## The olof palme international center INSTRUCTION of use AND REPORTING No admin funds CSO

By engaging in No Admin projects, the Swedish Member Organisation (MO) contributes to local project implementation by transfer of knowledge and networks. The MO participate in project planning and report their costs and goal achievement to the Palme Center (OPC). In turn, the local organisation (PO) and OPC bear reporting responsibilities vis-à-vis the Swedish Agency for Development Cooperation (Sida).

All project funds originate from Swedish taxpayers’ money and should therefore be spent responsibly and transparently. This instruction guides MOs to use and report their funds in a responsible and transparent manner.

Note that No Admin projects are not completely exempted from administration. In order to achieve project objectives, MOs report their project costs in accordance with their planned and approved budget and activity plan. MOs that engage in No Admin projects are however relieved from responsibilities relating to Sida’s reporting processes.

### Project stages

1. MOs submit the” Budget Application for No Admin CSO”, which serve as a basis for the Appendix 1 “Agreement No Admin Project CSO” upon Programme Manager’s approval.
2. Note that the” Budget Application for No Admin CSO” must contain all MO´s contact details, including invoice address for the payment of MO´s own contribution, and extract from the minutes that confirm authorised signatories.
3. With the assistance of OPC Programme Managers, MOs complete Appendix 2 “No Admin Activity Plan”. Note that this document is the basis for annual reporting.
4. When above forms are correctly filled out and approved, OPC sends the agreement to MO for signing.
5. OPC sends annual invoices to collect MOs’ own contribution, which is to be paid by the MO within 30 days. Note that the own contribution must be fundraised by MOs and is not reimbursed in case of deviations in project implementation. Instead, MOs’ own contribution is transferred to the Swedish Labour Movement Solidarity fund.
6. Original receipts are enclosed to the annual invoice and a completed “CSO Expenditure Specification No Admin” (available at [www.palmecenter.se](http://www.palmecenter.se)). Receipts need to indicate the purchased good or service. MOs bear the responsibility of specifying costs in SEK using the correct exchange rate and with reference to budget lines in their approved budget. **Invoice and completed reporting for the current year have to be submitted to OPC no later than November 30th the year they concern in order to be processed and reimbursed. After this date, project costs will not be compensated. Any project activities planned to be conducted after November 30th must be approved in writing by the responsible Programme Manager, including a new deadline for reporting and invoicing.**
7. The” Activity progress report No Admin CSO”, which is submitted together with the financial reporting and invoice, must relate to activities agreed upon in Appendix 2 “No Admin Activity Plan”.
8. Funds cannot cover project management, daily allowances, or loss of income. **Only actual costs reflected in original receipts are reimbursed.**
9. Travel needs to be carefully planned in consideration of environment and climate, and carbon offsetting is mandatory for all travel costs. In order to ensure that emissions are offset, coordinate with the responsible OPC Programme Manager before booking through OPC:s travel agency.
10. In case approved No Admin funds are not spent by the end of the project year, and MOs wish to transfer any balances to the upcoming project year this has to be approved in written by OPC. Note that costs are allocated per year and that transfers of balances only are made after Programme Managers have received and approved MO’s motivation and assessed the need for aggregation of funds.