

## 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/infoeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/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, consultant or unit costs)

### Calculation of Personnel costs per Staff member:

The total personnel costs per staff member = **{(Hourly rate multiplied by a number of actual hours worked on the action), plus for non-profit legal entities: additional remunerations to personnel assigned to the action}**.

The total number of hours declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours used for the calculations of the hourly rate. Therefore, the maximum number of hours that can be declared for the grant are:

**{Number of annual productive hours for the year minus the total number of hours declared by the beneficiaries, for that person for that year, for other EU or Euratom grants}**

The 'hourly rate' is calculated as follows:

**{actual annual personnel costs for the person divided by the number of annual productive hours}**

The beneficiaries must use the annual personnel costs and the number of annual productive hours for each financial year covered by the reporting period concerned. If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly rate of the last closed financial year available.

For the 'number of annual productive hours', the beneficiaries may choose one of the following:

- (i) **'fixed number of hours': 1720 hours** for persons working full time (or corresponding pro-rata for persons not working full time);
- (ii) **'individual annual productive hours'**: the total number of hours worked by the person in the year for the beneficiaries (annual workable hours of the person plus overtime worked minus absences). If the contract (or applicable collective labour agreement or national working time legislation) does not allow to determine the annual workable hours, this option cannot be used;
- (iii) **'standard annual productive hours'**: the standard number of annual hours generally applied by the beneficiaries for its personnel in accordance with its usual cost accounting practices. This number must be at least 90% of the 'standard annual workable hours'. If there is no applicable reference for the standard annual workable hours, this option cannot be used.

'Annual workable hours' - means the period during which the person must be working, at the employer's disposal and carrying out his/her activity or duties under the employment contract, applicable collective labour agreement or national working time legislation.

For all options, the actual time spent on parental leave by a person assigned to the action may be deducted from the number of annual productive hours.

### Important:

Activities that cannot be deducted for the calculation of the annual productive hours and that cannot be charged to the project are Sales and marketing; Preparation of proposals; Administrative time (often means "unsold" time).

**Calculation of Personnel costs on the basis of unit costs for owners of SMEs who do not receive a salary or natural persons who do not receive a salary, if applicable under the call for proposal:**

Personnel costs per person = unit rate \* number of units (day-equivalents) worked on the project (according to time recording system)

Unit rate = rate per country as stated in Annex X to Mono-beneficiary Grant Agreement and Annex XI to Multi-beneficiary Grant Agreement

The total number of day-equivalents declared in EUSPA grants, for a person for a year, cannot be higher than 215.

For further information: see List of minimum supporting documents

### Subcontracting

Please fill in the amount per subcontracted item, Deductible VAT is not eligible.

Only subcontracting costs foreseen in your Grant Agreement can be claimed.

Check if the 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

### Budget expenditure

Please fill in the budget foreseen and the costs declared in the previous reporting period if applicable.

Please justify any significant deviation, over-consumption or under-consumption of budget.

**FINANCIAL STATEMENT**

|  |           |  |  |
|--|-----------|--|--|
| <b>Project Title / Action name</b>               |           | <b>Beneficiary Name (short)</b>                            |  |
| <b>Grant Agreement number</b>                    |           | <b>Reporting Period Duration (dd/mm/yyyy - dd/mm/yyyy)</b> |  |
| <b>Adjustment Statement for previous period?</b> | <b>NO</b> | <b>Period</b>  |  |

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

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

|   | <b>Direct costs (EUR)</b>                 | <b>Indirect costs (EUR)</b>   | <b>Total costs (EUR)</b> | <b>Maximum EU Contribution (EUR)</b>  |
|---|---|---|--------------------------|---|
|   | <b>A</b>                                  | <b>B</b>  | <b>C = A + B</b>         | <b>D = 70% x C</b>  |
| <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 |
| <b>1. Personnel costs</b>                           | 0,00 €                                    | 0,00 €  | 0,00 €                   | 0,00 €  |
| <b>2. Equipment</b>                                 | 0,00 €                                    | 0,00 €  | 0,00 €                   | 0,00 €  |
| <b>3. Other direct costs</b>                        | 0,00 €                                    | 0,00 €  | 0,00 €                   | 0,00 €  |
| <b>4. Subcontracting</b>                            | 0,00 €                                    | Not applicable  | 0,00 €                   | 0,00 €  |
| <b>5. Costs of financial support to 3rd parties</b> | 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)**

| <b>Expenditure</b>  | <b>Amount</b> |
|---|---------------|
| 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)**

| <b>Revenue</b>   | <b>Amount</b> |
|--|---------------|
| 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**

|                            |  |
|----------------------------|--|
| <b>Beneficiary's Stamp</b> | <b>Name of the Person(s) Authorised to sign this Financial Statement</b> |
|                            |  |
|                            | <b>Date &amp; signature</b>  |
|                            |  |











## Budget expenditure

| -                         | Budget (as per the latest Annex II - Estimated budget) | Costs declared in P1 (interim period)   | Costs declared in P2 (final period) |
|---------------------------|--|---|-------------------------------------|
| Direct Personnel costs    |  | Please fill in the costs declared in P1 | € 0,00                              |
| Equipment                 |  | Please fill in the costs declared in P1 | € 0,00                              |
| Other direct costs        |  | Please fill in the costs declared in P1 | € 0,00                              |
| Subcontracting            |  | Please fill in the costs declared in P1 | € 0,00                              |
| Indirect Costs            | € 0,00   | € 0,00                                  | € 0,00                              |
| Total Costs               | € 0,00   | € 0,00                                  | € 0,00                              |
| Maximum EU Contribution   | € 0,00   | € 0,00                                  | € 0,00                              |
| Requested EU Contribution |  | Please fill in the costs declared in P1 | € 0,00                              |

Note: Budget cost categories to be considered 2.2 + 2.3 + 2.4 + 2.5

Note: Budget cost categories to be considered 2.1 + 2.6 + 2.7 + 2.10

Note: Budget cost category to be considered 2.8

### SPENT BUDGET / ESTIMATED BUDGET

| -                         | PERIOD 1 | PERIOD 2 | TOTAL | Comments<br><i>please justify any significant deviations (+/-)</i> |
|---------------------------|----------|----------|-------|--|
| Direct Personnel costs    | 0%       | 0%       | 0%    |  |
| Equipment                 | 0%       | 0%       | 0%    |  |
| Other direct costs        | 0%       | 0%       | 0%    |  |
| Subcontracting            | 0%       | 0%       | 0%    |  |
| Indirect Costs            | 0%       | 0%       | 0%    |  |
| Total Costs               | 0%       | 0%       | 0%    |  |
| Maximum EU Contribution   | 0%       | 0%       | 0%    |  |
| Requested EU Contribution | 0%       | 0%       | 0%    |  |

### ESTIMATED BUDGET less SPENT BUDGET

| -                         | PERIOD 1 | PERIOD 2 | TOTAL  |
|---------------------------|----------|----------|--------|
| Direct Personnel costs    | € 0,00   | € 0,00   | € 0,00 |
| Equipment                 | € 0,00   | € 0,00   | € 0,00 |
| Other direct costs        | € 0,00   | € 0,00   | € 0,00 |
| Subcontracting            | € 0,00   | € 0,00   | € 0,00 |
| Indirect Costs            | € 0,00   | € 0,00   | € 0,00 |
| Total Costs               | € 0,00   | € 0,00   | € 0,00 |
| Maximum EU Contribution   | € 0,00   | € 0,00   | € 0,00 |
| Requested EU Contribution | € 0,00   | € 0,00   | € 0,00 |