

## ANNEX IV

### TECHNICAL REPORT EAC-2020-0XXX

The technical report includes the main results achieved by the action. It shall describe the development, progress and achievements of the action.

It will be designed as follows: (please use the same numbering):

- a) Overall assessment of the **achievement of objectives** as compared with the planned objectives as described in annex 1
- b) Complete information on **all the different activities carried out** (qualitative evaluation of the execution of all tasks mentioned in Annex I)
- c) Overall assessment of the **results of the action**
- d) A set of all **published material** (CD, DVD, publication, reports, photographs, brochures, press releases, websites...)

**ANNEX V : FINANCIAL REPORT**

All amounts should be provided in euro

<b>Table 1 : Overview of expenditure</b>			
	Approved Budget EUR	Commission Grant Awarded EUR	Total Actual Expenditure EUR
<b>A. ELIGIBLE COSTS</b>			
A.1. Staff costs	0,00		0,00
A.2. Travel and subsistence	0,00		0,00
A.3. Equipment and materials, communication & other direct costs	0,00		0,00
A.4. Sub-contracting	0,00		0,00
A.5. Conferences and seminars	0,00		0,00
<b>TOTAL OF ELIGIBLE COSTS (A.1-A.5)</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

<b>Table 2 : Overview of revenue</b>			
	Approved Budget EUR	Commission Grant Awarded EUR	Actual Funding EUR
<b>B. RECEIPTS</b>			
B.1. Grant requested from the Commission	0,00	0,00	0,00
B.2. Income generated by the action	0,00		0,00
B.3. Financial Contribution from third parties	0,00		0,00
B.4. Financial Contribution of the beneficiary (own resources)	0,00		0,00
<b>TOTAL Revenue</b>	<b>0,00</b>		<b>0,00</b>
<b>B. OTHER REVENUE</b>			
	0,00		0,00
B.2. Other Financial Contributions from third parties	0,00		0,00
<b>TOTAL OF OTHER REVENUE</b>	<b>0,00</b>		<b>0,00</b>

**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**

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(*)			
<b>Total (identical to item A.1 of table 1)</b>			

(\*) 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, communications & other direct costs**

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**

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 A.4 in Table 1					EUR

**Details for table 1.A.5: 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)
			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)
					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 A.5 in Table 1

EUR
-----