



**The 2<sup>nd</sup> Regional Scientific and Technical Committee Meeting for  
the SEAFDEC/UN Environment/GEF Project on Establishment and Operation of  
a Regional System of Fisheries *Refugia* in the South China Sea and Gulf of Thailand**

21<sup>st</sup> – 23<sup>rd</sup> May 2019  
Thansur Sokha Hotel, Kampot Province (Fisheries Refugia Site), Cambodia

**FINANCIAL REPORT**

Prepared by PCU

**I. INTRODUCTION**

1. This paper aims to guide the country on the quarterly reporting of expenditure and request for Cash advance as well as the timeline for submission of the said report to ensure that budget transferring from the PCU will be reached country in time. As the process for requesting the Cash advance from country to PCU is linked to the request from PCU to UNEP, therefore delay of reporting at country level may affect to delay of transferring budget from the UNEP to the PCU. In this connection, the PCU will better service and monitor the activity-based expenditures as well as ensuring the smooth operation to the project. Please be noted that some countries has already done and followed the guide, but in case some countries also need to follow the processes as guide in this paper.

**II. Process of Quarterly Request for Cash Advance**

Timeline	Process on Quarterly Catch Advance Request	Required Documents
1 week before end of the quarter: - March, - June, - September, - December		<ol style="list-style-type: none"> <li>1) Expenditures Report (App. 1)</li> <li>2) Progress Report (App.2)</li> <li>3) All Technical Papers (refers to App.2)</li> <li>4) Proposed Budget line-based Expenditure (App.3)</li> <li>5) Cash Advance Request (App.4)</li> </ol>
1-2 weeks of the next quarter		<ol style="list-style-type: none"> <li>1) Quarterly expenditure statement and unliquidated obligations report (us\$)</li> <li>2) Co-finance Report (Annually)</li> <li>3) Cash Advance Statement &amp; details of the estimated disbursement for the next quarter</li> <li>4) Progress Report (Annually)</li> </ol>

2. Refers to the process on quarterly catch advance request as appeared on above, the relevant countries are requested to submit the request **at least one week** before end of the quarter ( in March, June, September, December).
3. The documents required for Cash Advance request that the relevant countries have to submit to the PCU are as follows:

- a. Expenditures Report (App. 1)
  - b. Progress Report (App.2)
  - c. All Technical Papers (refers to App.2) using the covered page template as App. 3
  - d. Proposed Budget line-based Expenditure (App.4)
  - e. Cash Advance Request (App.5)
4. The PCU will consolidate all expenditures reports that have been submitted by countries and preparing for all required documents: such as 1) Quarterly expenditure statement and unliquidated obligations report, 2) Cash Advance Statement & details of the estimated disbursement for the next quarter, 3) Progress Report (Annually), and 4) Co-finance Report (Annually) to the UNEP for overall Cash Advance for the following quarter.
  5. Regarding these above mentioned, the PCU requests for all cooperation from Country to understand the process for requesting the Cash Advance.

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Appendix 1

THREE-MONTH PROJECT EXPENDITURE ACCOUNT FOR NATIONAL LEAD AGENCIES Project Statement of allocation (Budget), expenditure and balance (Expressed in US\$) covering the period From January to March 2019					
National Lead Agency:		Fisheries Administration of Cambodia			
MoU:		SEAFDEC/UNEP/GEF/Cambodia			
Project Title:		South China Sea Fisheries Refugia Initiative			
Project commencing:		January 2017			
Project ending:		December 2023			
<b>Note: The expenditures should be reported in line with the specific object of expenditures as per project budget</b>					
Code	Description	Project budget allocated			Unspent balance of budget for the 3-month period
		Amount (1)	Amount (2)	Amount (1-2)	
Object of Expenditure in accordance with UNEP Budget codes		January - March 2019	January - March 2019	January - March 2019	
<b>10 PROJECT PERSONNEL COMPONENT</b>					
1160	Project Personnel w/m				
1101	Coordination Support Officers (US\$900 per month) from January to March 2019	2,41	2,700.00	2,700.00	0.00
1199	Sub-Total		2,700.00	2,700.00	0.00
1200	Consultants w/m				
1201	National consultant of Fisheries law to prepare the proclamation of Mackerel Fisheries Refugia in Koh Kong province	2,3.1			
1202	National consultant of Fisheries law to prepare the proclamation of Marine Fisheries Management Area including Gouper Fisheries Refugia in Kampong Speu	2,3.1	1,000.00	1,000.00	0.00
1203	National consultant for management plan preparation for Fisheries refugia at Kep	1,3.2	375.00	375.00	0.00
1299	Sub-Total		2,375.00	1,375.00	1,000.00
<b>1600 Travel on official business (above staff)</b>					
1601	Site-based management board meeting at Kep (1) DSA for FIA staff (5 persons * 3 days * US\$40 + US\$600); (2) DSA for Cartomaster officer (5 person * 2 days * US\$15 + US\$150); (3) Round trip non-rental from Phnom Penh-Kep for 4 days (US\$80*4= US\$320)	4,3.2	1,075.00	0.00	1,070.00
1602	Final stakeholder consultation workshop for MFMA management plan preparation including blue swimming crab fisheries refugia site in Kep: (1) DSA for 1 Director (1 person * 3 days * US\$48.5 + US\$ 169.75) + 2 FIA staff (2persons * 3.5days*US\$40- US\$280) + 1 FIA staff (1person * 3.5days * US\$ 38 + US\$ 119) = US\$568.75; (2) DSA for FIA staff (5 persons*2day*US\$15+ US\$ 150); (3) Round trip non-rental from Phnom Penh to Kep for 4 days (US\$ 80*4=US\$ 320)	1,3.2	1,040.00	1,038.75	1.25
Component Total			16,485.00	14,452.25	4,032.75
<b>20 SUB-CONTRACT COMPONENT</b>					
2100	Sub-contracts (MoU/VA's for UN cooperating agencies)				
2101	N/A	0.00	0.00	0.00	0.00
2199	Sub-Total	0.00	0.00	0.00	0.00
2200	Sub-contracts (MoU/VA's for non-profit supporting organizations)				
2202	Coordinate monthly training and awareness activities including pilot management activities: Kep = US\$1,320; (2) Koh Kong = US\$560	1,4.3	1,600.00	1,880.00	-280.00
2299	Sub-Total		1,600.00	1,880.00	-280.00
2300	Sub-contracts (commercial purposes)				
2301	N/A	0.00	0.00	0.00	0.00
2399	Sub-Total	0.00	0.00	0.00	0.00
Component Total			1,600.00	1,880.00	-280.00
<b>30 TRAINING COMPONENT</b>					
3200	Group training (study tours, field trips, workshops, seminars, etc)				
3201	Site level management board meeting at Kep (1) allowance for participants (35 persons*2days*US\$10+US\$700); (2) training materials=US\$80;(3) meeting room(US\$100*2days= US\$200);(4) refreshment (US\$3*30*days=US\$120)	4,3.2	1,190.00	0.00	1,190.00
3202	Final stakeholder consultation workshop for MFMA management plan preparation including blue swimming crab fisheries refugia site in Kep (1) Meeting package (8 persons*2days*US\$10+US\$160); (2) training materials=US\$20; (3) DSA for 5 participants (5persons* 2days *US\$10 + refreshment(US\$3*30*days=US\$120)	1,3.2	1,190.00	280.00	910.00
3203	Coordinate monthly training and awareness activities including pilot management activities in Kep (3 events)	1,4.3	1,190.00	0.00	1,190.00
3204	Conduct practical capacity building program for management volunteer in Kep: (1) allowance for participants (35 persons*2days*US\$10+US\$700); (2) training materials=US\$80;(3) meeting room (US\$100*2days=US\$200); (4) refreshment(US\$3*30*days=US\$120)	1,4.2			
3205	Conduct practical capacity building program for management volunteer in Koh Kong: (1) allowance for participants (30 persons*2days*US\$10+US\$600); (2) training materials=US\$80;(3) meeting room (US\$100*2days=US\$200); (4) refreshment(US\$3*30*days=US\$120)	1,4.2	1,060.00	0.00	1,060.00
Component Total			3,440.00	280.00	3,160.00
<b>40 EQUIPMENT &amp; PREMISES COMPONENT</b>					
4100	Expensible equipment (Items under \$1,000 each, for example)				
4101	Stationary printing sets, A4 paper, office supplies	4,1.5	50.00	50.00	0.00
4199	Sub-Total		50.00	50.00	0.00
4200	Non-expensible equipment (vehicles, office equip, etc)				
4201	Truck	4,1.5	1,200.00	0.00	1,200.00
4299	Sub-Total		1,200.00	0.00	1,200.00
4300	Premises (office rent, maintenance of premises, etc)				
4301	N/A	0.00	0.00	0.00	0.00
4399	Sub-Total	0.00	0.00	0.00	0.00
Component Total			1,250.00	50.00	1,200.00
<b>50 INFECTIOUS COMPONENT</b>					
5100	Operation and maintenance of equip				
5101	Maintenance of Computers and Printers		50.00	0.00	50.00
5199	Sub-Total		50.00	0.00	50.00
5200	Reporting costs (publications, maps, newsletters, profiles, etc)				
5201	Printing the Proclamation of MFMA in Kep and Koh Kong and Provincial Management Committee and Technical Working Group for MFMA in Kep and Koh Kong	1,4.3	400.00	325.00	75.00
5299	Sub-Total		400.00	325.00	75.00
5300	Travel (communications, postage, freight, clearance charges, etc)				
5301	(1) Communications costs = US\$45; (2) bank transfer and charge = US\$ 13.97		50.00	78.97	-28.97
5399	Sub-Total		50.00	78.97	-28.97
5400	Hospitality and entertainment				
5401	N/A				
5499	Sub-Total				
5500	Evaluation (bonafides fees ETC)				
5501	N/A				
5599	Sub-Total				
Component Total			500.00	403.97	96.03
TOTAL COSTS			11,760.00	12,867.41	8,936.48

Prepared by: Ms. Chin Leukhena, Deputy Director of DAAL/Project Accountant, FIA of Cambodia, Date: 01 April 2019

Verified by: Mr. Lang By Vann, Deputy Director of DFC/NTPF, FIA of Cambodia, Date: 01 April 2019

Approved by: Mr. Ouk Vibol, Deputy Director of DFC/NTPF, FIA of Cambodia, Date: 01 April 2019

Sign: [Signatures]

Appendix 2

SEAFDEC/UNEP/GEF/Cambodia

**SOUTHEAST ASIAN FISHERIES DEVELOPMENT CENTER  
SOUTH CHINA SEA FISHERIES REFUGIA INITIATIVE  
THREE MONTHLY PROGRESS REPORT**

**SECTION 1 - BACKGROUND INFORMATION**

1.1 Project Title: Establishment and Operation of a Regional System of Fisheries Refugia in the South China Sea and Gulf of Thailand

1.2 Agreement: SEAFDEC/UNEP/GEF/Cambodia

1.3 Responsible Office: UNEP/GEF Project Coordinating Unit, SEAFDEC

1.4 Lead Agency (Supporting Organization): Fisheries Administration, Cambodia

1.5 Reporting Period: January to March 2019

1.6 Focal Point Name: Mr. Ouk Vibol

**SECTION 2 - PROJECT STATUS**

2.1 Status of the Implementation of the Activities and Outputs Listed Under the Workplan in the Memorandum of Understanding (check appropriate box)

Project activities and outputs listed in the Project Workplan for the reporting period have been materially completed and the responsible Office is satisfied that the project will be fully completed on time (give reasons for minor variations as Section 3 below).

Project activities and outputs listed in the Project Workplan for the reporting period have been altered (give reasons for alterations: lack of finance, project reformulated, project revisions, other at Section 3 below).

Project activities and outputs listed in the Project Workplan for the reporting period have not been fully completed and delays in project delivery are expected (give reasons for variations in Section 3.1 and new completion date in Section 3.2 below).

Insufficient detail provided in the Project Workplan.

2.2 List Actual Activities/Outputs Achieved in the Reporting period: (check appropriate box)

(a) MEETINGS (Duplicate this box for each meeting individually)

Committee Mtg.  Consultation Mtg.  Training Seminar/Workshop  Others

Title: Report of the meeting on the preparation for the implementation of action plan on mackerel fisheries refugia in Koh Kong province

Venue and dates: Koh Kong Provincial Hall Administration, Koh Kong province on 24 to 25 January 2019  
Convened by FIA Organized by FIA

Report issued as doc: No/Symbol/SEAFDEC/UNEP/GEF/CAM/23 Languages English Dated January 29, 2019

Please indicate: No. of participants 9 and attach annex giving names, gender of participants and meeting summary. List of participants.

Please indicate co-financing as follows:  
Source: Person times \_\_\_\_\_  
Cash (US\$) \_\_\_\_\_  
In-Kind (person days) 5

(b) PRINTED MATERIALS (Duplicate this box for each printed item)

Committee Report  Technical Publication  Technical Report  Others

Title: Leaflet on the Proclamation of Marine Fisheries Management Area including fisheries refugia for blue swimming crab in Koh Po and Koh Tonsay in Kep province

Author(s)/Editor(s): Department of Fisheries Conservation, FIA

Publisher: \_\_\_\_\_  
Symbol (ISBN): \_\_\_\_\_  
Date of publication 01 January 2019

(When technical reports/publications have been distributed, attach distribution list)

Please indicate co-financing as follows:  
Source: Person times \_\_\_\_\_  
Cash (US\$) 1000 from MCC \_\_\_\_\_  
In-Kind (person days) 28

(c)  TECHNICAL INFORMATION  PUBLIC INFORMATION (posters, leaflets, broadcasts etc.)  
(Duplicate this box for each item)

Description: Report of the baseline survey of short mackerel in Koh Kong province

Venue and dates: Peam Krasob commune in Koh Kong province from 14 to 16 January 2019  
Convened by FIA Organized by FIA

Report issued as doc: No/Symbol/SEAFDEC/UNEP/GEF/CAM/22 Languages English Dated January 20, 2019

Please indicate: No. of participants 10 and attach annex giving names, gender of participants and meeting summary. List of participant.

Please indicate co-financing as follows:  
Source: Person Times \_\_\_\_\_  
Cash (US\$) \_\_\_\_\_  
In-Kind (person days) 6

(d) SERVICES (surveys, technical assistance etc.) (Duplicate this box for each item)

- Signing a sub-contract with Kep Fisheries Administration Cantonment on 1<sup>st</sup> to 30<sup>th</sup> March 2019 to assist the coordination of monthly training awareness and pilot management activities in Kep.

Please indicate co-financing as follows:  
Source: Person times \_\_\_\_\_  
Cash (US\$) 150 from FIAC \_\_\_\_\_  
In-Kind (person days) 6

(e) OTHER OUTPUTS (Duplicate this box for each item)

Description: Joining the consultation meetings to amend the law on fisheries including fisheries refugia concepts.

**SECTION 3 - PROJECT DELIVERY**

3.1 Summary of the Problems Encountered in Project Delivery (if any)


The implementation of workplan from January to March 2019 has been uncompleted because of unavailable times of sub-national staff from provincial administration and department of agriculture, forestry, and fisheries to join working activities

3.2 Actions Taken or Required to Solve the Problems (identified in Section 3.1 above)

























FIA will prepare appropriated activity plan with sub-national level to speed up the implementation of next quarter workplan from April to June in 2019.

**SECTION 4 - PROJECT COORDINATING UNIT ASSISTANCE REQUIRED**

4.1 Describe specific assistance you would like the PCU to provide in the next quarter.

Signed:   
Name: Mr. Ouk Vibol  
Designation: National Focal Point

APPENDIX 4: HEADING OF TECHNICAL PAPER FOR EACH COUNTRY

 FOR CAMBODIA			
 FOR INDONESIA			
 FOR MALAYSIA			
 FOR PHILIPPINES			
 FOR THAILAND			
 FOR VIET NAM			

Appendix 4

THREE-MONTH PROJECT EXPENDITURE ACCOUNT FOR NATIONAL LEAD AGENCIES				
Project Statement of allocation (Budget, expenditure and balance (Expressed in US\$) covering the period from April to June 2019				
National Lead Agency:		Fisheries Administration of Cambodia		
MoU:		SEAFDEC/UNEP/GEF/Cambodia		
Project Title:		South China Sea Fisheries Refugia Initiative		
Project commencing:		January 2017		
Project ending:		December 2021		
<p><b>NB: The expenditures should be reported in line with the specific object of expenditures as per project budget</b></p>				
<p><b>Object of Expenditure in accordance with UNEP Budget codes</b></p>				
Code	Description	Amount (1)	Amount (2)	Amount (1-2)
<b>10 PROJECT PERSONNEL COMPONENT</b>				
1100	Project Personnel w/m			
1101	Coordination Support Officers (US\$900 per month) from April to June 2019	2,700.00	0.00	2,700.00
1199	Sub-Total	2,700.00	0.00	2,700.00
1200	Consultants w/m			
1201	National consultant of Fisheries law to prepare the proclamation of Marine Fisheries Management Area including Groupers Fisheries Refugia in Kampong province	1,000.00	0.00	1,000.00
1299	Sub-Total	1,000.00	0.00	1,000.00
<b>1600 Travel on official business (above staff)</b>				
1601	Site-based management board meeting at Kep: (1) DSA for FIA staff (5 persons * 3 days * US\$40 = US\$600); (2) DSA for Cantonment officer (3 person * 2 days * US\$15 = US\$90); (3) Round trip van rental from Kep-Phnom Penh-Kep for 4 days (US\$80*4=US\$320)			
1602	Consultation meeting with management volunteer (technical working group) for MFA management plan preparation including blue swimming crab fisheries refugia site in Kep: (1) DSA for FIA staff (5 persons * 2days*US\$40=US\$400); (2) DSA for FIA staff (4 persons*2day*US\$15=US\$120);(3) Round trip Van rental from Kep-Phnom Penh to Kep for 4 days (US\$ 80*4=US\$ 320)	1,070.00	0.00	1,070.00
1603	Coordinate monthly awareness activities including pilot management activities in Kep: (1) DSA for FIA staff (2 persons *3days*US\$40=240); (2) DSA for FIA staff (2 persons*2day*US\$15=US\$60);(3) Round trip Van rental from Kep-Phnom Penh-Kep for 4 days (US\$ 80*4=US\$ 320)	1,040.00	0.00	1,040.00
		620.00	0.00	620.00
<b>2100 Sub-contracts (MoU's/LA's for UN cooperating agencies)</b>				
2101	N/A	0.00	0.00	0.00
2199	Sub-Total	0.00	0.00	0.00
<b>2200 Sub-contracts (MoU's/LA's for non-profit supporting organizations)</b>				
2201	Coordinate monthly training and awareness activities including pilot activities in Koh Kong (2nd payment)	1.4.3	240.00	0.00
2202	Conduct practical capacity building program for management volunteer for fisheries refugia site in Kep	1.4.2	2,000.00	0.00
2203	Develop and maintain a national database of fish egg and larval fish distribution and abundance	2.6.2	800.00	0.00
2299	Sub-Total		3,040.00	0.00
<b>2300 Sub-contracts (commercial purposes)</b>				
2301	N/A	0.00	0.00	0.00
2399	Sub-Total		0.00	0.00
	<b>Component Total</b>		<b>3,040.00</b>	<b>0.00</b>
<b>30 TRAINING COMPONENT</b>				
<b>3200 Group training (study tours, field trips, workshops, seminars, etc)</b>				
3201	Site level management board meeting at Kep (1) allowance for participants(40 persons*2days*US\$10)=US\$800; (2) training materials=US\$80;(3) meeting room=US\$100*2days= US\$200;(4) refreshment (US\$3*35*2days =US\$210)	4.3.2	1,290.00	0.00
3202	Consultation meeting with management volunteer (technical working group) for MFMA management plan preparation including blue swimming crab fisheries refugia site in Kep:(1) allowance for participants (40 persons*2days* US\$10 =US\$800; (2) training materials =US\$80; (3) meeting room (US\$100*2days =US\$200); (4) refreshment (US\$3*35 *2days=US\$210)	1.3.2	1,290.00	0.00
3203	Coordinate monthly awareness activities including pilot management activities in Kep: (1) refreshment=US\$50	1.4.3	50.00	0.00
				50.00
3204	Baseline survey of short mackerel in Koh Kong province from April to June 2018: -April: (1) DSA for FIA staff (4 persons *5days*US\$40=800); (2) DSA for FIA staff (2persons*4day*US\$15=US\$120);(3) Round trip Van rental from Phnom Penh to Koh Kong for 4days (US\$ 160*4=US\$ 640); -May: (1) DSA for FIA staff (4persons *5days*US\$40=800); (2) DSA for FIA staff (2 persons*4day*US\$15= US\$120);(3) Round trip Van rental from Phnom Penh to Koh Kong for 4days (US\$ 160*4=US\$ 640); and -June: (1) DSA for FIA staff (4persons *5days*US\$40=800); (2) DSA for FIA staff (2 persons*4day*US\$15= US\$120); (3) Round trip Van rental from Phnom Penh to Koh Kong for 4days (US\$ 160*4=US\$ 640)	3.6.1	5,640.00	0.00
3205	Consultation meeting to establish management board and required TOR for fisheries refugia site at Koh Kong: (1) DSA for FIA staff (3 persons * 3 days * US\$40 = US\$360); (2) DSA for Cantonment officer (3 person * 2 days * US\$15 = US\$90); (3) Round trip van rental from Koh Kong-Phnom Penh-Koh Kong for 4 days (US\$160*4= US\$640)	4.3.1	1,080.00	0.00
3206	National consultation meeting on the legal basis for the fisheries refugia sites, Kampong: (1) DSA for FIA staff (2 persons * 3 days * US\$40 = US\$240); (2) Round trip van rental from Kampong-Phnom Penh-Kampong (US\$80*4=US\$320)	2.3.2	560.00	0.00
3207	National consultation meeting on the legal basis for the fisheries refugia sites, Koh Kong: (1) DSA for FIA staff (2 persons * 3 days * US\$40 = US\$240); (2) Round trip van rental from Koh Kong-Phnom Penh-Koh Kong for 4 days (US\$160*4)= US\$640)	2.3.2	860.00	0.00
3208	Provincial consultation meeting on the legal basis for the fisheries refugia sites at Kampong: (1) DSA for FIA staff (5 persons * 3 days * US\$40 =US\$600); (2) DSA for Cantonment officer (4 person * 2days * US\$15 = US\$120); (3) Round trip van rental from Kampong-Phnom Penh-Kampong for 4 days (US\$80*4)= US\$320	2.3.2	1,040.00	0.00
3209	2nd Regional Scientific and Technical Committee Meeting in Kampong on 21-23 May 2019: (1) DSA for FIA staff (5 persons * 3 days * US\$40 =US\$600); (2) DSA for Cantonment officer (3 person * 2days * US\$15 = US\$90); (3) Round trip van rental from Kampong-Phnom Penh-Kampong for 4 days (US\$80*4)= US\$320	4.2.1	1,010.00	0.00
3210	Capacity Building Training on Gender in Fisheries Refugia for FIA and FIA's officers in Kampong: (1) DSA for FIA staff (7 persons * 2days * US\$40 =US\$560); (2) DSA for Cantonment officers at Kampong (3 person * 2days * US\$15 = US\$90); (3) DSA for Cantonment officers at Kep, Koh Kong and Preah Sihanouk ( 6 person * 3days * US\$40 =US\$720); (4)Round trip van rental from Kampong-Phnom Penh-Kampong for 2 days (US\$200*2)=US\$400	3.2.2	2,050.00	0.00
3299	Sub-Total		14,980.00	0.00
	<b>Component Total</b>		<b>18,640.00</b>	<b>0.00</b>
<b>20 SUB-CONTRACT COMPONENT</b>				
2100	Sub-contracts (MoU's/LA's for UN cooperating agencies)			0.00
2101	N/A		0.00	0.00
2199	Sub-Total		0.00	0.00
2200	Sub-contracts (MoU's/LA's for non-profit supporting organizations)			0.00
2201	Coordinate monthly training and awareness activities including pilot activities in Koh Kong (2nd payment)	1.4.3	240.00	0.00
2202	Conduct practical capacity building program for management volunteer for fisheries refugia site in Kep	1.4.2	2,000.00	0.00
2203	Develop and maintain a national database of fish egg and larval fish distribution and abundance	2.6.2	800.00	0.00
2299	Sub-Total		3,040.00	0.00
2300	Sub-contracts (commercial purposes)			0.00
2301	N/A		0.00	0.00
2399	Sub-Total		0.00	0.00
	<b>Component Total</b>		<b>3,040.00</b>	<b>0.00</b>
<b>30 TRAINING COMPONENT</b>				
<b>3200 Group training (study tours, field trips, workshops, seminars, etc)</b>				
3201	Site level management board meeting at Kep (1) allowance for participants(40 persons*2days*US\$10)=US\$800; (2) training materials=US\$80;(3) meeting room=US\$100*2days= US\$200;(4) refreshment (US\$3*35*2days =US\$210)	4.3.2	1,290.00	0.00
3202	Consultation meeting with management volunteer (technical working group) for MFMA management plan preparation including blue swimming crab fisheries refugia site in Kep:(1) allowance for participants (40 persons*2days* US\$10 =US\$800; (2) training materials =US\$80; (3) meeting room (US\$100*2days =US\$200); (4) refreshment (US\$3*35 *2days=US\$210)	1.3.2	1,290.00	0.00
3203	Coordinate monthly awareness activities including pilot management activities in Kep: (1) refreshment=US\$50	1.4.3	50.00	0.00
				50.00
3204	Baseline survey of short mackerel in Koh Kong province from April to June 2018: (1) DSA for FIA staff (4 persons *5days*US\$40=800); (2) DSA for FIA staff (2persons*4day*US\$15=US\$120);(3) Round trip Van rental from Phnom Penh to Koh Kong for 4days (US\$ 160*4=US\$ 640); -May: (1) DSA for FIA staff (4persons *5days*US\$40=800); (2) DSA for FIA staff (2 persons*4day*US\$15= US\$120);(3) Round trip Van rental from Phnom Penh to Koh Kong for 4days (US\$ 160*4=US\$ 640); and -June: (1) DSA for FIA staff (4persons *5days*US\$40=800); (2) DSA for FIA staff (2 persons*4day*US\$15= US\$120); (3) Round trip Van rental from Phnom Penh to Koh Kong for 4days (US\$ 160*4=US\$ 640)	3.6.1	5,640.00	0.00
3205	Consultation meeting to establish management board and required TOR for fisheries refugia site at Koh Kong: (1) DSA for FIA staff (3 persons * 3 days * US\$40 = US\$360); (2) DSA for Cantonment officer (3 person * 2 days * US\$15 = US\$90); (3) Round trip van rental from Koh Kong-Phnom Penh-Koh Kong for 4 days (US\$160*4= US\$640)	4.3.1	1,080.00	0.00
3206	National consultation meeting on the legal basis for the fisheries refugia sites, Kampong: (1) DSA for FIA staff (2 persons * 3 days * US\$40 = US\$240); (2) Round trip van rental from Kampong-Phnom Penh-Kampong (US\$80*4=US\$320)	2.3.2	560.00	0.00
3207	National consultation meeting on the legal basis for the fisheries refugia sites, Koh Kong: (1) DSA for FIA staff (2 persons * 3 days * US\$40 = US\$240); (2) Round trip van rental from Koh Kong-Phnom Penh-Koh Kong for 4 days (US\$160*4)= US\$640)	2.3.2	860.00	0.00
3208	Provincial consultation meeting on the legal basis for the fisheries refugia sites at Kampong: (1) DSA for FIA staff (5 persons * 3 days * US\$40 =US\$600); (2) DSA for Cantonment officer (4 person * 2days * US\$15 = US\$120); (3) Round trip van rental from Kampong-Phnom Penh-Kampong for 4 days (US\$80*4)= US\$320	2.3.2	1,040.00	0.00
3209	2nd Regional Scientific and Technical Committee Meeting in Kampong on 21-23 May 2019: (1) DSA for FIA staff (5 persons * 3 days * US\$40 =US\$600); (2) DSA for Cantonment officer (3 person * 2days * US\$15 = US\$90); (3) Round trip van rental from Kampong-Phnom Penh-Kampong for 4 days (US\$80*4)= US\$320	4.2.1	1,010.00	0.00
3210	Capacity Building Training on Gender in Fisheries Refugia for FIA and FIA's officers in Kampong: (1) DSA for FIA staff (7 persons * 2days * US\$40 =US\$560); (2) DSA for Cantonment officers at Kampong (3 person * 2days * US\$15 = US\$90); (3) DSA for Cantonment officers at Kep, Koh Kong and Preah Sihanouk ( 6 person * 3days * US\$40 =US\$720); (4)Round trip van rental from Kampong-Phnom Penh-Kampong for 2 days (US\$200*2)=US\$400	3.2.2	2,050.00	0.00
3299	Sub-Total		14,980.00	0.00
	<b>Component Total</b>		<b>18,640.00</b>	<b>0.00</b>
<b>40 EQUIPMENT &amp; PREMISES COMPONENT</b>				
4100	Expendable equipment (Items under \$1,500 each, for example)			
4101	Stationary	4.1.5	50.00	0.00
4199	Sub-Total		50.00	0.00
4200	Non-expendable equipment (computers, office equip, etc)			
4201	N/A		0.00	0.00
4299	Sub-Total		0.00	0.00
4300	Premises (office rent, maintenance of premises, etc)			
4301	N/A		0.00	0.00
4399	Sub-Total		0.00	0.00
	<b>Component Total</b>		<b>50.00</b>	<b>0.00</b>
<b>50 MISCELLANEOUS COMPONENT</b>				
5100	Operation and maintenance of equip.			
5101	Maintenance of Computers and Printers	4.1.5	50.00	0.00
5199	Sub-Total		50.00	0.00
5200	Reporting costs (publications, maps, newsletters, printing, etc)			
5201	N/A		0	0
5299	Sub-Total		0.00	0.00
5300	Laundry (communications, postage, freight, clearance charges, etc)			
5301	Communications costs = US\$50		50.00	0.00
5399	Sub-Total		50.00	0.00
5400	Hospitality and entertainment			
5401	N/A		0.00	0.00
5499	Sub-Total		0.00	0.00
5500	Evaluation (consultants fees ETC)			
5501	N/A		0.00	0.00
5599	Sub-Total		0.00	0.00
	<b>Component Total</b>		<b>100.00</b>	<b>0.00</b>
	<b>TOTAL COSTS</b>		<b>32,240.00</b>	<b>0.00</b>

Appendix 5

<b>CASH ADVANCE REQUEST</b>			
Statement of cash advance as at		<b>1-Apr-19</b>	
And cash requirements for the three month period ending		<b>30-Jun-19</b>	
Name of National Lead Agency	<b>Fisheries Conservation Department, Fisheries Administration (FIA)</b>		
LoA No.	<b>SEAFDEC/UNEP/GEF/Cambodia</b>		
Project title :	<b>Establishment and Operation of a Regional System of Fisheries Refugia in the South China Sea and Gulf of Thailand</b>		
<b>I Cash Statement :</b>			
1	Opening Cash Balance as at	<b>2/2/2017</b>	US\$ 0
2	Q1 and Q2 2017	15/3/2017	22,245.00
	Q1, Q2 and Q3 2018	8/8/2018	25737.88
	Q4 2018	18/10/2018	26446.11
	Q1 2019	11/1/2019	19392.88
3	<b>Total cash advanced to date</b>		<b>US\$ 93,821.87</b>
4	Less : total cumulative expenditures incurred		
	Period:		
	15 March -30 June 2017		US\$ 5,272.26
	01 July -30 September 2017		US\$ 15,273.62
	01 October 2017 to 30 June 2018		US\$ 6,127.00
	01 July -30 September 2018		US\$ 9,711.11
	01 October to 30 December 2018		US\$ 15,652.12
	01 January to 31 March 2019		US\$ 22,307.61
	<b>Total expenditure as at 31 March 2019</b>		<b>US\$ 74,343.72</b>
	Cash in hand at	4 April 2019	US\$ 148.03
	Closing cash balance as at	4-Apr-19	US\$ 9,250.86
5	<b>Total closing cash balance</b>	<b>4-Apr-19</b>	<b>US\$ 9,398.89</b>
<b>II Cash requirements forecast</b>			
6	Estimated disbursements for period ending June 31, 2019		<b>US\$ 32,240.00</b>
7	Less : closing cash balance (item 5, above)		<b>US\$ 9398.89</b>
8	<b>Total cash requirements for the period ending June 31, 2019</b>		<b>US\$ 22,841.11</b>
Prepared by:		Request justified by :	Request approved by:
Name :	<b>Ms. Chin Leakhena</b> Deputy Director/Project Accountant DAAL/FIA of Cambodia	<b>Mr. Leng Sy vann</b> Deputy Director/NTFP DFC/FIA of Cambodia	<b>Mr. Ouk Vibol</b> Director/NFP DFC/FIA of Cambodia
Date:	11 April 2019	11 April 2019	11 April 2019
Sign:			