

Reports express the extent to which the appeal managed to achieve its goals and objectives. Their purpose is to enhance the accountability of ACT implementing members to donors, beneficiaries and others.

Suggested format for final reports

Narrative

- a) Brief background information (geographical information, current overall state of emergency, coordination with other actors) *and any developments since the last reports were submitted*
- b) Description of implementation methodology
- c) Detailed statistical information (number and type of beneficiaries reached, and with what assistance)
- d) Analytical information (analysis of results achieved against goals and objectives)
- e) Lessons learned
- f) Project administration

Financial

- a) Income listed by grant and donor
- b) Expenditure based on approved budget
- c) Explanation for deviation variances from budget

Audit

- a) Carried out by an internationally certified and registered audit firm
- b) Be in conformity with sound auditing principles
- c) Include an audit management letter
- d) Comply with back-donor requirements (when applicable)

Tips for writing reports

Do	Do not
<ul style="list-style-type: none"> • Read the reporting guidelines carefully • Submit interim reports at the midpoint/every three months • Submit final reports within 2 months of completion of implementation • Send reports by e-mail (if possible) • Send signed audit report • Provide reference number of the appeal and exact period of reporting • Be concise • Include cash and in-kind contributions received directly for the appeal • Submit assets list and explain how they will be utilized • Indicate how unspent funds may be used 	<ul style="list-style-type: none"> • Include many photos in the narrative • Change the approved budget • Reproduce the original proposal in writing the report • Submit reports separately (narrative, financial, audit) • Submit financial report that is in disagreement with audit report