

Cost and finance plan

(Załącznik 2)

Organisation: Watchdog Polska
Project title: Advocates of Transparency
Duration: 1.06-30.11.2015
Komponent: Democracy and Human Rights

1	Honoraria/Fees, Contracts for Work and/or Services	Pay Rate hourly/daily	Time Span	Amount PLN	HBS	own contribution / other sponsors
1	Fees for trainers	125	72	20 000,00	0,00	20 000,00
			End sum	20 000,00	0,00	20 000,00
2	Travel Costs for third parties (not for office personnel)	Planned Travel Costs	Air, Train	Amount PLN	Amount PLN	Amount PLN
1	Travel costs for participants	150	60	4 500,00	4 500,00	0
			End sum	4 500,00		
3	Accommodations	Daily Rate	Time Span	Amount PLN	Amount PLN	Amount PLN
1	Accommodation (3 workshops * 20 people* 2 nights)	80	120	7 000,00	7 000,00	0
			End sum	7 000,00		
4	Catering	Daily Rate/ Persons		Amount PLN	Amount PLN	Amount PLN
1	Catering (3 workshops *25 people* 2 days)	80	150	12 000,00	6 500,00	5 500,00
			End sum	12 000,00		
5	Rental Costs	Daily Rate	Time Span	Amount PLN	Amount PLN	Amount PLN
1	Rent a sales for workshops - 6 days	800	6	900,00	0,00	900,00
			End sum	900,00		
6	Administrative Expenses	Daily Monthly Rate		Amount PLN	Amount PLN	Amount PLN
			Planned expenses, total in PLN	44 400,00	18 000,00	26 400,00

planned costs in PLN calculated to EURO on the base of the average rate of Polish Nationalbank from (date), 1,00 Eur = 4,13 PLN

Planned expenses, total in EUR

4 400

Warsaw, 21.12.2015

Signature

Katarzyna Batko-Toluc

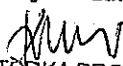
DYREKTORKA PROGRAMOWA
WATCHDOG POLSKA

				HEINRICH BÖLL STIFTUNG WARSAW (Załącznik 3.6)	
Citizen Network Watchdog Poland, "Advocates of Transparency"					
Regionalprogramm: The European Union/ North America – Transformation and Global Issues					
Program regionalny: Unia Europejska/ Ameryka Północna - Transformacja i wyzwania globalne					
Komponente/ Komponent: Democracy and Human Rights (B)/ Demokracja i Prawa Człowieka (B)					
Organisation/ Organizacja: Sieć Obywatelska Watchdog Polska					
Title of the project/ Tytuł projektu: "Rzeczniczki i Rzecznicy Jawności" / "Advocates of Transparency"					
Period od project support/ Okres finansowania projektu: 01.06. - 30.11.2015					
Statement of Accounts In Total Rozliczenie projektu w sumie					
	PLN	PLN	PLN	PLN	
Type of cost according to agreement	Figure acc. to agreem. *	actual costs **	+/-	%	
Pozycje kosztów					
1. Honoraria	20 000,00	23 185,56	-3 185,56	115,93	
2. Travel expences of thrid parties (not for office personnel)	4 500,00	2 106,38	2 393,62	46,81	
3. Accommodation	7 000,00	3 866,75	3 133,25	55,24	
4. Catering	12 000,00	11 853,48	146,52	98,78	
5. Rent for measures	900,00	2 238,90	-1 338,90	248,77	
Grand Total	44 400,00	43 251,07	1 148,93	97,41	
Statement of Accounts - financed by HBS Rozliczenie grantu hbs					
	PLN	PLN	PLN	PLN	
Type of cost according to agreement	Figure acc. to agreem. *	actual costs **	+/-	%	
Pozycje kosztów					
1. Honoraria					
2. Travel expences of thrid parties (not for office personnel)	4 500,00	2 106,38	2 393,62	46,81	
3. Accommodation	7 000,00	3 866,75	3 133,25	55,24	
4. Catering	6 500,00	9 117,48	-2 617,48	140,27	
5. Rent for measurès					
Grand Total	18 000,00	15 090,61	2 909,39	83,84	
Total installments/ Raty w sumie			EUR	PLN	
			1 476,60	6 000,00	
Project costs funded by the HBF/ Kwota dofinansowania przez hbs			4 500,00		
Outcomes in total/ Wydatki w sumie				15 090,61	
Total installments/ Raty					
last install., up to:/ ostatnia rata w wys. do max.: 3023,40 Euro					
Hbs accepted costs/ Zatwierdzone wydatki w projekcie przez hbs					
Date / data	Katarzyna Batko-Toluć				
Signature / podpis:					
	DYREKTORKA PROGRAMOWA				
	SIECI OBYWATELSKIEJ - WATCHDOG POLSKA				

1honoraria

Citizen Network Watchdog Poland, "Advocates of Transparency"			
Type of Costs: 1. Honoraria			
N°	Date*	Description of the costs	Amount in local currency
1	2015-06-26; 2015-07-15	Invoice 1/UZ40/2015; [REDACTED] recording presentations of the participants	708,36
2	2015-08-17; 2015-09-09	Invoice 18/2015, [REDACTED] preparing video - Advocates of Transparency - we take care of public life quality in Poland	879,00
3	2015-11-09	Invoice VAT 47/2015; Training in public speaking, Żyrardów - 5-6.09.2015	4 920,00
4	2015-11-09	Invoice Fv no 0800125220, paid as pro-forma invoice no 9300046399 from 2015/10/05: Training in media skills in TVP (Polish TV) on 14.11.2015	15 670,20
5	2015-11-12	Invoice 2015/10/28 - Dom Pracy Twórczej [REDACTED] Analysis and feedback for the project participants on their first video presentations	1 008,00
Total			23 185,56
* Date of bank transfers or cash payments			

Katarzyna Batko-Toluć


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2travel expences

Citizen Network Watchdog Poland, "Advocates of Transparency"			
Type of Costs: 2. Travel expences			
N°	Date*	Description of the costs	Amount in local currency
1	2015-07-03	RKP 78/2015 on 2015-06-21 Travel of [REDACTED] for the first meeting of Advocates of Transparency	208,60
2	2015-07-14	RKP 82/2015 on 2015-06-25 Travel of [REDACTED] for the first meeting of Advocates of Transparency	285,40
3	2015-07-23	RKP 83/2015 on 2015-07-10 Travel of [REDACTED] for the first meeting of Advocates of Transparency	138,84
4	2015-09-02	RKP 88/2015 on 2015-08-21 Travel of [REDACTED] for the first meeting of Advocates of Transparency	200,54
5	2015-09-14	RKP 97/2015 on 2015-09-07 Travel of [REDACTED] for the second meeting of Advocates of Transparency	165,02
6	2015-09-18	RKP 93/2015 on 2015-09-06 Travel of [REDACTED] for the second meeting of Advocates of Transparency	296,10
7	2015-09-25	RKP 109/2015 on 2015-09-20 Travel of [REDACTED] for the second meeting of Advocates of Transparency	137,50
8	2015-10-02	RKP 94/2015 on 2015-09-30 Travel of [REDACTED] for the second meeting of Advocates of Transparency	68,00
9	2015-11-10	RKP 132/2015 on 2015-10-30 Travel of [REDACTED] for the second meeting of Advocates of Transparency	313,54
10	2015-11-12	Invoice VAT eIC1/2015/782027 on 2015-11-09 Travel of [REDACTED] for the third meeting of Advocates of Transparency	135,00
11	2015-11-12	Invoice VAT eIC1/2015/797331 on 2015-11-15 Return travel of [REDACTED] for the third meeting of Advocates of Transparency	150,00
12	2015-11-30	RKP 230/2015 on 2015-11-15 Travel of [REDACTED] for the third meeting of Advocates of Transparency	283,34
13	2015-11-30	RKP 236/2015 on 2015-11-17 Travel of [REDACTED] for the third meeting of Advocates of Transparency	216,44
Total			2 106,38
* Date of bank transfers or cash payments			

3accomodation

Citizen Network Watchdog Poland, "Advocates of Transparency"			
Type of Costs: 3. Accomodation			
N°	Date*	Description of the costs	Amount in local currency
1	2015-07-07	Invoice VAT no 2494/2015 on 2015-06-26 Accommodation for the group during the first training - 19-21.07.2015	1 666,75
2	2015-11-27	Invoice no FS3870/11/CSW/15 on Accommodation of the group during the third meeting - 13-15.11.2015	2 200,00
		Total	3 866,75
* Date of bank transfers or cash payments			

Citizen Network Watchdog Poland, "Advocates of Transparency"

Type of Costs: 4. Catering

N°	Date*	Description of the costs	Amount in local currency
1	2015-07-07	Faktura VAT nr 2494/2015 on 2015-06-26 Catering at the first meeting 19-21.06.2015	3 781,48
2	2015-08-12; 2015-09-18	Invoice VAT no 1162/H/09/2015 on 2015-09-10 Catering at the second meeting 4-6.09.2015	5 336,00
3	2015-11-27	Invoice Vat no FS3871/11/CSW/15 on 2015-11-17 Catering at the third meeting 13-15.11.2015	2 736,00
		Total	11 853,48
* Date of bank transfers or cash payments			

Katarzyna Bakko-Toluc

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