

Instructions for Completing Form 22 – Current Transfers, Grants, and Technical Assistance

Reporting Instructions

Form 22 should be completed by government entities, Non-governmental Organizations (NGO), international or local donor entities respectively, as listed on page one of the form—unless different arrangements have been made with the Newland Ministry of Statistics.

Residents and Non-Residents

A *non-resident* is any individual, enterprise, or other organization ordinarily domiciled in a country other than Newland. Newland local NGOs are *residents* of Newland. International donor agencies or international organizations are considered non-residents of Newland.

Conversion to Newland Dollars

All values should be reported in thousands of Newland dollars. Please convert amounts in foreign currencies to Newland dollars. All amounts for transactions should be converted at the **midpoint** of the buy and sell rates applicable on the date of the transaction.

Structure and Scope of Form 22

Form 22 sets out information that should be reported quarterly/annually on transfers, in cash or in kind, received by the Newland government entities or by the private sector (including local enterprises and NGOs).

Furthermore, information is collected on foreign sponsored technical assistance in form of staffed missions sent to Newland for project work. The total costs for such projects and all individual components are relevant for Newland's balance of payments. The cost components include administrative expenses incurred in the nonresident donor country, costs incurred in Newland (e.g. for transport, administrative arrangements), and the salaries paid to short-term expatriates as well as long-term personnel and local staff. A rough breakdown of the main technical assistance services provided to Newland (e.g., consulting, accounting, administration, management training, trade-related services) is appreciated.

If the reporter is the government entity, the report should include transfers in cash and in kind, and technical assistance received directly by the Government or provided to private sector under the Government's monitoring.

If the reporter is a private entity (including NGOs), the report should include transfers in cash and in kind received directly by the private entity.

In part A, you should report details on received transfers in cash and in kind.

In part B, you should report details on received technical assistance in form of project work/staffed missions..

If you are unsure what should actually be reported, please contact Mr. Smith at (XXX) XXX-XXXX.

Country codes

[A country code list should be supplied by the compiler.]

Part A. Transfers in Cash and in Kind Received by Newland Resident Entities
(Report in thousands of Newland dollars)

Transfers and Grants, Except Technical Assistance	Total for Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4
A	B	C	D	E	F
1. CASH GRANTS RECEIVED BY THE GOVERNMENT¹					
Total transfers in form of cash grants received: ²					
a. for financing current expenditures (e.g., administrative expenses, salaries)					
b. for acquiring fixed assets (investment projects, construction, capital formation)					
2. TRANSFERS IN KIND RECEIVED BY THE GOVERNMENT¹					
Total transfers in kind RECEIVED:					
a. in-kind supply for current consumption (office supplies, medication, etc.)					
b. in-kind supply for gross capital formation (includes provision of computers, construction material, machinery)					
3. CASH GRANTS RECEIVED BY THE PRIVATE SECTOR, INCLUDING NGOs					
Total transfers in form of cash grants received:					
a. for financing current expenditures (e.g., administrative expenses, salaries)					
b. for acquiring fixed assets (investment projects, construction, capital formation)					
4. TRANSFERS IN KIND RECEIVED BY PRIVATE SECTOR, INCLUDING NGOs					
Total transfers in kind received:					
a. in-kind supply for current consumption (office supplies, medication, etc.)					
b. in-kind supply for gross capital formation (includes provision of computers, construction material, machinery)					
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¹ If the reporter is a private entity, sections 1 and 2 should be skipped.

² If in the same period grants are aimed at financing both current expenditures and capital formation, please try to split the total accordingly.

Part B. Technical Assistance in Form of Project Work/Staffed Missions Received by Newland Resident Entities⁸
(Report in thousands of Newland dollars)

Technical Assistance	Total for Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4
A	B	C	D	E	F
1. TECHNICAL ASSISTANCE RECEIVED BY THE GOVERNMENT⁴					
Total cost of the project (incl. planning, costs incurred in the reporting economy, salaries paid)					
<i>Of which</i>					
a. Total <i>costs incurred</i> in the reporting economy (e.g., for transport in the reporting economy, administrative arrangements, business services)					
Please provide rough breakdown of the incurred costs (<i>please add rows if needed</i>)					
-					
-					
-					
b. Funds in cash directly transferred to the projects accounts					
c. Total salaries paid within the project:					
• salaries paid to local staff (provide estimates if possible)					
• salaries paid to foreign staff resident in reporting Newland economy (residing in Newland for more than 1 year)					
• salaries paid to short-term experts (foreign experts who will reside in the reporting economy less than 1 year) ⁵					
2. NATURE OF TECHNICAL ASSISTANCE					
Could you provide a rough (percentage) breakdown of the main technical assistance services provided to the reporting country (e.g., consulting, teaching, administration, health management, trade-related services).					
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⁴ If the reporter is a private entity, sections 1 and 2 should be skipped.

⁵ It suffices to provide an estimate for the number and average duration of short-term staff working in the reporting country.

Part C. Revisions to Previously Reported Data

Please provide details of any revisions to data previously reported incorrectly.

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Part D: Final Questions

Please verify that the form has been correctly completed; mark the following boxes and strike out inappropriate phrases.

- The name of the entity shown on the page one is correct. / I have corrected the name and address on page one.
- Details about the contact person have been entered on page one.
- The information in parts A and B of the form has been completed in accordance with instructions.
- There are no significant revisions to data for previous periods. / Details of significant revisions to data for previous periods have been included in part C.
- I have kept a copy of this form for my records.

Name of person completing this form:

Signature: