

ANNEX V : FINAL FINANCIAL STATEMENT

All amounts should be provided in **euro**

Project title		
Name of the applicant		
Grant agreement reference number	EAC-20XX-XXX	
Maximum co-financing rate:		90,00%
Maximum amount per grant in euro		

Overview of expenditure and revenue

Overview of expenditure		
A. ELIGIBLE COSTS	Approved budget	Amount
A.1. Staff costs		
A.2. Travel and subsistence		
A.3. Equipment & material, communication and other direct costs		
A.4. Sub-contracting		
A.5. Conferences and seminars		
Total direct costs (categories A.1-A.5)		
A.6. Indirect costs (overheads up to 7%)		
Total eligible costs (categories A.1-A.6)		
B. OTHER NON-ELIGIBLE COSTS		
C. CONTRIBUTION IN KIND		
GRAND TOTAL (A+B+C)		
Overview of revenue		
A. RECEIPTS	Approved budget	Amount
A.1. Grant requested from the Commission		
A.2. Income generated by the action		
A.3. Financial contribution from third parties		
A.4. Financial contribution of the beneficiary (own resources)		
Total revenue (categories A.1-A.4)		
C. CONTRIBUTION IN KIND		
GRAND TOTAL (A+C)		

The above overview of expenditure and revenue is a compulsory annex to the grant agreement and constitutes the final financial statement.

This template consists of 10 tab sheets (including this one), it has embedded calculation formulas (such as sum-ups), drop down menus and other interactive elements.

'Section A. Eligible costs' (grey cells):

- Rows A.1 to A.6 are automatically filled-in when the related tab sections A.1. to A.6. are manually filled-in by the beneficiary.
- Rows 'B. Other non-eligible costs' and 'C. Contribution in Kind' must be completed directly in this overview template (white cells).
- Please ensure that the respective totals of 'B. Other non-eligible costs' and 'C. Contributions in Kind' are equal to the totals in the corresponding tab.

Section 'A. Receipts':

- Rows A.1 to A.4 and 'C. Contributions in kind' must be completed directly in this overview template (white cells). Please manually fill in the amounts.
- Again, please ensure that the total of 'C. Contributions in Kind' is equal to the total in the corresponding tab.

For more information on how to fill in the template, please refer to tab 'Guidance to the beneficiaries'.

Please note that one or more error messages will appear in the Remarks column of the budget table if one or more conditions a

Please note that the budget cannot be validated until all errors are resolved.

In the absence of any remarks, a green "Budget can be validated" message will appear at the bottom of the table above.

re not met - please revise accordingly.

Guidance to the beneficiaries

Beneficiaries are required to fill in this final financial statement template in order to complete their request for the final payment for this grant.

The final financial statement is intended to cover ALL eligible expenditure and revenue incurred in the framework of the action. It is composed of 8 expenditure categories and 5 revenue categories, namely:

Expenditure categories:

- A.1. Staff costs (including volunteers' work - in the drop down list select function "other")
- A.2. Travel and subsistence
- A.3. Equipment, communication and other direct costs
- A.4. Sub-contracting
- A.5. Conferences and seminars
- A.6. Indirect costs
- B. Other non-eligible costs
- C. Contributions in kind

Revenue categories:

- A.1. EC grant requested from the Commission
- A.2. Income generated by the project
- A.3. Financial contribution from third parties
- A.4. Financial contribution of the beneficiary (own resources)
- C. Contributions in kind

Practically, beneficiaries are required to fill in the 6 spreadsheets related to each expenditure category (A.1-A.6). Each spreadsheet includes specific information regarding the relevant expenditure category, which is designed to help beneficiaries in the budget completion process. Once all the expenditure spreadsheets are completed, beneficiaries are required to fill in section 'A. Receipts' of the Annex III - Estimated budget (overview of expenditure and revenue table (categories A.1-A.4)).

Furthermore, some key principles apply to particular aspects of the budget and to the final financial statement as a whole:

- Expenditure category A.6 (Indirect costs) must not exceed 7% of the total amount of direct costs (that is the sum of categories A.1-A.5);
- Revenue category A.1 (Grant requested from the Commission) must not exceed the maximum amount and the co-financing rate allowed for this action, as specified in the publication documents for this call.
- The overall revenue (sum of categories A.1-A.4+C) must be exactly equal to the overall expenditure (sum of categories A.1-A.6+B+C) to ensure a balanced budget and a balanced final financial statement. **Non-balanced final financial statements will not be validated.**

Each of these principles is practically explained in the relevant specific spreadsheets. Beneficiaries who do not respect one or more of the above principles will see error messages appear as they fill in the final financial statement tables.

Finally, non-eligible costs and/or contributions in kind might be reported under relevant sections of the final financial statement, but shall not be taken into consideration for the calculation of the final payment of the grant requested from the Commission.

A.2. Travel and subsistence

Specific information and guidelines regarding this expenditure category:

Please carefully read the following information, then fill in the table below.

This expenditure category covers the travel and subsistence expenses for **staff** (first budget table) and for **participants in conferences and events** (second budget table), respectively.

- With regards to the travel expenses, actual costs should be provided of the price of the flight/train ticket.

- With regards to subsistence expenses, the flat rates specified in the grant agreement should be provided of the amount required to cover ALL expenses incurred in the framework of a journey. This notably includes: accomodation, meals, local transportation.

All costs should be reasonable and in no case exceed the level of allowances applied by the beneficiary in other non-EU funded projects.

Fill in the budget table belows by completing the fields in **white**

All amounts to be provided in euro

Travel and subsistence expenses for STAFF									
Purpose of the journey	Country of departure	Country of destination	Number of return journeys	Average travel costs per return journey	Total travel costs	Number of days' subsistence	Average subsistence costs per day	Total subsistence expences	Total cost
Total cost									

Travel and subsistence expenses for PARTICIPANTS IN EVENTS									
Purpose of the journey	Country of departure	Country of destination	Number of return journeys	Average travel costs per return journey	Total travel costs	Number of days' subsistence	Average subsistence costs per day	Total subsistence expences	Total cost
Total cost									

Summary table									
Travel and subsistence expenses for STAFF									
Travel and subsistence expenses for PARTICIPANTS IN EVENTS									

Total Travel and subsistence expenses for **STAFF & PARTICIPANTS IN EVENTS**

Other direct costs				
Item description	Number of items	Cost per item	Project utilisation rate	Total cost
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
Total cost				

Summary table	
Equipment & material	
Communication	
Other direct costs	
Total cost	

A.4. Sub-contracting

Specific information and guidelines regarding this expenditure category:

Please carefully read the following information, then fill in the table below.

This expenditure category covers the costs incurred in the framework of contracts for the provision of services concluded between the beneficiary and one or more sub-contractors.

Indicatively, this expenditure category can notably cover two kinds of costs:

- Costs related to external consultancy services, studies, or professional services in a specific field (e.g. communication and IT services)
- Costs related to human resources working on the project, but not directly employed by the beneficiary (e.g. freelance or interim staff, independent consultants)

Fill in the budget tables belows by completing the fields in *white*

All amounts to be provided in euro

Sub-contract #	Description of the service provided	Total cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
Total cost		

A.6. Indirect costs

Specific information and guidelines regarding this expenditure category:

Please carefully read the following information, then fill in the table below.

This expenditure category covers the general management expenses of the project for the beneficiary. It is limited to 7% of the overall direct eligible expenses reported under categories A.1-A.5. It is therefore recommended to firstly fill in categories A.1-A.5 in order to know the maximum amount that can be requested under this expenditure category.

For information, the overall maximum amount for indirect costs that can be requested, as calculated upon the data provided in sections A.1-A.5, is provided below.

Please note that if this amount is exceeded when filling the final financial statement table, an error message will appear in the Remarks column of the table: the final financial statement cannot be validated until errors are resolved.

<i>For information purposes</i>	
Total direct eligible costs (categories A.1-A.5)	Maximum amount of indirect costs (maximum 7% of direct costs)

*Fill in the budget table below by completing the field in **white***

All amounts to be provided in euro

Indirect costs	% of eligible direct costs requested as indirect costs	Remarks

