

Töbajatebel	Jun-16 Projekti koode	14.8.6/65-1 VARE-6 /AMIF 2015-2	14.8.6/65-1 EST-CO / AMIF 2015-6	14.8.6/87-1 IFE / AMIF2015-7	Kokku 100%
Kuupäev	Töö kirjeldus (Projekti nimi)	5.6	0.8	1.6	8
01/06/2016	Preparation of PRISM monthly accounts closure, correspondence with Helsinki, revision of accounting documents, filing	5.6	0.8	1.6	8
02/06/2016	Payments, correspondence with Helsinki, Finalizing procurement and revision of documents, preparing BAS, PUR and Pos	5.6	0.8	1.6	8
03/06/2016	Communication with other IOM missions regarding Returnees related financial documents and reintegration assistance: Updating accounting documents, filing, revising procurements	5.6	0.8	1.6	8
06/06/2016	Procurements, updating financial docs, payments	5.6	0.8	1.6	8
07/06/2016	Budget track, comparison with PRISM, filing	5.6	0.8	1.6	8
08/06/2016	Updating accounting documents, filing, revising procurements	5.6	0.8	1.6	8
09/06/2016	Correspondence with Helsinki, entry in PRISM, finalizing procurement and revision of documents, preparing the Contract for translation with Consultant.	5.6	0.8	1.6	8
10/06/2016	Assisting the return process of returnee RT.1125/46 at the airport, Preparation for world refugee day, procurements	5.6	0.8	1.6	8
13/06/2016	Payments, correspondence with Helsinki, Finalizing procurement and revision of documents, preparing BAS, PUR and Pos.	5.6	0.8	1.6	8
14/06/2016	Communication with other IOM missions regarding Returnees related financial documents and reintegration assistance: Updating accounting documents, filing, revising procurements	5.6	0.8	1.6	8
15/06/2016	Updating accounting documents, filing, revising procurements, payments	5.6	0.8	1.6	8
16/06/2016	Payments, correspondence with Helsinki, Finalizing procurement and revision of documents, preparing BAS, PUR and Pos.	5.6	0.8	1.6	8
17/06/2016	Updating accounting documents, filing, revising procurements, payments, VAT claim to MFA	5.6	0.8	1.6	8
20/06/2016	Payments, correspondence with Helsinki, Finalizing procurement and revision of documents, preparing BAS, PUR and Pos.	5.6	0.8	1.6	8
21/06/2016	Finalizing the final financial reports, filing	5.6	0.8	1.6	8
22/06/2016	Finalizing the final financial reports, Payments, correspondence with Helsinki, Finalizing procurement and revision of documents, preparing BAS, PUR and Pos.	5.6	0.8	1.6	8
23/06/2016	office closed - official holiday	5.6	0.8	1.6	8
24/06/2016	office closed - official holiday	5.6	0.8	1.6	8
27/06/2016	Finalizing the financial reports, Payments, correspondence with Helsinki, Finalizing financial folders.	5.6	0.8	1.6	8
28/06/2016	Finalizing the final financial reports, filing, correspondence with Helsinki.	5.6	0.8	1.6	8
29/06/2016	Communication with other IOM missions regarding Returnees related financial documents and reintegration assistance: Finalizing the final financial reports, filing	5.6	0.8	1.6	8
30/06/2016	Preparation of PRISM accounts closure, preparing the CP list, the cash certificate and the cash journal for the month of Jun'16; filing	5.6	0.8	1.6	8
	project /sum in %	123.2	17.6	35.2	176
	June actual working days consist of 22 days, equaling 22*8=176 hours. Adjustment to average IOM working hours per month, i.e. 173.33 hours, by 2.67 hours	70%	10%	20%	
		-1.87	-0.27	-0.53	-2.67
Tööaegade kokku		121.33	17.33	34.67	173.33
	project /sum in %	70%	10%	20%	

Projekti omanik

Kinnitan, et tabelis esitatud andmed on õiged.

Allkiri: 01.07.16

Kuupäev:

Ees- ja perekonnanimi: Larissa Jürgenson

Projekti rahandusjuht/veestaja



Allkiri:

Kuupäev: 01.07.16

Ees- ja perekonnanimi: Liis Paltoots

