

**Nota Bene**

The beneficiary alone is responsible for the correctness of the financial information provided in these tables.

**Forecast budget and follow-up:**

In accordance with article 15.1 of the General Conditions a forecast budget for the subsequent 12 months period or of the remaining period (if it is shorter) have to be provided with any request for payment of further pre-financing instalment.

**Interim Report & Final Report**

Expenses: for each currency in which the budget has been implemented during the specific reporting period (including the € where the exchange FX rate into € will be = 1 ) the report will: have a set of four columns (numbers of units, unit cost in FX, total cost in FX, total cost in €) so per each currency a set of four columns will be inserted establish the exchange rates (local currency > €) to be used by having, for the period, the simple arithmetical average of the InforEuro exchange rate (i.e. sum the exchange rates of the months of the reporting period and divide the sum by the number of months)  
To ease the preparation of the reports, indications are provided on the relevant columns, FX= foreign currency

**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

Forecast Budget & follow-up									
Contract n°									
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)									
Previous period (dd/mm/yyyy-dd/mm/yyyy)					Real Previous Period	Following period (dd/mm/yyyy-dd/mm/yyyy)			
Forecast						Forecast			
Expenditures	Unit	# Units	Unit cost (in EUR)	Costs (in EUR)	Costs (in EUR)	Unit	# Units	Unit cost (in EUR)	Costs (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. 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 Auditing costs									
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. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)									
11. Total eligible costs (9+10)									
12. Taxes									
13. Total accepted costs of the action (11+12)									

# Addenda or use of contingencies

Contract n°  
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 <sup>1</sup>			
Expenditures	Unit	# Units (a)	Unit cost (in EUR) (b)	Costs (in EUR) (a)*(b)		Unit	# Units (a)	Unit cost (in EUR) (b)	Costs (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					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			
<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>									
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)									
<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 Evaluation costs costs									
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. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)									
<b>9. Total direct eligible costs of the Action (7+ 8)</b>									
10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)									
<b>11. Total eligible costs (9+10)</b>									
12. Taxes									
<b>13. Total accepted costs of the Action (11+12)</b>									

<sup>1</sup> Only to be completed when an amendment is necessary.

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

Contract n°													
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)													
Interim financial report: period (dd/mm/yyyy-dd/mm/yyyy)													
Budget as per contract/addendum					Reallocation	Expenditures incurred							
Expenditures	Unit	# Units	Unit cost (in EUR)	Costs (in EUR)	allowed reallocation (article 9.2 of the GC)	Per currency				Total for the period in EUR		Cumulated costs (before current report) (in EUR)	Cumulated costs (from start of implementation to present report included) (in EUR)
						Name of currency n°1				Total cost (in EUR)	Units total # for all currencies		
						Exchange rate of the period (dd/mm/yyyy-dd/mm/yyyy):							
						# Units	Unit cost (in currency n°1)	Total cost (in currency n°1)	Fx-rate <sub>i</sub>				
		(a)	(b)	(a)*(b)		(d <sub>i</sub> )	(e <sub>i</sub> )	(f <sub>i</sub> )=(d1)*(e1)	(g <sub>i</sub> )= (f <sub>i</sub> )*(Fx-rate <sub>i</sub> )	Sum (d <sub>i</sub> +d <sub>n</sub> )	(h)= Sum (g <sub>i</sub> +g <sub>n</sub> )	(i)	(h)+(i)
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...													
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 Auditing costs													
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. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)													
11. Total eligible costs (9+10)													
12. Taxes													
13. Total accepted costs of the action (11+12)													
Bank interests on EU/ EDF contribution yielded during the period: ( see article 15.9 of the General Conditions).													
						Per currency				Total for the period in EUR		Cumulated costs (before current report) (in EUR)	
						Amount in currency n°1		Amount in EUR					

Final financial report: period (dd/mm/yyyy-dd/mm/yyyy)	Contract n°																	
	Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)																	
	Budget as per contract/addendum				Reallocation	Expenditures incurred								Variations in comparison with initial budget/addendum				
	Expenditures	Unit	# Units	Unit cost (in EUR)	Costs (in EUR)	allowed reallocation (article 9.2 of the General Conditions)	Per currency Name of currency n°1 (dd/mm/yyyy-dd/mm/yyyy):				Total for the period 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	
					Exchange rate of the period		# Units	Unit cost (in currency n°1)	Total cost (in currency n°1)	Fx-rate <sub>1</sub>	Total cost (in EUR)	Units total # for all currencies	Total cost of the period (in EUR)					
	(a)		(b)	(a)*(b)		(d <sub>1</sub> )	(e <sub>1</sub> )	(f1)=(d1)*(e1)	(g <sub>1</sub> )= (f <sub>1</sub> )*(Fx-rate <sub>1</sub> )	Sum (d <sub>1</sub> →d <sub>n</sub> )	(h)= Sum (g <sub>1</sub> →g <sub>n</sub> )	(i)	(h)+(i)					
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																	
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4.3 Consumables - office supplies	Per month																	
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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)																		
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11. Total eligible costs (9+10)																		
12. Taxes																		
13. Total accepted costs of the action (11+12)																		
Bank interests on EU/EDF contribution yielded during the period: ( see article 15.9 of the General Conditions)																		
Per currency										Total for the period in EUR		Cumulated costs (before current report) (in EUR)	Cumulated costs (from start of implementation to present report included) (in EUR)					
Amount in currency n°1										Amount in EUR								
0										0								

## Final sources of funding

		Amount
		EUR
Applicant contribution		
Other contributions (other EU Funds or EU Member States etc)		
<i>Name</i>	<i>Conditions</i>	
Revenue from the Action		
To be inserted if applicable and allowed by the guidelines:		
In-kind contribution		
Interests from prefinancing ( see article 15.9 of the General Conditions)		