**Annex-09**

**Statement of Expenditure (SoE)**

Dated: .....…. .............. **Project ID:**

The Chairperson

Bangladesh Energy and Power Research Council (EPRC), Dhaka

**Subject:** Monthly Statement of Expenditure (SOE) of (Name of Project) for the month of………..........…..20....... under the funding of EPRC.

Dear Sir,

Please find below the SOE for the month of .................. 20....... The total expenditure during the month is Tk. ....................... (in words ......................................). I have attached copies of the relevant documents for your consideration. I confirmed that percentage of component expenditures maintained within ceiling as per budgetary instructions.

(Figure in Tk.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Head of Expenditure as per Financing Agreement | Total cost of the Project | Approved budget for current year | Advance/Fund received to till date | Spent during the reporting month | Cumulative spent up to reporting month of the year | Cumulative spent up to reporting month from inception | Unspent balance |
| A. Remuneration |  |  |  |  |  |  |  |
| B. Field Research / Lab expenses and supplies |  |  |  |  |  |  |  |
| C. Operating Expenses |  |  |  |  |  |  |  |
| D. Maintenance  |  |  |  |  |  |  |  |
| E. Training/ Workshop/ Seminar etc. |  |  |  |  |  |  |  |
| F. Publications and printing |  |  |  |  |  |  |  |
| G. Miscellaneous  |  |  |  |  |  |  |  |
| H. Capital Expenses  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

**Note:** 1. Unspent balance should be supported by a copy of the bank statement & bank reconciliation statement.

2. Supporting documents for this SOE are retained at Project office.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Prepared by: |  |  |  | Countersigned by: | Endorsed by: |  |
| Signature: |  |  |  | Signature: |  |  | Signature |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Name: |  |  |  | PI/Co-PI (Name): |  | (Head of Institution) |
| Date: |  |  |  | Date: |  |  | Date: |  |  |
|  |  |  |  | Seal: |  |  |  | Seal: |  |  |  |