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| **STATEMENT OF EXPENDITURE SUMMARY SHEET** |
| 1. **For the Period\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 |
|  |  |  |  |  |  |  |  |  |  |  | 1. **Date**
 |
|  |  |  |  |  |  |  |  |  |  |  | 1. **Loan No. …………………….**
 |
|  |  |  |  |  |  |  |  |  |  |  | 1. **Summary Sheet No. 1 of XX**
 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** |
| **Item No.** | **Supplier/Contractor/Consultant (Name & Address)**  | **Description** | **Country of Origin of Goods/Services** | **Contract Reference No.** | **Invoice Date or Progress Certificate Date** | **Date of Payment** | **Contract Value**  | **Banks Share of Contract** | **Amount Previously Paid**  | **Amount charged to the DA** | **Evidence of Payment Submitted** | **Remarks** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |   |  |  |
|   |   |  |  |  |  |  |  |  |  |   |  |  |
| **18. Total on this Page**  |  |   |   |   |   |   |   |   |   |  |   |   |
| **19. Balance from the previous page**  |  |  |  |  |  |  |  |  |  |  |  |  |
| **20. Cumulative Total**  |  |  |  |  |  |  |  |  |  |  |  |  |
| The above are the details of the amounts referred to in the said Application. |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |  |  |  (Borrower)  |
|  |  |  |  | Per authorized representatives: |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |  |  |  (Name) Block Capitals |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Signatures: |  |  |  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**NOTES FOR COMPLETION OF STATEMENT OF EXPENDITURE SUMMARY SHEET**

1. Period for which the report covers.
2. Date on which the form was completed by the Recipient.
3. The Loan/Grant Agreement number which is marked on the cover page of the Loan/Grant Agreement.
4. Each SOE should be numbered in ascending order
5. All document items (invoices, contracts, receipts, etc.) should be number and presented in the same order as they appear on the Summary Sheet(s).
6. Name and address of contractor, Supplier or consultant as presented in the contract/purchase order.
7. Brief description of goods, works or services.These goods, works or services should correspond to the details provided in the contract or other documents.
8. The country of origin of goods/services on the invoice or detailed account.
9. Indicate the reference number of the contract or purchase order.
10. Indicate date the Invoice or Progress Certificate Date was issued
11. Indicate the date payment was made
12. Indicate the total amount of the contract or purchase order.
13. Indicate the total amount of the CDB’s share of the total contract value.
14. Total amount previously paid/disbursed.
15. Amount charged to the DA
16. If payment is in cash, attach the receipts. With respect to check or payment advice, indicate the check or advice number. Receipts from beneficiaries should bear their official stamps. Indicate if payment made by wire transfer,
17. Remarks
18. Indicate the total amount of payments on this page.
19. Indicate the total balance on the previous page.
20. Indicate the cumulative total balance of all the pages of the Statement of Expenditure for expenditure category.