**附件5**：

xxx项目财务收支情况季度报表（参考表式）

填表日期：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 执行机构 | |  | | | | 项目总预算 | |  | | | 填报月份 | |  | |
| 已收到金额 | |  | | | | | | 已支出金额 | | |  | | | |
|  | 按照各自机构的预算来填 | | | | | 按照实际支出情况来填写 | | | | | | |  |  |
| 序号 | 项目预算 | | | | | 实际支出 | | | | | | | 明细内容 | 列支凭  证号 |
| 费用类别 | | | 明细 | 预算金额 | XX月列支金额 | XX月列支金额 | | 累计金额 | 实际累计支出占年预算比例 | | 剩余金额 |  |  |
| 1 | 项目活动费用支出 | | | |  |  |  | |  |  | |  |  |  |
|  | \*\*\*\* | | | \*\* |  |  |  | |  |  | |  |  |  |
|  | \*\*\* | | | \*\* |  |  |  | |  |  | |  |  |  |
|  | \*\* |  |  |  | |  |  | |  |  |  |
| 2 | 劳务报酬支出 | | | |  |  |  | |  |  | |  |  |  |
|  | \*\*\*\* | | | \*\* |  |  |  | |  |  | |  |  |  |
| 3 | 项目管理支出 | | | |  |  |  | |  |  | |  |  |  |
|  | 能力建设费XXXXX | | | |  |  |  | |  |  | |  |  |  |
|  | 项目管理费 | | | |  |  |  | |  |  | |  |  |  |
|  | 合计 | |  | |  |  |  | |  |  | |  |  |  |

填表人： 财务人员： 项目执行负责人及联系方式： 机构负责人（签字盖章）