

Nota Bene

The beneficiary(ies) alone is responsible for ensuring that the financial information provided in these tables is correct.

Forecast budget and follow-up

In accordance with Article 15.3 of the General Conditions a forecast budget for the subsequent reporting period or for the remaining period (if shorter) must be provided with any request for payment of further pre-financing instalment.

Interim Report & Final Report

Additional information on expenditure incurred in local or other currencies than the euro (or the currency of the Contract) may be asked by the Contracting Authority

Addenda and use of contingencies

To be filled in case of an addendum and/or when contingencies are used.

ROUNDINGS

Figures have to be rounded to the nearest euro cent

Addenda or use of contingencies

Contract No
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)

	Budget as per contract/last addendum signed				Use of contingencies/ addenda	Budget as per new addendum signed (Only to be completed when an amendment is necessary)			
Expenditures	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)		Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)
			(a)	(b)				(a)	(b)
1. Human Resources									
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)									
1.1.1 Technical	Per month					Per month			
1.1.2 Administrative/support staff	Per month					Per month			
1.2 Salaries (gross amounts incl social sec charges and other related costs, expat/int. staff)	Per month					Per month			
1.3 Per diems for missions/travel									
1.3.1 Abroad (staff assigned to the Action)	Per diem					Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem					Per diem			
1.3.3 Seminar/conference participants	Per diem					Per diem			
Subtotal Human Resources									
2. Travel									
2.1. International travel	Per flight					Per flight			
2.2 Local transportation	Per month					Per month			
Subtotal Travel									
3. Equipment and supplies									
3.1 Purchase or rent of vehicles	Per vehicle					Per vehicle			
3.2 Furniture, computer equipment									
3.3 Machines, tools, etc.									
3.4 Spare parts/equipment for machines, tools									
3.5 Other (please specify)									
Subtotal Equipment and supplies									
4. Project office									
4.1 Vehicle costs	Per month					Per month			
4.2 Office rent	Per month					Per month			
4.3 Consumables - office supplies	Per month					Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month					Per month			
Subtotal Project office									
5. Other costs, services									
5.1 Publications									
5.2 Studies, research									
5.3 Expenditure verification/Audit									
5.4 Evaluation costs									
5.5 Translation, interpreters									
5.6 Financial services (bank guarantee costs etc.)									
5.7 Costs of conferences/seminars									
5.8 Visibility actions									
Subtotal Other costs, services									
6. Other									
Subtotal Other									
7. Subtotal direct eligible costs of the Action (1-6)									
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)									
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+ 8)									
10.1 Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)									
10.2 Volunteers´ work	Per day					Per day			
11. Total eligible costs (9+10)									

12. - Taxes									
- Contributions in kind									
13. Total accepted costs of the Action (11+12)									

Forecast Budget & follow-up	Contract No				Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)					
					Real Previous Period	Following period (dd/mm/yyyy-dd/mm/yyyy)				
	Previous period (dd/mm/yyyy-dd/mm/yyyy)									
	Forecast					Forecast				
Expenditures	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)	Total Cost (in EUR)	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)	
1. Human Resources										
1.1 Salaries (gross amounts, local staff)										
1.1.1 Technical	Per month					Per month				
1.1.2 Administrative/ support staff	Per month					Per month				
1.2 Salaries (gross amounts, expat/int. staff)	Per month					Per month				
1.3 Per diems for missions/travel										
1.3.1 Abroad (staff assigned to the Action)	Per diem					Per diem				
1.3.2 Local (staff assigned to the Action)	Per diem					Per diem				
1.3.3 Seminar/conference participants	Per diem					Per diem				
Subtotal Human Resources										
2. Travel										
2.1. International travel	Per flight					Per flight				
2.2 Local transportation	Per month					Per month				
Subtotal Travel										
3. Equipment and supplies										
3.1 Purchase or rent of vehicles	Per vehicle					Per vehicle				
3.2 Furniture, computer equipment										
3.3 Machines, tools...										
3.4 Spare parts/equipment for machines, tools										
3.5 Other (please specify)										
Subtotal Equipment and supplies										
4. Project office										
4.1 Vehicle costs	Per month					Per month				
4.2 Office rent	Per month					Per month				
4.3 Consumables - office supplies	Per month					Per month				
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month					Per month				
Subtotal Project office										
5. Other costs, services										
5.1 Publications										
5.2 Studies, research										
5.3 Expenditure verification/Audit										
5.4 Evaluation costs										
5.5 Translation, interpreters										
5.6 Financial services (bank guarantee costs etc.)										
5.7 Costs of conferences/seminars										
5.8 Visibility actions										
Subtotal Other costs, services										
6. Other										
Subtotal Other										
7. Subtotal direct eligible costs of the Action (1-6)										
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)										
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+ 8)										
10.1 Provision for contingencies (maximum 5% of 7, subtotal direct eligible costs of the Action)										
10.2 Volunteers' work	Per day					Per day				
11. Total eligible costs (9+10)										
12. - Taxes - Contributions in kind										
13. Total accepted costs of the action (11+12)										

Interim financial report:
period (dd/mm/yyyy-dd/mm/yyyy)

Contract No											
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)											
Expenditures	Budget as per contract/addendum				Reallocation	Expenditure incurred					Variation in comparison with budget/reallocation
	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)	allowed reallocation (article 9.4 of the GC)	# Units	Unit value (in EUR)	Total Cost (in EUR)	Cumulated costs (before current report) (in EUR)	Cumulated costs (from start of implementation to present report included) (in EUR)	Difference of cumulated costs till present and budget as per contract/addendum
		(a)	(b)	(c)=a*b	(r)	(a)	(b)	(c)=a*b	(d)	(f)=c+d	(g)= c (or r) - f
1. Human Resources											
1.1 Salaries (gross amounts, local staff)											
1.1.1 Technical	Per month										
1.1.2 Administrative/ support staff	Per month										
1.2 Salaries (gross amounts, expat/int. staff)	Per month										
1.3 Per diems for missions/travel											
1.3.1 Abroad (staff assigned to the Action)	Per diem										
1.3.2 Local (staff assigned to the Action)	Per diem										
1.3.3 Seminar/conference participants	Per diem										
2. Travel											
2.1. International travel	Per flight										
2.2 Local transportation	Per month										
Subtotal Travel											
3. Equipment and supplies											
3.1 Purchase or rent of vehicles	Per vehicle										
3.2 Furniture, computer equipment											
3.3 Machines, tools, etc.											
3.4 Spare parts/equipment for machines, tools											
3.5 Other (please specify)											
Subtotal Equipment and supplies											
4. Project office											
4.1 Vehicle costs	Per month										
4.2 Office rent	Per month										
4.3 Consumables - office supplies	Per month										
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month										
Subtotal Project office											
5. Other costs, services											
5.1 Publications											
5.2 Studies, research											
5.3 Expenditure verification/Audit											
5.4 Evaluation costs											
5.5 Translation, interpreters											
5.6 Financial services (bank guarantee costs etc.)											
5.7 Costs of conferences/seminars											
5.8 Visibility actions											
Subtotal Other costs, services											
6. Other											
Subtotal Other											
7. Subtotal direct eligible costs of the Action (1-6)											
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)											
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+ 8)											
10.1 Not applicable											
10.2 Volunteers´ work	Per day										
11. Total eligible costs (9+10)											
12. - Taxes - Contributions in kind											
13. Total accepted costs of the action (11+12)											

Final financial report: period (dd/mm/yyyy-dd/mm/yyyy)	Contract No												
	Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)												
	Budget as per contract/addendum				Reallocation	Expenditure incurred					Variations in comparison with initial budget/addendum		
	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)	Reallocation allowed (Article 9.4 of the General Conditions)	# Units	Unit value (in EUR)	Total Cost (in EUR)	Cumulated costs (before current report) (in EUR)	Cumulated costs (from start of implementation to present report included) (in EUR)	In absolute value in EUR	In %	Explanation for all variations
	(a)	(b)	(c)=a*b		(a)	(b)	(c)=a*b	(d)	(f)=c+d				
1. Human Resources													
1.1 Salaries (gross amounts, local staff)													
1.1.1 Technical	Per month												
1.1.2 Administrative/ support staff	Per month												
1.2 Salaries (gross amounts, expat/int. staff)	Per month												
1.3 Per diems for missions/travel													
1.3.1 Abroad (staff assigned to the Action)	Per diem												
1.3.2 Local (staff assigned to the Action)	Per diem												
1.3.3 Seminar/conference participants	Per diem												
2. Travel													
2.1. International travel	Per flight												
2.2 Local transportation	Per month												
Subtotal Travel													
3. Equipment and supplies													
3.1 Purchase or rent of vehicles	Per vehicle												
3.2 Furniture, computer equipment													
3.3 Machines, tools, etc.													
3.4 Spare parts/equipment for machines, tools													
3.5 Other (please specify)													
Subtotal Equipment and supplies													
4. Project office													
4.1 Vehicle costs	Per month												
4.2 Office rent	Per month												
4.3 Consumables - office supplies	Per month												
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month												
Subtotal Project office													
5. Other costs, services													
5.1 Publications													
5.2 Studies, research													
5.3 Expenditure verification/Audit													
5.4 Evaluation costs													
5.5 Translation, interpreters													
5.6 Financial services (bank guarantee costs etc.)													
5.7 Costs of conferences/seminars													
5.8 Visibility actions													
Subtotal Other costs, services													
6. Other													
Subtotal Other													
7. Subtotal direct eligible costs of the Action (1-6)													
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)													
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+ 8)													
10.1 Not applicable													
10.2 Volunteers' work		Per day											
11. Total eligible costs (9+10)													
12. - Taxes - Contributions in kind													
13. Total accepted costs of the action (11+12)													

Final sources of funding

		Amount
		EUR
Applicant contribution		
Other contributions (other Donors etc)		
Name	Conditions	
Revenue from the Action		
To be inserted if applicable and allowed by the guidelines:		
In-kind contribution		
Volunteers´ work		

List of Pending payments (above 500 EUR)

Please list the following details: Name of the provider, Object of the contract (Final Audit, Works execution guarantee...), Amount in €, Due date, Reference document (Date and number of Invoice/ contract), Explanation and comments (why still not paid?)

Name of the provider	Object of the contract	Amount in EUR	Due date	Reference document	Explanation and comments

We herewith commit to refund to the European Union, according to art. 18 of the General Conditions, any amount for which proof of payment cannot be provided upon request after the due date, unless reasonable justification is provided.

Signed

