ANNEX V : FINANCIAL STATEMENT

All amounts should be provided in ***euro***

Project title	*<< please fill in >>*
Name of the applicant	*<< please fill in >>*
Grant agreement reference number	*EAC-20XX-XXXX*
Maximum EU co-financing rate:	
Maximum amount per grant in euro	

Overview of expenditure and revenue

Overview of expenditure			
A. ELIGIBLE COSTS	**Approved Expenditure**	**Actual Expenditure**	**Remarks**
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)			

Otherview of revenue			
A. RECEIPTS	**Approved Revenue**	**Actual Revenue**	**Remarks**
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 ressources)			
Total revenue (categories A.1-A.4)			
C. CONTRIBUTION IN KIND			
GRAND TOTAL (A+C)			

This annex consists of 10 tab sheets (including this one), it has embedded calculation formulas (such as sum-ups), drop down lists as well as automatic links of the sub-total amounts to the above overview template.

Column C which contains the approuved budget (approuved expenditure and approuved revenue) has to be filled in manually.

'Section A. Eligible costs' (grey cells):
- Rows A.1 to A.7 are automatically filled-in when the related tab sections A.1. to A.7. 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 manually complete this section above.
- Please ensure that the respective totals of 'B. Other non-eligible costs' and 'C. Contributions in Kind' are equal to the totals in the respective corresponding tabs.

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 complete this section above.
- Again, please ensure that the total of 'C. Contributions in Kind' is equal to the total in the corresponding tab.

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

Please note that one or more error messages will appear in the Remarks column of the (final) financial statement table if one or more conditions are not met - please revise accordingly.

Please note that the (final) financial statement cannot be validated until all errors are resolved.

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

Guidance to the applicants

The (final) financial statement is composed of 8 expenditure categories and 5 revenue categories, namely:

Expenditure categories:
A.1. Staff costs
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, applicants 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 applicants in the budget completion process. Once all the expenditure spreadsheets are completed, applicants are required to fill in section 'A. Receipts' of the Annex III - Estimated

Furthermore, some key principles apply to particular aspects of the budget and to the budget 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. Non-balanced budgets will not be validated.

Each of these principles is practically explained in the relevant specific spreadsheets. Applicants who do no respect one or more of the above principles will see error messages appear as they fill in the budget tables.

A.1. Staff costs

Specific information and guidelines regarding this expenditure category:

Please carefully read the following information, then fill in the (final) financial statement table below.

- This expenditure category concerns the staff employed by the beneficiary and proposed to be assigned to the project's implementation. Specifically, the staff reported in this category need to be bound by a direct formal employment contract to the beneficiary and remunerated in accordance with the normal practice of the beneficiary and with its national legislation, as evidenced by formal pay slips or equivalent documents issued by the beneficiary.
The costs relating to other human resources expected to work on the project's implementation but who are not bound to the beneficiary by an employment contract (e.g. freelance consultants and experts, interim staff) need to be reported under category A.4 (Subcontracting) of the (final) financial statement template.

- The number of days per person needs to correspond to the estimated time spent by the proposed staff on tasks directly and explicitly linked to the project.

- The daily rate per person needs to correspond to the actual cost for the beneficiary of the staff concerned when all aspects of remuneration and other advantages are taken into account (e.g. base salary, withholding taxes, social security and pension contributions, insurance costs, benefits of all kind). In all circumstances, the daily rate per person needs to correspond to actual payroll information.

Fill in the b(final) financial statementtable below by completing the fields in white
All amounts to be provided in euro

Select function from drop-down list below, or choose "Other"	If "Other", please specify function	Number of persons	Number of days per person	Daily rate per person	Total cost
<Select function or choose 'Other'>					
<Select function or choose 'Other'>					
<Select function or choose 'Other'>					
<Select function or choose 'Other'>					
<Select function or choose 'Other'>					
<Select function or choose 'Other'>					
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<Select function or choose 'Other'>					
<Select function or choose 'Other'>					
<Select function or choose 'Other'>					
<Select function or choose 'Other'>					
<Select function or choose 'Other'>					
<Select function or choose 'Other'>					
<Select function or choose 'Other'>					
<Select function or choose 'Other'>					
<Select function or choose 'Other'>					
Total cost					

A.2. Travel and subsistence

Specific information and guidelines regarding this expenditure category:

Please carefully read the following information, then fill in the (final) financial statement table below.

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

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

- With regards to subsistence expenses, an estimate 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 estimates 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 (final) financial statement 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	

A.3. Equipment & material, communication, and other direct costs

Specific information and guidelines regarding this expenditure category:

Please carefully read the following information, then fill in the (final) financial statement table below.

This expenditure category covers three elements:

- ***Equipment & material*** include any items, tools, equipment, materials or products that are deemed necessary to complete the project. Their costs must be estimated at fair value or market price.

- ***Communication*** covers the communication and promotional products that are deemed necessary to complete the project. Examples include publications (leaflets, brochures, etc.), audio-visual material (videos), websites.

- ***Other costs*** include the miscellaneous costs related to the project. Examples include postal charges, subscription or membership fees, etc.

For each item or product listed in one of the three categories above, a project utilisation rate of the item or product is requested. This utilisation rate corresponds to the level up to which the item or product is intended to be used for the completion of the project itself. In other words, if an item or product is *not* intended to be used exclusively for the completion of the project, but also towards other means or beyond the duration of the project, its project utilisation rate cannot be equal to 100%, but must be reasonably estimated, including on the basis of the accounting rules of the beneficiaries regarding depreciation.
In all circumstances, a reasonable estimate of the project utilisation rate must be provided.

Fill in the (final) financial statement tables belows by completing the fields in white
All amounts to be provided in euro

Equipment & material				
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>	
Total cost				

Communication				
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>	
Total cost				

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>	
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 (final) financial statement 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 (final) financial statement 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.5. Conferences and seminars

Specific information and guidelines regarding this expenditure category:

Please carefully read the following information, then fill in the (final) financial statement table below.

This expenditure category covers four elements:

- ***Organisation costs*** covers the venues and logistical equipment needed to organise events (e.g. Hiring of premises, interpretation booths, etc.)

- ***Catering*** covers the catering needs of each event per number of participants

- ***Interpretation*** covers the interpretation needs per event in terms of languages covered and number of interpreters

- ***Speakers' fees*** cover the fees paid to external experts and speakers for their participation in a given event

Please note that the travel and subsistence costs of participants are not to be included in this budget category but should be reported in category A.2 (Travel and subsistence).

Fill in the (final) financial statement tables belows by completing the fields in white
All amounts to be provided in euro

Organisation costs				
Event description	**Description of the expense**	**Number of units**	**Unit cost**	**Total cost**
Total cost				

Catering			
Event description	**Number of participants**	**Cost per participant**	**Total cost**
Total cost			

Interpretation costs				
Event description	**Languages covered**	**Number of interpreters**	**Cost per interpreter**	**Total cost**
Total cost				

Speakers' fees				
Event description	Description of the speakers' intervention	Number of speakers	Cost per speaker	Total cost
Total cost				

Summary table	
Organisation costs	
Catering	
Interpretation costs	
Speakers' fees	
Total	

A.7. Indirect costs

Specific information and guidelines regarding this expenditure category:

Please carefully read the following information, then fill in the (final) financial statement 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.6. It is therefore recommended to firstly fill in categories A.1-A.6 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.6, is provided below.

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

For information purposes	
Total direct eligible costs (categories A.1-A.6)	Maximum amount of indirect costs (maximum 7% of direct costs)

Fill in the (final) financial statement 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

Other non-eligible costs

(Please fill in manually the total amount of this table in row 'B. Other non-eligible costs' of the overview table in the first tab)

Description	Unit value	Number of units	Total value € (2)
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
TOTAL			0

(2) Approximate value

In-kind contributions

(Please fill in manually the total amount of this table in rows 'C. Contribution in kind' of the overview table in the first tab)

Description of item	Unit value	Number of units	Total value € (1)
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
TOTAL			0

(1) Approximate value