearly marked as “FINAL.”

funding, a partial termination of funds, or a shift between MCC-managed and AE-managed funding. Schedule A should be submitted even if no changes in the MYFP are being proposed.

Variance between the current approved MYFP and the DFP-cash and DFP-commitments as currently forecasted does not automatically result in a formal request for reallocation of funds via Schedule A. If the risk of over-commitment arises, imbalances reported via the variance columns in the DFPs can be corrected by virtue of proposing a formal change to the MYFP.

All amounts shown on Schedule A must be presented in dollars and cents to two decimal places.

1. Columns in Schedule A

The descriptions below provide additional information on the columns in Schedule A.

Original Program Budget (from the Grant's Multi-Year Financial Plan) (Column 1): This column, populated by MCC during the initial set up in MCC MIS or in the initial QFR templates provided to threshold programs, provides the values from the grant's MYFP and does not change throughout the life of the grant. No action is required by the AE.

Current Approved Multi-Year Financial Plan (Column 2): This column reflects the grant's original MYFP plus cumulative approved adjustments to the MYFP. Column 2 contains the full compact or grant amount by project and activity and the grand total of this column must match the grand total of Column 1. Exceptions are limited to net increases/decreases to reflect amendments to the compact or grant agreements, rollovers from one fund type to another, de-obligations and movements approved by MCC between MCC-managed and AE-managed funds.

Proposed Adjustments (Columns 3 and 4): Proposed MYFP increases and decreases for each project and activity are entered in Columns 3 and 4, respectively. All amounts are displayed as positive numbers. The total of Column 3 must typically equal the total in Column 4, as the increases and decreases should not change the overall budget total for all projects and activities. As with Column 2, exceptions are limited to net increases/decreases to reflect amendments to the compact or grant agreements, rollovers from one fund type to another, de-obligations and movements approved by MCC between MCC-managed and AE-managed funds.

Proposed Adjusted Multi-Year Financial Plan (Column 5): This column, which contains values that are calculated automatically, shows the adjusted MYFP proposed to be in place for the next period, after the proposed increases and decreases are approved. Column 5 is the result of adding the amounts across each row in Columns 2 and 3 then subtracting the amount in Column 4.

B. Schedule B: Summary of Multi-Year Financial Plan Adjustments to Date

Schedule B provides a historical log of all the approved changes to the MYFP, by project and activity. Since they have not yet been approved, this schedule does not include proposed changes to the MYFP in the current QFR submission. Threshold programs must submit Schedule B as part of the QFR. For compact programs, Schedule B is automatically calculated in MCC MIS and does not have to be submitted with the QDRP. To find Schedule B for compacts, users should run the QDRP Export report, found in the "Reports" tab in MCC-MIS⁴.

All amounts shown on Schedule B are presented in dollars and cents to two decimal places.

⁴ For additional information on running and reviewing this report, please see Chapter 5 in the MCC MIS User Guide.

1. Columns in Schedule B

The descriptions below provide additional information on the columns in Schedule B.

Original Program Budget (from the Grant's Multi-Year Financial Plan) (Column 1): This column, populated by MCC during the initial set up, provides the values from the grant's MYFP and does not change throughout the life of the grant. No action is required by the AE.

Adjustment Reported/Approved (Columns 2 and 3): Schedule B creates a separate adjustment column to record each change that has been approved through the current period. This information is the sum of the amounts in Columns 3 and 4 (Proposed Adjustments) from the previously approved Schedule A. Amounts from Schedule A, Column 3, are transferred to Schedule B as positive numbers and amounts from Schedule A, Column 4, are transferred to Schedule B as negative numbers. The grand total for each of the Approved Adjustments columns in Schedule B should normally be zero. As with Schedule A, exceptions are limited to net increases/decreases to reflect amendments to the compact or grant agreements, rollovers from one fund type to another, de-obligations and movements approved by MCC between MCC-managed and AE-managed funds.

When preparing Schedule B, threshold program AEs must insert the applicable QFR submission date at the top of the respective adjustment column to identify the QFR adjustments that were approved by MCC. As necessary to reflect the complete history of changes, the AE should also add additional columns by copying Column 3 and inserting a new column to the right.

Current Approved Budget (Column 4): This column contains the cumulative effect of previously approved adjustments by adding all the adjustments for each project and activity (across Columns 2, 3, etc.) to the original MYFP in Column 1.

c. DFPs (commitments and cash)

The DFP-commitments and DFP-cash make up the DFP, which reflects the funding that the AE expects to commit and the disbursements it expects to make in accordance with program work plans, existing contracts, operational expenses, the Procurement Plan and other QDRP documents. For planning purposes, the DFP breaks these categories down to the activity or sub-activity level (or a more granular level, as appropriate) on a quarterly basis over the life of the grant. Once the disbursement authority is approved for the quarter, the AE may not exceed the activity-level disbursement amount included in the approved DFP-cash, though it may make commitments above the amount reflected in the DFP-commitments, provided that the amount is within the overall grant amount and all other relevant program requirements are met.

1. Preparing the DFPs

The process for preparing the DFPs will depend on (1) whether it is a compact program or threshold program and (2) for compacts, whether the AE has SAP⁵. Threshold programs, which do not currently use MCC MIS or SAP, must use the templates in Annex 2 and prepare their DFPs manually.

Compact programs submit their QDRPs through MCC MIS, but the process differs depending on whether the AE has SAP.

- If they do not yet have SAP, the AE can enter information through either (1) manual data entry into the DFP-commitments and DFP-cash forms in MCC MIS, or (2) import of an Excel spreadsheet by leveraging a pre-formatted template from MCC MIS.

⁵ Systems, Applications and Products in Data Processing (SAP) is the standard technological solution employed in compact programs. AEs use this fully integrated system to manage financial and procurement data and to generate reports.

- AEs who use SAP will import the report into MCC MIS by generating the report from SAP, saving the report in XML format and importing the XML file into MCC MIS. For instructions on generating the XML files from SAP, please refer to the relevant country’s SAP Business Process Procedure (BPP).

For additional information on executing these options in MCC MIS, please see Chapter 3.3 in the MCC MIS User Guide.

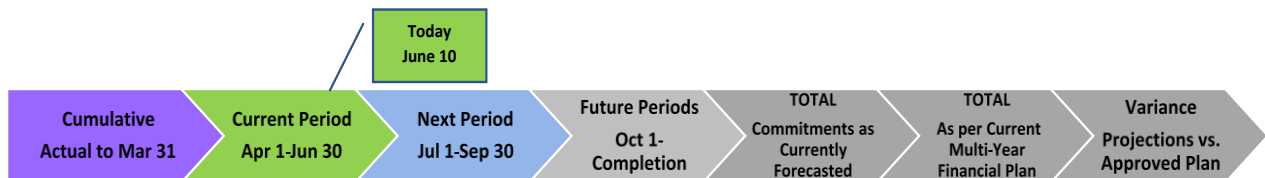
Prior to populating the DFPs, the AE should update its financial system to reflect the latest projections on funding requirements, deliverables and planned procurements, grants and partnership agreements, and determine if any budget reallocations are necessary. The AE should then populate the DFP-commitments first, as changes in the commitment figures will likely trigger corresponding changes in the DFP-cash.

2. DFP terminology

As noted above, the DFP includes two components: the DFP-commitments and the DFP-cash. The **DFP-commitments** reflects actual and forecasted commitments, whereas the **DFP-cash** reflects actual and forecasted disbursements. Both present information by project, activity and sub-activity (or at a more granular level, as appropriate).

As shown in Figure 1, the DFPs are broken down into several categories to reflect different time periods.

Figure 1



Key terminology, which is further described below, includes **cumulative**, **current period**, **next period** and **future periods**.

- “**Cumulative**” refers to actual cumulative commitments/disbursements and includes information from all quarters preceding the beginning of the current period;
- “**Current period**” refers to the quarter in which the AE is operating during the preparation of the QFR (assuming that the QDRP is being submitted in accordance with the standard QDRP submission dates);
- “**Next period**” refers to the upcoming quarter for which the QDRP is being submitted and for which any disbursement request is intended; and
- “**Future periods**” refer to the quarters beyond the Next Period, until grant completion.

MCC MIS will automatically fill in quarter numbers and reporting period dates for the Current Period, Next Period and Future Period columns.⁶

The DFPs also include two “Total” columns and a “Variance” column. These include:

- “**Total Commitments/Disbursements as Currently Forecasted**,” which is automatically calculated and reflects the sum of the actual and forecasted commitments/disbursements through the end of the grant;
- “**Total as per Current Multi-Year Financial Plan**,” which reflects the total amount allocated to

⁶ For threshold programs, during preparation of the financial reports the AE should insert the relevant dates for each period in the column headings.

a specific project or activity in the current MYFP (not including any reallocations proposed through Schedule A in the current QDRP); and

- “**Variance,**” which reflects the difference between the two “Total” columns.

3. DFP-commitments

Actual versus forecasted commitments are defined as follows:

- An **actual commitment** includes the value of any contract, grant, agreement or other commitment that has been signed/executed or non-contract recurring expenses that have been paid.
- A **forecasted/projected commitment** includes the value of any commitment planned for signature/execution in the future, such as a contract, grant agreement or contract options, but which has not yet been signed/executed, and any non-contract recurring expenses which are expected to be incurred.

a) *Columns in the DFP-commitments*

The descriptions below provide additional information on the columns in the DFP-commitments.

Actual Cumulative Commitments at Beginning of Current Period (Column 1): This column reflects all actual commitments which have occurred in period(s) prior to the first day of the current period: executed contracts, grants, agreements, recurring expenses, etc. For example, if the current period is April 1 to June 30, all commitments made before April 1 should be listed in Column 1 of the DFP-commitments for the QDRP prepared and submitted for MCC’s approval on June 10.

Projected Commitments during the Current Period (Column 2): This column reflects commitments made to date in the current period *plus* projected commitments for the remainder of the current period. For example, an AE signed seven contracts during the quarter starting April 1 and ending on June 30. The AE is submitting a DR package to MCC for approval on June 10 (with 20 days remaining in the current period) and it anticipates making two more commitments in the time remaining. If the probability of executing these projected commitments is high, the AE should include all nine commitments in the Column 2 of the DFP Commitments.

Next Period (Columns 3-5): These columns show expected new commitments, by month, for the next quarter.

Next Period – Total Quarter (Column 6): This column is an auto-calculating summation of the monthly values that shows total forecasted commitments for the next quarter.

Future Periods (Column 7 plus additional columns): These columns show expected new commitments, by quarter, for the life of the MCC grant.

Total Commitments as Currently Forecasted: This is an auto-calculating summation of the actual cumulative commitments made in the cumulative period(s), plus projected commitments in the current period, plus forecasted commitments through the end of the grant. Figures in this column should be close to those in the Total as Per Current Approved Multi-Year Financial Plan column, while some difference is probable.

Total as Per Current Approved Multi-Year Financial Plan: This column shows the current approved funding allocations by project and activity. Note that this will only include figures at the project and activity levels.

Variance – Projections vs. Approved Plan, Under/Over Budget Difference: This is an auto-calculating column which shows the difference (over/under) at the project and activity levels (not for sub-activity or below) between Total Commitments as Currently Forecasted and the Total as per Current Approved Multi-Year Financial Plan. Variances between forecasted commitments and the budget as reflected in the current MYFP could result from contracts being signed “over”⁷ and “under” budget and/or from revisions of the cost estimates for future procurements. Such divergence can be expected at times, although it does flag a difference that must be explained. Assessing variances in each project/activity will help the AE determine if and/or when a reallocation or adjustment of funding (via Schedule A) may become necessary. Unless a reallocation is planned, the figures in this column should be close to zero, noting that:

- Negative figures convey a risk of “over commitment” (if current forecasts were to become a reality, there would not be enough funds to implement the project/activity); and
- Positive figures may indicate an expectation of savings at the end of the MCC grant, noting that current projections are less than the current budgeted amount.

The grand total of everything in this column should be close to zero, and should in no case be negative, which would indicate that the AE is planning to commit a greater amount than what is available in the grant.

The AE should identify and explain any significant variances in the Explanatory Notes.

b) Recording commitments

Contracts

If a contract has a base period plus options, the base period will be shown as an actual commitment and each of the options will be shown as planned commitments in the month/quarter that the options are expected to be exercised.

IDIQ and BPA contracts will be shown as a combination of actual and planned commitments. During the procurement phase, the full value of a planned IDIQ or BPA will be recorded as a future projection. Once the IDIQ or BPA is in place, the full value of the contract(s) will be shown as a combination of actual and projected commitments: actual commitments would be recorded as task orders are awarded, and projected commitments would reflect future planned task orders that have not yet been signed.

Recurring expenses

Any recurring expense such as salaries, utilities, travel costs, etc. (outside of an executed vendor contract) should be recorded during the same period in which the disbursement actually occurs or is planned, and therefore should be forecasted on the DFP as a series of recurring commitment projections for each applicable quarter.

Implementing Entity Agreements (IEAs)

An implementing entity (IE) is a Government Affiliate that is not the AE but that is responsible for managing the implementation of an element of a program financed by an MCC grant, and for initiating corresponding disbursements of funding that are provided by an AE or that will be reimbursed by an AE.

Commitment and payment structures differ according to the type of IEA. There are three basic ways of structuring commitments and expenditures in the context of IEAs. This guidance deals with the treatment of commitments for each of these three structures, as follows:

⁷ It is important to note that while forecasted commitments can exceed the multi-year financial plan as currently approved, signaling the necessity of a budget adjustment, actual commitments can never exceed currently approved multi-year financial plan values.

- a) *In-kind contributions to IEs*: MCC funding associated with an IEA is often not provided directly to the IE, but rather requires the AE to procure and pay for in-kind contributions (i.e. goods, works, and services that support the IE’s function). These types of expenses should be forecasted or reported in the quarter the contract between the AE and the vendor of these goods, works, or services is signed, regardless of when the IEA is signed.
- b) *Recurring costs*: IEAs are often structured to provide IEs with cash disbursements (on a direct payment or reimbursement basis) to be administered by the IE to cover direct costs for salaries, travel costs, utilities or other expenses under the IEA. These expenses are often administrative in nature but can also be non-administrative expenditures, and in either case paid on successful completion of deliverables required in the IEA but reimbursed based on actual costs. Commitments for recurring costs should be recorded during the period in which the disbursement actually occurs or is planned, and therefore should be forecasted on the DFP-commitments in the same way, as a series of recurring commitment projections for each applicable quarter.
- c) *Fixed price milestone payments*: In certain circumstances, direct costs to IEs have been structured such that fixed price, lump-sum payments are disbursed based on completion of performance milestones or deliverables. For these types of payments, the full commitment is recorded at the time of IEA signing since the payment structure resembles a fixed price contract with a vendor, rather than the payment or reimbursement of direct costs of the IEA.

Since IEAs can include one or more of these structures within a single agreement and are often tied to maximum amounts not to be exceeded during a calendar month (rather than the life of the IEA), AEs and their fiscal agents should perform an annual review of IEA commitments and reduce the overall commitment amount where monthly maximums have not been met. To facilitate this, the AE’s financial system should be able to produce reports that consolidate various IEA commitments and expenditures with the overall agreement.

Please refer to the illustration below which displays different types of commitment forecasting:

Forecasted Commitments for ->	Next Period	Future Periods			TOTAL
	Total Quarter X	Quarter X+1	Quarter X+2	Quarter X+3	Commitments As Currently Forecasted
Date/Month/Quarter ->	Jul '20 Sep '20	Oct '20 Dec '20	Jan '21 Mar '21	Apr '21 Jun '21	
Column Number	Column 6	Column 7	Column 8	Column 9	
Project 1	300,000	115,000	165,000	115,000	890,000
A. Activity 1	300,000	15,000	165,000	15,000	690,000
Subactivity 1x	300,000	15,000	165,000	15,000	690,000
<i>IEA #1 Total</i>	0	15,000	165,000	15,000	195,000
IEA #1a (recurring costs)	0	15,000	15,000	15,000	45,000
IEA #1b (vendor contract in support of IEA—no option)	0		150,000		150,000
<i>IEA #2 Total</i>	300,000				300,000
IEA #2a (fixed price milestone-based IEA)	300,000				300,000
B. Activity 2	0	100,000	0	100,000	200,000
Subactivity 2x	0	100,000	0	100,000	200,000
Fixed price contract (6 month base period + 1 option)	0	100,000		100,000	200,000

IEA#1 includes recurring costs committed each applicable quarter.

IEA#2 Fixed price structure committed at IEA signature.

Vendor contract in support of IEA#1 and fixed price contract committed when signed (base period) and when option is exercised, where applicable.

Other commitments

Other commitments such as grants, partnership agreements, etc. may include commitment and payment structures similar to contracts or IEAs. However, since structures vary by type of commitment, the MCC PFS lead should be consulted on how best to construct the DFPs.

4. DFP-cash

Actual versus forecasted disbursements are defined as follows:

- An **actual disbursement** reflects the value of any completed disbursement.
- A **projected/forecasted disbursement** includes the value of any projected disbursement that has not yet been made.

a) *Columns in the DFP-cash*

The descriptions below provide additional information on the columns in the DFP-cash.

Actual Cumulative Disbursements at Beginning of Current Period (Column 1): This column reflects all actual disbursements which have occurred in period(s) prior to the first day of the current period. For example, if a current period is April 1 to June 30, all disbursements made before April 1 should be listed in Column 1 of the DFP-cash for the QDRP prepared and submitted for MCC's approval on June 10.

Projected Disbursements during the Current Period (Column 2): This column reflects disbursements made to date in the current period *plus* projected disbursements for the remainder of the current period. For example, an AE paid seven invoices during the quarter starting April 1 and ending on June 30. The AE is submitting a DR package to MCC for approval on June 10 (with 20 days remaining in the current period), and it anticipates paying three more invoices in the time remaining. If the probability of executing these projected disbursements is high, the AE should include all ten disbursements in the Column 2 of the DFP-cash.

Next Period (Columns 3-5): These columns show expected new disbursements, by month, for the next quarter.

Next Period – Total Quarter (Column 6): This column is an auto-calculating summation of the monthly values that shows total forecasted disbursements for the next quarter.

Future Periods (Column 7 plus additional columns): These columns show expected new disbursements, by quarter, for the life of the MCC grant.

Total Disbursements as Currently Forecasted: This is an auto-calculating summation of the actual cumulative disbursements made in the cumulative period(s), plus projected disbursements in the current period, plus forecasted disbursements through the end of the grant. Figures in this column should be close to those in the Total as Per Current Approved Multi-Year Financial Plan column, while some difference is probable.

Total as Per Current Approved Multi-Year Financial Plan: This column shows the current approved funding allocations by project and activity. Note that this will only include figures at the project and activity levels.

Variance – Projections vs. Approved Plan, Under/Over Budget Difference: This is an auto-calculating column which shows the difference (over/under) at the project and activity levels (not for sub-activity or below) between Total Disbursements as Currently Forecasted and the Total as per Current Approved Multi-Year Financial Plan. Assessing variances in each project/activity, in coordination with the DFP-commitments, will help the AE determine if and/or when a reallocation or adjustment of funding (via Schedule A) may become necessary. Unless a reallocation is planned, the figures in this column should be close to zero, noting that:

- Negative figures will convey a risk of “over disbursement” (if current forecasts were to become a reality, there would not be enough funds to implement the project/activity); and
- Positive figures may indicate an expectation of savings at the end of the MCC grant, noting that current projections are less than the current budgeted amount.

The grand total of everything in this column should be close to zero, and should in no case be negative, which would indicate that the AE is planning to disburse a greater amount than what is available in the grant.

The AE should identify and explain any significant variances in the Explanatory Notes.

b) Recording disbursements

The logic of the DFP-cash is identical to that of DFP-commitments. The only exception is that the DFP-cash is designed to track cash flows rather than contracts and other commitments. Projected disbursements should reflect the deliverable/payment schedules of executed contracts, grants, agreements, other commitments and recurring costs (such as salaries, utilities, etc.). Particular attention should always be paid to the cash projections for all commitments recorded in DFP-commitments.

The MCC approved DFP-cash forms the basis for the total AE disbursement authority, by activity, for the quarter. During the disbursement period, payments by the AE from either the permitted accounts or utilizing CPS may not exceed these activity-level limits.

D. Disbursement Request and Disbursement Request Form

The amount requested in the Disbursement Request should match the total projected for the upcoming quarter (Next Period – Total Quarter) in the DFP-cash. All amounts shown on the Disbursement Request Form must be presented in dollars and cents to two decimal places.

Once the DFP-cash is completed in MCC MIS, the Disbursement Request is automatically populated and may be printed from the system for signature. The AE may otherwise use the standard template from Annex 2 or the Disbursement Request Form generated by SAP.

The Disbursement Request Form is executed by authorizing signatures from individuals authorized to do so under the grant agreement to confirm compliance with the relevant agreements and authorization for the funds to be disbursed as planned.

Note that the dates of the authorizing signatures on the Disbursement Request Form must be the same as or earlier than the date on the Disbursement Request. The signed Disbursement Request Form must be scanned and submitted with the QDRP in order for the package to be approved.

E. CDRs/itemized DFPs

The CDRs/itemized DFPs follow a similar format to the DFPs but provide more granular detail to explain the figures in the DFPs. This provides additional information to help MCC understand the request, noting that the DFPs typically only go down to the sub-activity level.

CDRs

The CDRs (commitments and cash) are reports generated from SAP which provide detailed commitment and disbursement information. The reports have been designed to align with the structure of the DFP, but provide information below the sub-activity, including earmarks (i.e. fund reservations), planned

procurements (i.e. purchase requisitions), contracts and non-procurement payments. For each of these document types, the commitment and disbursement/actual and forecast data are reported, consistent with the DFPs. For instructions on generating the CDR, please refer to the relevant country's SAP Business Process Procedure.

CDRs are required for all programs that are using SAP at the time of the QDRP submission.

Itemized DFPs

Itemized DFPs are similar to the CDRs but are manual reports (in the absence of SAP) which provide detailed actual and forecasted commitment and disbursement information down to the contract, grant or cooperative agreement level. These reports align with the structure of the DFPs in MCC MIS but provide information below the sub-activity, including planned procurements, grants, or cooperative agreements, contracts, non-procurement purchases and recurring costs. For each of these items, the actual and forecasted commitment and disbursement data should be reported consistently with the DFPs in MCC MIS.

Itemized DFPs are required for all programs that are not using SAP at the time of the QDRP submission⁸.

⁸ Threshold programs may submit just one DFP with information down to the contract level; this would also serve as the itemized DFP.