

ANNEX IV & V

TECHNICAL IMPLEMENTATION REPORT AND FINANCIAL STATEMENT TO BE SUBMITTED

The beneficiary shall submit **two copies** of the final report **within two months of the end of the period of eligibility as specified in Article I.2.2** in English, of the main results achieved.

The final report shall comprise two parts:

1) Technical implementation report, describing the development, progress and achievements of the action:

The technical report must include all the different sections (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,...)

2) Financial statement giving details of the eligible costs incurred in carrying out the activities in accordance with the conditions set down in this agreement and its annexes.

- a) Final Financial Statement in accordance with the model attached herewith. The final financial statement will be established solely on the basis of the model attached herewith. Any other presentation will be rejected.
- b) A list of supporting documents relating to the receipts (if applicable) in the beneficiary's accounts for the period of eligibility covered by the agreement in accordance with the model 2b) attached herewith.
- c) A list of supporting documents relating to the expenditure in the beneficiary's accounts for the period of eligibility covered by the agreement in accordance with the model included in the call.

2.a) FINAL FINANCIAL STATEMENT MODEL

Budget summary: Budget incurred in carrying out the project			
A: EXPENDITURE (eligible costs)	EUROS	B : REVENUE (funding)	EUROS
A.1) Staff costs		B.1) Grant requested from the Commission	
A.2) Travel and subsistence		B.2) Income generated from the action	
A.3) Equipment & material, communication and other direct costs		B.3) Financial contribution from third parties	
A.4) Sub-contracting		B.4) Financial contribution of the beneficiary (own resources)	
A.5) Conferences and seminars			
A.6) Indirect costs (overheads up to 7%)			
TOTAL ELIGIBLE COSTS		TOTAL REVENUE	

2.b) STATEMENT OF THE RECEIPTS

Receipts: Please list the receipts (if applicable) in your accounts for the activities covered by the agreement.

Action	Period	concept	Euros

Signature

Certified true and correct,

Signature :

Date :

Name and position :