

ANNEX V : FINANCIAL REPORT

All amounts should be provided in euro

Table 1 : Overview of expenditure			
	Approved Budget EUR	Commission Grant Awarded EUR	Total Actual Expenditure EUR
A. ELIGIBLE COSTS			
A.1. Staff costs (where applicable)	0,00		0,00
A.2. Travel and subsistence	0,00		0,00
A.3. Equipment and materials	0,00		0,00
A.4. Sub-contracting, consultancy and other external services	0,00		0,00
A.5. Conferences and seminars	0,00		0,00
A.6. Other direct costs	0,00		0,00
Subtotal	0,00		0,00
A.7. Indirect costs (overheads) max 7% of the subtotal	0,00		0,00
TOTAL OF ELIGIBLE COSTS	0,00	0,00	0,00
B. OTHER NON-ELIGIBLE COSTS	0,00		0,00
C. CONTRIBUTIONS IN KIND	0,00		0,00
GRAND TOTAL (A + B + C)	0,00		0,00

Table 2 : Overview of revenue			
	Approved Budget EUR	Commission Grant Awarded EUR	Actual Funding EUR
A. RECEIPTS			
A.1. Grant requested from the Commission	0,00	0,00	0,00
A.2. Income generated by the action	0,00		0,00
A.3. Financial Contribution from third parties earmarked to the eligible costs	0,00		0,00
TOTAL OF RECEIPTS	0,00		0,00
B. OTHER REVENUE			
B.1. Financial Contribution of the beneficiary (own resources)	0,00		0,00
B.2. Other Financial Contributions from third parties	0,00		0,00
TOTAL OF OTHER REVENUE	0,00		0,00
C. CONTRIBUTIONS IN KIND	0,00		0,00
GRAND TOTAL (A + B + C)	0,00		0,00

Note on "Profit": Profit shall mean a surplus, calculated at the payment of the balance, of receipts over the eligible costs of the action or work programme, where receipts are limited to the Union grant and the revenue generated by that action or work programme.

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 :

DETAILS FOR TABLE 1.A ELIGIBLE COSTS

Table 1.A.1 : Staff costs - Distribution of staff costs (where applicable)

All costs in euros Staff by category (*):	Total		
	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category 1(*)			
Staff Category 2(*)			
Staff Category 3(*)			
Staff Category 4(*)			
Total (identical to item 1.A.1 of table 1)			

(*) Staff costs will be calculated on the basis of the actual daily salary/fees of the employee/service provider, multiplied by the number of days to be spent on the project. This calculation may include, if necessary, all the normal charges paid by the employer, such as social security contributions and related costs, but must exclude any bonus, incentive and profit-sharing arrangements or running costs. Staff costs may not exceed the normal costs for each staff category in the country concerned.

Table 1.A.2 : Travel and subsistence*

Purpose of journey	Number of return journeys (a)	Average travel costs per return journey (EUR) (b)	Average subsistence costs (accommodation + meals) per day (EUR) (c)	Number of days' subsistence (d)	Total cost (a x b)+(c x d)
Total identical to heading 1.A.2 in Table 1					EUR

(*) Travel and subsistence costs for **conference or seminar participants or speakers** must be recorded in Table 1.A.5, not in Table 1.A.2.

Table 1.A.3 : Equipment and materials

Description	Number of items	Cost of purchase or rent (EUR)	Usage rate %	Depreciation rate %	Total cost
Total identical to heading 1.A.3 in Table 1					EUR

Table 1.A.4: Sub-contracting, consultancy and other services

Subcontract	Task description	Number of items/days (a)	Cost per item/day (EUR) (b)	Other costs (EUR) (c)	Total cost (a x b)+c
Subcontract 1					
Subcontract 2					
Subcontract 3					
Total identical to heading 1.A.4 in Table 1					EUR

Details for table 1.A.5: Distribution of Direct costs of Conferences and Seminars

For each subheading, please provide details in the corresponding table below.

- 1.A.5.a - Organisation costs
Such as rent of rooms, rent or purchase of materials, interpretation booths, local transport

Description	Number of items (a)	Cost per item (EUR) (b)	Total cost (a x b)
Total			EUR

- 1.A.5.b - Travel and subsistence costs of participants and speakers

Purpose of journey	Number of return journeys (a)	Average travel costs per return journey(EUR) (b)	Average subsistence costs (accommodation + meals) per day (EUR) (c)	Number of days' subsistence (d)	Total cost (a x b)+(c x d)
Total					EUR

- 1.A.5.c – Interpreters

Description (Interpretation from / to languages)	Number of interpreters (a)	Number of days (b)	Average costs per day (EUR) (c)	Total cost (a x b x c)
From: to:				
From: to:				
From: to:				
				EUR

Two interpreters maximum per day, per language are eligible (or maximum three interpreters if more than six languages are to be used).

- 1.A.5.d – Speakers’ fees

Number of speakers (a)	Number of days (b)	Average costs per day (EUR) (c)	Total cost (a x b x c)
			EUR

The number of days should include preparation time where applicable

TOTAL costs of conferences and seminars:

Total identical to heading 1.A.5 in Table 1

EUR

Table 1.A.6: Other costs

Description	Number of items (a)	Cost per item (EUR) (b)	Total cost (a x b)
			Total identical to heading 1.A.6 in Table 1
			EUR

DETAILS FOR TABLE 1.B OTHER NON-ELIGIBLE COSTS

Table 1.B : Other Non-Eligible Costs

Description	Value
Total identical to heading 1.B in Table 1	EUR

DETAILS FOR TABLE 1.C CONTRIBUTIONS IN KIND

Table 1.C : Contributions in Kind

Description	Number of items (a)	Cost per item (EUR) (b)	Total cost (a x b)
Total identical to heading 1.C in Table 1			EUR