

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)			Forecast			Real Previous period			Following period (dd/mm/yyyy-dd/mm/yyyy)			
	Unit	# Units	Total Cost (in EUR)	Unit value (in EUR)	Total Cost (in EUR)	Unit	# Units	Unit value (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												
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	Per diem												
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/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 (7+8)													
10. Provision for contingency reserve (maximum 5% of 7. subtotal of direct eligible costs of the Action)													
11. Total eligible costs (9+10)													
12. - Taxes													
- Contributions in kind													
13. Total accepted costs of the action (11+12)													

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)	Unit	# Units (a)	Unit value (in EUR)	Unit	# Units (a)	Total Cost (in EUR)
			(b)			(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, expatriat. 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									
2.2 Local transportation	Per flight						Per flight		
Subtotal Travel	Per month						Per month		
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/fix, 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/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 (7+8)									
10. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)									
11. Total eligible costs (9+10)									
12. - Taxes									
- Contributions in kind									
13. Total accepted costs of the Action (11+12)									

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

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

Expenditures

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)	Cumulated costs (from start of implementation to present report) (in EUR)
	(a)	(b)	(c)=a*b		(a)	(b)	(c)=a*b	(d)	(e)=c+d
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 (1-6)									
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. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)									
11. Total eligible costs (9+10)									
12. - Taxes									
- Contributions in kind									
13. Total accepted costs of the action (11+12)									

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

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

Expenditures

Expenditures	Budget as per contract/addendum			Reallocation allowed (Article 9.4 of the General Conditions)	Expenditure incurred				Variations in comparison with initial budget/addendum			
	Unit	# Units (a)	Unit value (in EUR) (b)		Total Cost (in EUR) (c)=a*b	# Units (e)	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
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	Per diem											
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/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 (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

