

STANDARD OPERATING PROCEDURES

Donor Reporting

The Donor Relations and Strategic Partnerships Unit coordinates and supports timely reporting on contribution agreements to donors. To do this, the unit enters all the reporting dates for ongoing contribution agreements into a [Donor Reporting Calendar](#) which is part of the Donor Information System. Monthly meetings are held with Donor Reporting Focal Points to ask them to review and where appropriate correct the status of reporting and to request them to follow up on late reports with relevant colleagues in their offices. A regular report is sent to Senior Management on the status of donor reporting at the corporate level.

Timely reporting on contributions by donors is extremely important for transparency and accountability and was raised as a point of concern in the UN-Habitat donor survey of 2017.

Services provided:

1. Review all contribution agreements and enter the mandatory reporting times in the donor reporting calendar.
2. Organize monthly meeting with donor reporting focal points on the status of their offices' reporting.
3. Enter financial and narrative reports sent to the donors into a central repository or donor reports and update the status of reporting in the calendar.
4. Compile monthly reporting status at the corporate level.
5. Organize meetings with offices to explore ways of improving their reporting statistics.
6. Report on donor reporting to the Resource Mobilization Steering Committee

Guidelines for Staff

1. Staff must ensure that they read the contribution agreements signed with donors for their projects and provide both financial and narrative reports on their projects according to the schedule outlined in the contribution agreement.
2. Should the reporting schedule change – this should be put in writing by the donor – and the Donor Relations and Resource Partnership Unit informed – so that the calendar is changed accordingly.
3. Staff are requested to contact their donors, in case of reporting delays.
4. Where a donor does not require a specific reporting format, staff should use the standard reporting template available in PAAS – go to your project in PAAS and click on Donor Report and select Interim or Final – see PAAS screen below. Sample reports also attached in this document.



Interim Donor
Report.doc.docm



FinalDonorReportTe
mplate.doc.docm

P-17-10-24-99 ONGOING

2nd Phase of the City Resilience Profiling Programme

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Overview Financials Planning Monitoring **Donor Report** Project Document Document Uploads

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Interim Report

For the period 01 Nov 2017 to 21 Oct 2020
Report prepared on 21 Oct 2020

1. Overview

Project Code		Project Title			
P-17-10-24-99		2nd Phase of the City Resilience Profiling Programme			
Location of the action	Cost of the action (USD)	Lead Manager or Partner	Donor(s) to the action (name)	Amount contributed (by donor(s)) (USD)	Dates of the action
Mozambique	250,000	Leon Esteban	BARCELONA CITY COUNCIL AJUNTAMENT DE BARCELONA,	300,803.71	01 Nov 2017 - 31 Dec 2019

5. Financial reports sent to donors must be signed by UNON and the Management Advisory and Compliance Service (MACS).
6. Where the financial report format for donors differs from the standard UNON report – the UNON and MACS signed financial report must accompany the donor format report to ensure that figures are consistent.