

Nota Bene

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

Forecast budget and follow-up

In accordance with Article 15.1 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

Contracting Authority.

Addenda and use of contingencies

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

Roundings

Figures have to be rounded to the nearest euro cent.

Interim financial report	Contract No:									
	Implementation period of the contract: dd/mm/yyyy-dd/mm/yyyy									
	Budget as per contract/amendment				Reallocation	Expenditure incurred				
	Unit	# Units	Unit rate (in EUR)	Total Cost (in EUR)	allowed reallocation (article 9.4 of the GC)	# Units	Unit rate (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)
	Expenditures									
		(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									
Subtotal Human Resources										
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. Local 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 Local office										
5. Other costs, services										
5.1 Publications										
5.2 Studies, research										
5.3 Expenditure verification										
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. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)										
9. Total direct eligible costs of the Action (7+ 8)										
10. Indirect costs (maximum 7% of 9, total direct eligible costs of the Action)										
11. Total eligible costs (9+10)										

Forecast Budget #:	Contract No.			
	Implementation period of the contract: dd/mm/yyyy-dd/mm/yyyy			
	Next reporting Period as per article 4.1 of Special Conditions			
	Forecast period: dd/mm/yyyy-dd/mm/yyyy			
Forecast				
Expenditures	Unit	# Units	Unit rate (in EUR)	Total Cost (in EUR)
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			
Subtotal Human Resources				
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...				
3.4 Spare parts/equipment for machines, tools				
3.5 Other (please specify)				
Subtotal Equipment and supplies				
4. Local 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 Local office				
5. Other costs, services				
5.1 Publications				
5.2 Studies, research				
5.3 Expenditure verification				
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)				
10. Indirect costs				
11. Total eligible costs				

Requested pre-financing (in accordance with Article 4 of the Special Conditions and 15.1 of the General Conditions) →	
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Final financial report no.: Reporting period: dd/mm/yyyy-dd/mm/yyyy	Grant Contract No:												
	Implementation period of the contract: dd/mm/yyyy-dd/mm/yyyy												
	Budget as per contract/amendment				Reallocation	Expenditure incurred					Variations in comparison with initial budget/amendment		
	Unit	# Units	Unit rate (in EUR)	Total Cost (in EUR)	Reallocation allowed (Article 9.4 of the General Conditions)	# Units	Unit rate (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			
Expenditures													
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												
Subtotal Human Resources													
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. Local 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 Local office													
5. Other costs, services													
5.1 Publications													
5.2 Studies, research													
5.3 Expenditure verification													
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. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)													
9. Total direct eligible costs of the Action (7+8)													
10. Indirect costs (maximum 7% of 9, total direct eligible costs of the Action)													
11. Total eligible costs (9+10)													

Amendments or use of contingencies

Grant Contract No.:

Implementation period of the contract: dd/mm/yyyy-dd/mm/yyyy

	Budget as per contract/last amendment signed				Use of contingencies/ amendments	Budget as per new amendment requested (Only to be completed when an amendment is necessary)			
Expenditures	Unit	# Units	Unit rate (in EUR)	Total Cost (in EUR)		Unit	# Units	Unit rate (in EUR)	Total Cost (in EUR)
		(a)	(b)	(a)*(b)			(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. Local 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 Local office									
5. Other costs, services									
5.1 Publications									
5.2 Studies, research									
5.3 Expenditure verification									
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. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)									
9. Total direct eligible costs of the Action (7+8)									
10. Indirect costs (maximum 7% of 9, total direct eligible costs of the Action)									
11. Total eligible costs (9+10)									

Final sources of funding

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

List of Pending payments (above 500€)

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 €	Due date	Reference document	Explanation and comments

We herewith commit to refund to ICMPD, 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

List of Expenditure

Reported expenditures[illegible]