

## Financial Report (General)

Fiscal Year: FY   
 Code No:   
 Organization name:

<List of Income and Expenditure>

Items of expenditure		Income: Original budgets adopted by NPF in granted amount (Currency should be conformed with your original applied one [USD or JPY]. Decial number should be rounded off )	Expenditure: Spent amount	Break down / Note
1. Personnel	Collaborators	3000 \$	4950 \$	Facilitation of 24 Dialogue Meetings (DM): 2 facilitators per DM + Facilitation of workshops for DM facilitators: 2 workshops in 2 cohorts each. <i>As most DMs were conducted using Zoom, due to COVID-19 restrictions, transportation expenses were dramatically reduced, and the excess funds were used to conduct more DMs than planned (24 vs. 10) and pay for facilitation of these extra DMs.</i>
	Assistants			
2. Travel	Domestic			
	Overseas			
3. Transportation and Communication		2000 \$	94 \$	Transportation for facilitators of DMs. <i>As most DMs were conducted using Zoom, due to COVID-19 restrictions, transportation expenses were dramatically reduced, and the excess funds were used to conduct more DMs than planned (24 vs. 10) and pay for facilitation of these extra DMs.</i>
4. Conference materials		500 \$	400 \$	Zoom subscription
5. Reference materials				
6. Printing / Copies				
7. Utensils and fixtures				
8. Supplies				
9. Payments to outside sources		3500 \$	3556 \$	Translators for DMs + Venues for DMs
10. Miscellaneous				
Total (USD or JPY)		9000 \$	9000 \$	

(Duration of the project: Started : 01/04/2020 ~ Closed date :31/03/2021 )