

## ANNEX VI: MODEL FINANCIAL STATEMENT

### SUMMARY BUDGET OF THE ACTION

**Project nr.:** EAC-2013-0.....

**Project acronym:**

All amounts should be provided in euro.

**Table 1 : Overview of expenditure**

| Name of the organisation              | Status         | N° | A. ELIGIBLE COSTS |                        |                   |                 |                           |             |           |           | B. OTHER NON-ELIGIBLE COSTS | C. CONTRIBUTIONS IN KIND | GRAND TOTAL (A + B + C) |                         |
|---------------------------------------|----------------|----|-------------------|------------------------|-------------------|-----------------|---------------------------|-------------|-----------|-----------|-----------------------------|--------------------------|-------------------------|-------------------------|
|                                       |                |    | Personnel costs   | Travel and subsistence | Advertising costs | Promotion costs | Optical and digital costs | Other costs | Sub-total | Overheads |                             |                          |                         | TOTAL OF ELIGIBLE COSTS |
|                                       | Coordinator    | 1  |                   |                        |                   |                 |                           |             | 0         |           | 0                           |                          |                         |                         |
|                                       | Co-beneficiary | 2  |                   |                        |                   |                 |                           |             | 0         |           | 0                           |                          |                         |                         |
|                                       | Co-beneficiary | 3  |                   |                        |                   |                 |                           |             | 0         |           | 0                           |                          |                         |                         |
|                                       | Co-beneficiary | 4  |                   |                        |                   |                 |                           |             | 0         |           | 0                           |                          |                         |                         |
|                                       | Co-beneficiary | 5  |                   |                        |                   |                 |                           |             | 0         |           | 0                           |                          |                         |                         |
| <i>(add rows if necessary)</i>        |                |    |                   |                        |                   |                 |                           |             |           |           |                             |                          |                         |                         |
| <b>Total Actual Expenditure - EUR</b> |                |    | <b>0</b>          | <b>0</b>               | <b>0</b>          | <b>0</b>        | <b>0</b>                  | <b>0</b>    | <b>0</b>  | <b>0</b>  | <b>0</b>                    |                          |                         |                         |
| <b>Approved Budget - EUR</b>          |                |    |                   |                        |                   |                 |                           |             | <b>0</b>  |           | <b>0</b>                    |                          |                         |                         |
| <b>Commission Grant Awarded - EUR</b> |                |    |                   |                        |                   |                 |                           |             |           |           |                             |                          |                         |                         |

**Table 2 : Overview of revenue**

|  | Actual Funding EUR | Approved Budget EUR | Commission Grant Awarded EUR |
|--|--------------------|---------------------|------------------------------|
| <b>A. RECEIPTS</b>   |                    |                     |                              |
| A.1. Grant requested from the Commission                                       |                    |                     |                              |
| A.2. Income generated by the action  |                    |                     |                              |
| A.3. Financial Contribution from third parties earmarked to the eligible costs |                    |                     |                              |
| <b>TOTAL OF RECEIPTS</b>   | <b>0</b>           | <b>0</b>            |                              |
| <b>B. OTHER REVENUE</b>  |                    |                     |                              |
| B.1. Financial Contribution of the beneficiary (own resources)                 |                    |                     |                              |
| B.2. Other Financial Contributions from third parties                          |                    |                     |                              |
| <b>TOTAL OF OTHER REVENUE</b>  | <b>0</b>           | <b>0</b>            |                              |
| <b>C. CONTRIBUTIONS IN KIND</b>  |                    |                     |                              |
| <b>GRAND TOTAL (A + B + C)</b>   | <b>0</b>           | <b>0</b>            |                              |

Certified true and correct.

I confirm that VAT which can be reclaimed has not been included in these figures.  
I hereby request payment of any balance due.

Date:

Name and position:

Signature:

Note on "Profit": Profit shall mean a surplus of the receipts over the eligible costs of the action (see Art.II.25.3.1)

## BUDGET OF THE ACTION BY PARTNER

Name of the organisation:

Status (coordinator, co-beneficiary nr):

All amounts should be provided in euro.

| <b>Table 1 : Overview of expenditure</b>  | Rate per Day<br>or Unit Price | Number of<br>Days or Units | Total Actual<br>Expenditure<br>EUR | % of total costs | Approved<br>Budget EUR | Commission<br>Grant Awarded<br>EUR |
|---|-------------------------------|----------------------------|------------------------------------|------------------|------------------------|------------------------------------|
| <i>Personnel costs, travel &amp; subsistence costs &amp; any budget item of more than €10.000 should be broken down in detail</i> |                               |                            |                                    |                  |                        |                                    |
| <b>A. ELIGIBLE COSTS</b>  |                               |                            |                                    |                  |                        |                                    |
| <b>1 - Personnel Costs (limited to 30% of the total eligible costs)</b>   |                               |                            |                                    |                  |                        |                                    |
| <i>(please specify Name &amp; Job Title)</i>  |                               |                            |                                    |                  |                        |                                    |
| 1.1. - Management Staff (Managers, Executives...)   |                               |                            |                                    |                  |                        |                                    |
| <i>(add rows if necessary)</i>  |                               |                            |                                    |                  |                        |                                    |
| 1.2. - Assistants, Secretaries, Temporary Staff   |                               |                            |                                    |                  |                        |                                    |
| <i>(add rows if necessary)</i>  |                               |                            |                                    |                  |                        |                                    |
| 1.3. - Miscellaneous Staff (e.g. IT, accountancy...)  |                               |                            |                                    |                  |                        |                                    |
| <i>(add rows if necessary)</i>  |                               |                            |                                    |                  |                        |                                    |
| <b>TOTAL Heading 1</b>  |                               |                            | <b>0</b>                           |                  | <b>0</b>               |                                    |
| <b>2 - Travel and subsistence costs</b>   |                               |                            |                                    |                  |                        |                                    |
| 2.1 - Travel costs  |                               |                            |                                    |                  |                        |                                    |
| <i>(add rows if necessary)</i>  |                               |                            |                                    |                  |                        |                                    |
| 2.2 - Subsistence costs   |                               |                            |                                    |                  |                        |                                    |
| <i>(add rows if necessary)</i>  |                               |                            |                                    |                  |                        |                                    |
| <b>TOTAL Heading 2</b>  |                               |                            | <b>0</b>                           |                  | <b>0</b>               |                                    |
| <b>3 - Advertising costs</b>  |                               |                            |                                    |                  |                        |                                    |
| 3.1 - Publicity material  |                               |                            |                                    |                  |                        |                                    |
| 3.1.1 - Poster design and layout  |                               |                            |                                    |                  |                        |                                    |
| 3.1.2 - Poster printing   |                               |                            |                                    |                  |                        |                                    |
| 3.1.3 - Slides and stills   |                               |                            |                                    |                  |                        |                                    |
| 3.1.4 - TV spots  |                               |                            |                                    |                  |                        |                                    |
| 3.1.5 - Radio spots   |                               |                            |                                    |                  |                        |                                    |
| 3.1.6 - Advertising / publicity material (all kinds): design and layout   |                               |                            |                                    |                  |                        |                                    |
| 3.1.7 - Flyers  |                               |                            |                                    |                  |                        |                                    |
| 3.1.8 - Production trailer  |                               |                            |                                    |                  |                        |                                    |
| 3.1.9 - Inter-negative trailer  |                               |                            |                                    |                  |                        |                                    |
| 3.1.10 - Prints of trailer  |                               |                            |                                    |                  |                        |                                    |
| 3.1.11 - Showreels and promoreels   |                               |                            |                                    |                  |                        |                                    |
| 3.1.12 - Poster costs   |                               |                            |                                    |                  |                        |                                    |
| 3.1.13 - Stills   |                               |                            |                                    |                  |                        |                                    |

|   |  |  |          |  |          |
|---|--|--|----------|--|----------|
| 3.1.14 - Advertising all kinds: design and layout                         |  |  |          |  |          |
| 3.1.15 - Other <i>(please specify below)</i>                              |  |  |          |  |          |
| <i>(add rows if necessary)</i>  |  |  |          |  |          |
| 3.2 - Publicity space   |  |  |          |  |          |
| 3.2.1 - Placing of publ. material (posters, trailers, flyers, mailing...) |  |  |          |  |          |
| 3.2.2 - Advertising on TV   |  |  |          |  |          |
| 3.2.3 - Advertising on Radio  |  |  |          |  |          |
| 3.2.4 - Advertising on Internet   |  |  |          |  |          |
| 3.2.5 - Advertising in professional press                                 |  |  |          |  |          |
| 3.2.6 - Advertising in papers   |  |  |          |  |          |
| 3.2.7 - Advertising in magazines  |  |  |          |  |          |
| 3.2.8 - Advertising space markets and festivals                           |  |  |          |  |          |
| 3.2.9 - Other <i>(please specify below)</i>                               |  |  |          |  |          |
| <i>(add rows if necessary)</i>  |  |  |          |  |          |
| <b>TOTAL Heading 3</b>  |  |  | <b>0</b> |  | <b>0</b> |
| <b>4 - Promotion costs</b>  |  |  |          |  |          |
| 4.1 - Promotion material & events   |  |  |          |  |          |
| 4.1.2 - Promotion material (press files, EPK, Beta,...)                   |  |  |          |  |          |
| 4.1.3 - Market and Press screenings                                       |  |  |          |  |          |
| 4.1.4 - Previews, receptions  |  |  |          |  |          |
| 4.1.5 - Test screenings and market research                               |  |  |          |  |          |
| 4.1.6 - Promotional tour by director/cast                                 |  |  |          |  |          |
| 4.1.7 - Press Agency, Press Officer, Publicist, PR fees                   |  |  |          |  |          |
| 4.1.8 - Website of film   |  |  |          |  |          |
| 4.1.9 - Other <i>(please specify below)</i>                               |  |  |          |  |          |
| <i>(add rows if necessary)</i>  |  |  |          |  |          |
| <b>TOTAL Heading 4</b>  |  |  | <b>0</b> |  | <b>0</b> |
| <b>5 - Optical and digital costs</b>                                      |  |  |          |  |          |
| 5.1 - Prints  |  |  |          |  |          |
| 5.1.1 - Inter-negative optical trailer                                    |  |  |          |  |          |
| 5.1.2 - Inter-negative optical film                                       |  |  |          |  |          |
| 5.1.3 - Striking optical prints of trailers / number of prints            |  |  |          |  |          |
| 5.1.4 - Striking optical prints of film / number of prints                |  |  |          |  |          |
| 5.1.5 - Master digital trailer  |  |  |          |  |          |
| 5.1.6 - Master digital film   |  |  |          |  |          |
| 5.1.7 - Duplication digital copies of trailers / number of copies         |  |  |          |  |          |
| 5.1.8 - Duplication digital copies of films / number of copies            |  |  |          |  |          |
| 5.1.9 - Dubbing and Subtling (incl. Translation)                          |  |  |          |  |          |
| 5.1.10 - Maintenance  |  |  |          |  |          |
| 5.1.11 - Transport and taxes levied on film                               |  |  |          |  |          |
| 5.1.12 - Insurance  |  |  |          |  |          |
| 5.1.13 - Digital "Virtual" Print Fees                                     |  |  |          |  |          |
| 5.1.14 - Other (please specify below)                                     |  |  |          |  |          |

|   |         |   |          |  |          |
|---|---------|---|----------|--|----------|
| <i>(add rows if necessary)</i>  |         |   |          |  |          |
| <b>TOTAL Heading 5</b>  |         |   | <b>0</b> |  | <b>0</b> |
| <b>6 - Other direct costs</b>   |         |   |          |  |          |
| 6.1 - Audit fees (cost of the certification by the Approved External Auditor of the final report)   |         |   |          |  |          |
| 6.2 - Subcontracting costs (please specify below)   |         |   |          |  |          |
| 6.3 - All other costs (please specify below)  |         |   |          |  |          |
| Other <i>(please specify below)</i>   |         |   |          |  |          |
| <i>(add rows if necessary)</i>  |         |   |          |  |          |
| <b>TOTAL Heading 6</b>  |         |   | <b>0</b> |  | <b>0</b> |
| <b>SUB-TOTAL (1+2+3+4+5+6)</b>  |         |   | <b>0</b> |  | <b>0</b> |
| <b>7 - Indirect costs(overheads):<br/>May not exceed 7% of the total eligible costs (Sub-total)</b> | maximum | 0 |          |  |          |
| <b>TOTAL OF ELIGIBLE COSTS</b>  |         |   |          |  |          |
| <b>B. OTHER NON-ELIGIBLE COSTS</b>  |         |   |          |  |          |
| <b>1 - please specify</b>   |         |   |          |  |          |
| 1.1. - please specify   |         |   |          |  |          |
| <i>(add rows if necessary)</i>  |         |   |          |  |          |
| <b>TOTAL NON-ELIGIBLE COSTS</b>   |         |   |          |  |          |
| <b>C. CONTRIBUTIONS IN KIND</b>   |         |   |          |  |          |
| <b>1 - please specify</b>   |         |   |          |  |          |
| 1.1. - please specify   |         |   |          |  |          |
| <i>(add rows if necessary)</i>  |         |   |          |  |          |
| <b>TOTAL CONTRIBUTIONS IN KIND</b>  |         |   |          |  |          |
| <b>GRAND TOTAL (A + B + C)</b>  |         |   |          |  |          |

| <b>Table 2 : Overview of revenue</b>   | Actual<br>Funding EUR | Approved<br>Budget EUR | Commission<br>Grant Awarded<br>EUR |
|--|-----------------------|------------------------|------------------------------------|
| <b>A. RECEIPTS</b>   |                       |                        |                                    |
| A.1. Grant requested from the Commission                                       |                       |                        |                                    |
| A.2. Income generated by the action  |                       |                        |                                    |
| A.3. Financial Contribution from third parties earmarked to the eligible costs |                       |                        |                                    |
| <b>TOTAL OF RECEIPTS</b>   | <b>0</b>              | <b>0</b>               |                                    |
| <b>B. OTHER REVENUE</b>  |                       |                        |                                    |
| B.1. Financial Contribution of the beneficiary (own resources)                 |                       |                        |                                    |
| B.2. Other Financial Contributions from third parties                          |                       |                        |                                    |
| <b>TOTAL OF OTHER REVENUE</b>  | <b>0</b>              | <b>0</b>               |                                    |

|                                 |          |          |
|---------------------------------|----------|----------|
| <b>C. CONTRIBUTIONS IN KIND</b> |          |          |
| <b>GRAND TOTAL (A + B + C)</b>  | <b>0</b> | <b>0</b> |

Note on "Profit": Profit shall mean a surplus of the receipts over the eligible costs of the action (see Art.II.25.3.1)

Certified true and correct.

I confirm that VAT which can be reclaimed has not been included in these figures.

I hereby request payment of any balance due.

Date:

Name and position:

Signature:

## Preparatory action budget – Explanatory note

The estimated budget as well as the final report has to be presented in exactly the same way and structured as follows:

- 1            Heading (*level to verify the transfers allowed*)
- 1.1.        Sub-heading (*expense category*)
- 1.1.1.     Item (*expense level*)
- 1.1.1.1.   Sub-item (*detail of expense level*)

To avoid rejection of expenses when submitting the final report, rules described below must be respected when carrying out the action:

### **1. Heading**

The number of headings cannot be changed after the signature of the contract, even through an amendment.

#### **1.1. Sub-heading**

Additional sub-headings can be added through a prior amendment to the initial eligible estimated budget.

##### **1.1.1. Item**

Additional Items can be added through a simple prior written approval by the Commission.

##### **1.1.1.1. Sub-item**

Additional sub-items can be added by the Beneficiary without prior Commission approval as far as the sum of the new sub-items is not superior to the total of the existing specific sub-items, already mentioned in the eligible estimated budget.

➤ *As specified in the General Conditions (Annex II) of the grant agreement, art II.19.1(b), to be considered as eligible costs of the action, costs must be provided for in the estimated budget. To satisfy this requirement, **sub-heading level will be considered** .*