

## General instructions

### Financial Statement

Cells highlighted in yellow will be automatically filled in with information from the Personnel, Subcontracting, Other direct costs and Equipment tabs

Please fill in the empty white cells

DO NOT forget to fill in REQUESTED EU CONTRIBUTION (cell F27) - can be equal or lower to the Maximum EU contribution (cell F25)

It is only necessary to print the Financial Statement tab of this document when submitting the final signed original to the GSA.

### Adjustment Financial Statement

YES - only if you declare costs related to the previous reporting period

### Other sheets

All fields have to be filled in

Data from yellow header columns in the cost tabs are automatically put in the Financial Statement tab

### Exchange rates

1/ Beneficiaries with accounting established **in euro** must convert costs incurred in another currency into euro **according to their usual accounting practices**.

2/ Beneficiaries with accounting established in a currency **other than the euro** must convert the costs recorded in their accounts into euro, at the **average of the daily exchange rates** published in the C series of the Official Journal of the European Union, **calculated over the corresponding reporting period**.

Step 1 — Go to the ECB website:

<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

Step 2 — Click on the chart icon for the related currency.

Step 3 — Choose the 'HTML5 version' which appears under the name of the currency in the top-left corner (if applicable)

Step 4 — Insert the starting date of the reporting period in the field 'from' and the end date of the reporting period in the field 'to'. The average for the period will appear above the chart.

3/ If **no daily euro exchange rate is published** in the Official Journal of the European Union for the currency in question, they must be converted at the average of the **monthly accounting rates published on the Commission's website**:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)

## Personnel costs

Please fill in the name of each employee working on the project and select from the drop down menu the cost category (employee or consultant)

### Calculation of Personnel costs per Staff member:

The total personnel costs per staff member = daily (hourly) rate \* number of days (hours) worked on the project (according to time recording system)

Daily (hourly) rate = Personnel costs of the closed financial year per person / Annual productive working time (days / hours)

*Annual productive working time (days /hours): time actually worked (excluding holidays, bank holidays, weekends and illness). Example of the calculation of working time:*

*Total days in a year = 365*

*Weekends = -104*

*Annual holidays = -21*

*Statutory holidays = -15*

*Illness/Others = -05*

*Working days in a year = 220*

*In this example, staff working full-time is considered to be working 220 days per year, half-time staff 110 days per year. Any substantial deviation from this indicative working time needs to be justified and explained on basis of accounting evidence or a time recording system.*

For further information: see List of minimum supporting documents, Financial Guide, Grant Agreement

### Subcontracting

Please put amount per subcontracted item, Deductible VAT not eligible

Only subcontracting costs foreseen in your Grant Agreement can be claimed

Check if declared costs fulfil the eligibility conditions stipulated in the Grant Agreement (Special Conditions and Article II.19 of General Conditions)

For supporting documents: see List of minimum supporting documents

### Other direct costs

The following costs should be declared under this category:

- Travel & Meeting costs - for travel&meeting costs only costs of people employed in the project (declared on 'Personnel costs' sheet) are eligible;
- Costs of consumables and supplies;
- Costs arising directly from requirements imposed by the grant agreement (e.g.. audits for certificates on financial statements)
- Duties, taxes and charges paid by the beneficiary (non-deductible VAT)

Deductible VAT is not eligible, see List of Eligible costs in Art. II.19, see also List of minimum supporting documents and Financial guide

### Equipment

Check eligibility conditions stipulated in the Grant Agreement (Special Conditions and Article II.19 of General Conditions), especially for the eligibility of full costs of equipment and calculation depreciation costs

If you claim depreciation costs fill in:

- The expected life of equipment
- The period of use of the project (during the respective project period)
- The % of effective use of the equipment (if the equipment was not used exclusively for the action relative to its full potential use)

For supporting documents: see List of minimum supporting documents

### Financial support to 3rd parties

Eligible only if foreseen in the Grant Agreement



FINANCIAL STATEMENT

Project Title / Action name		Beneficiary Name (short)	
Grant Agreement number			
Adjustment Statement for previous period?	NO	Period	

Eligible costs\* of the action and EU Contribution (Table 1)

\* Please refer to the Grant Agreement (Special Conditions and Article II.19 General Conditions)

	Direct costs (EUR) A	Indirect costs (EUR) B	Total costs (EUR) C = A + B	Maximum EU Contribution (EUR) D = 70% x C
<b>Direct costs</b>		Declared on the basis of flat rate of 7% of Personnel, Equipment and Other direct costs		Maximum EU Contribution at the maximum reimbursement rate of 70% of total costs
1. Personnel costs	0.00 €	0.00 €	0.00 €	0.00 €
2. Equipment	0.00 €	0.00 €	0.00 €	0.00 €
3. Other direct costs	0.00 €	0.00 €	0.00 €	0.00 €
4. Subcontracting	0.00 €	Not applicable	0.00 €	0.00 €
5. Costs of financial support to 3rd parties	Not applicable in this call for proposals			
<b>SUBTOTAL</b>	0.00 €	0.00 €	0.00 €	0.00 €
<b>Total direct costs</b>	0.00 €			
<b>Total indirect costs</b>		0.00 €		
<b>Total costs</b>			0.00 €	
<b>Maximum EU Contribution</b>				0.00 €
<b>REQUESTED EU CONTRIBUTION**</b>				

\*\* up to maximum EU contribution

Estimated expenditure of the action (Table 2)

Expenditure	Amount
1. Total eligible costs	0.00 €
2. Other costs necessary for the implementation of the action, not declared as eligible costs	0.00 €
<b>Total expenditure</b>	<b>0.00 €</b>

Estimated revenue of the action (Table 3)

Revenue	Amount
1. Requested EU Contribution	0.00 €
2. Income generated by the action in accordance with Art. II.25.3 (Receipts), in EUR	0.00 €
3. Financial contributions from third parties earmarked to the eligible costs in accordance with Art. II.25.3 (Receipts), in EUR	0.00 €
<b>Other revenue</b>	<b>Amount</b>
4. Financial contribution of the beneficiaries (own resources)	0.00 €
5. Other financial contributions from third parties to cover costs under section 2 of table 2	0.00 €
<b>Total revenue</b>	<b>0.00 €</b>
<b>Balanced revenue/expenditure Check (=0)</b>	<b>0.00 €</b>

Annex - Signed Declaration of honour

Beneficiary's Stamp	Name of the Person(s) Authorised to sign this Financial Statement
	Date & signature







