

**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

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**Interim Report & Final Report**

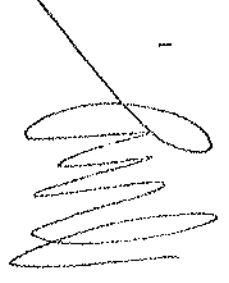
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Contract No  
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)

Forecast Budget & follow-up

Expenditures	Previous period (dd/mm/yyyy-dd/mm/yyyy)				Following period (dd/mm/yyyy-dd/mm/yyyy)			
	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)
<b>1. Human Resources</b>								
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, expatriate staff)	Per month				Per month			
1.3 Per diems for missions/travel	Per diem				Per diem			
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			
<b>Subtotal Human Resources</b>								
<b>2. Travel</b>								
2.1 International travel	Per flight				Per flight			
2.2 Local transportation	Per month				Per month			
<b>Subtotal Travel</b>								
<b>3. Equipment and supplies</b>	Per vehicle				Per vehicle			
3.1 Purchase or rent of vehicles								
3.2 Furniture, computer equipment								
3.3 Machines, tools								
3.4 Spare parts/equipment for machines, tools								
3.5 Other (please specify)								
<b>Subtotal Equipment and supplies</b>								
<b>4. Local office</b>								
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			
<b>Subtotal Local office</b>								
<b>5. Other costs, services</b>								
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								
<b>Subtotal Other costs, services</b>								
<b>6. Other</b>								
<b>Subtotal Other</b>								
<b>7. Subtotal direct eligible costs of the Action (1-6)</b>								
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)								
<b>9. Total eligible costs of the Action (7+8)</b>								
10. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)								
<b>11. Total eligible costs (9+10)</b>								
<b>12. - Taxes</b>								
<b>13. Total accepted costs of the action (11+12)</b>								

# Addenda or use of contingencies

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

Expenditures	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)			
	Unit	# Units (a)	Unit value (in EUR) (b)	Total Cost (in EUR) (a)*(b)		Unit	# Units (a)	Unit value (in EUR) (b)	Total Cost (in EUR) (a)*(b)
<b>1. Human Resources</b>									
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)									
1.1.1 Technical	Per month								
1.1.2 Administrative/support staff	Per month								
1.2 Salaries (gross amounts incl social sec charges and other related costs, 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								
<b>Subtotal Human Resources</b>									
<b>2. Travel</b>									
2.1 International travel	Per flight								
2.2 Local transportation	Per month								
<b>Subtotal Travel</b>									
<b>3. Equipment and supplies</b>									
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)									
<b>Subtotal Equipment and supplies</b>									
<b>4. Local office</b>									
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								
<b>Subtotal Local office</b>									
<b>5. Other costs, services</b>									
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									
<b>Subtotal Other costs, services</b>									
<b>6. Other</b>									
<b>Subtotal Other</b>									
<b>7. Subtotal direct eligible costs of the Action (1-6)</b>									
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)									
<b>9. Total eligible costs of the Action (7+8)</b>									
10. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)									
<b>11. Total eligible costs (9+10)</b>									
12. - Taxes									
- Contributions in kind									
<b>13. Total accepted costs of the Action (11+12)</b>									

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

Budget as per contract/addendum				Reallocation	Expenditure incurred			
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)
	(a)	(b)	(c)=a*b		(a)	(b)	(c)=a*b	(d)
<b>Expenditures</b>								
<b>1. Human Resources</b>								
1.1 Salaries (gross amounts, local staff)								
1.1.1 Technical								
1.1.2 Administrative/ support staff								
1.2 Salaries (gross amounts, expat/int. staff)								
1.3 Per diems for missions/travel								
1.3.1 Abroad (staff assigned to the Action)								
1.3.2 Local (staff assigned to the Action)								
1.3.3 Seminar/conference participants								
<b>Subtotal Human Resources</b>								
<b>2. Travel</b>								
2.1 International travel								
2.2 Local transportation								
<b>Subtotal Travel</b>								
<b>3. Equipment and supplies</b>								
3.1 Purchase or rent of vehicles								
3.2 Furniture, computer equipment								
3.3 Machines, tools, etc.								
3.4 Spare parts/equipment for machines, tools								
3.5 Other (please specify)								
<b>Subtotal Equipment and supplies</b>								
<b>4. Local office</b>								
4.1 Vehicle costs								
4.2 Office rent								
4.3 Consumables - office supplies								
4.4 Other services (tel/fax, electricity/heating, maintenance)								
<b>Subtotal Local office</b>								
<b>5. Other costs, services</b>								
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								
<b>Subtotal Other costs, services</b>								
<b>6. Other</b>								
<b>Subtotal Other</b>								
<b>7. Subtotal direct eligible costs of the Action (1+6)</b>								
<b>8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)</b>								
<b>9. Total eligible costs of the Action (7+8)</b>								
<b>10. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)</b>								
<b>11. Total eligible costs (9+10)</b>								
<b>12. - Taxes</b>								
<b>- Contributions in kind</b>								
<b>13. Total accepted costs of the action (11+12)</b>								

Contract No. _____ Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)														
Final financial report: period (dd/mm/yyyy-dd/mm/yyyy)		Budget as per contract/addendum					Reallocation	Expenditure incurred				Variations in comparison with initial budget/addendum		
		Unit	# Units (a)	Unit value (in EUR) (b)	Total Cost (in EUR) (c)=a*b	Reallocation allowed (Article 9.4 of the General Conditions)	# Units (a)	Unit value (in EUR) (b)	Total Cost (in EUR) (c)=a*b	Cumulated costs (before current report) (in EUR) (d)	Cumulated costs (from start of implementation to present report included) (in EUR) (f=c+d)	In %	Explanation for all variations	
Expenditures														
1. Human Resources														
1.1 Salaries (gross amounts, local staff)														
1.1.1 Technical														
1.1.2 Administrative/ support staff														
1.2 Salaries (gross amounts, expat/int. staff)														
1.3 Per diems for missions/travel														
1.3.1 Abroad (staff assigned to the Action)														
1.3.2 Local (staff assigned to the Action)														
1.3.3 Seminar/conference participants														
Subtotal Human Resources														
2. Travel														
2.1 International travel														
2.2 Local transportation														
Subtotal Travel														
3. Equipment and supplies														
3.1 Purchase or rent of vehicles														
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. Local office														
4.1 Vehicle costs														
4.2 Office rent														
4.3 Consumables - office supplies														
4.4 Other services (tel/fax, electricity/heating, maintenance)														
Subtotal Local 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+5+6)														
8. Indirect costs (maximum 7% of 7. subtotal of direct eligible costs of the Action)														
9. Total eligible costs of the Action (7+8)														
10. Not applicable														
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		

## 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



