

ANNEX 4 : FINANCIAL STATEMENT

All amounts should be provided in **euro**

Project title	<< please fill in >>
Name of the applicant	<< please fill in >>

Grant agreement reference number **EAC-20XX-XXXX**

Maximum co-financing rate:	
Maximum amount per grant in euro	

Overview of expenditure and revenue

Overview of expenditure		
Estimated eligible costs	Approved Expenditure	Actual Expenditure
A. Personnel costs (Employees, Natural persons under direct contract, Seconded persons, SME owners and natural person beneficiaries, Volunteers)		
B. Sub-contracting costs		
C. Purchase costs (Travel and subsistence, Equipment, Other goods, seminars & conferences, works and services)		
D. Other cost categories (Financial support to third parties)		
Total direct costs (categories A - D)	- €	- €
E. Indirect costs (overheads up to 7%)		- €
Grand Total eligible costs (categories A - E)	- €	- €
Overview of revenue		
Estimated contributions	Approved Revenue	Actual Revenue
A. Grant requested from the Commission		
B. Income generated by the action		
C. Financial contribution from third parties		
D. Financial contribution of the beneficiary (own resources)		
Grand Total contributions (categories A - D)	- €	- €

This template consists of 7 tab sheets (including this one), it has embedded calculation formulas (such as sum-ups), drop down lists & other features in the template.

Column C which contains the approved expenditure and revenue has to be filled in manually.

'Section Actual Expenditure' (grey cells):

- Rows A to E are automatically filled-in when the related tab sections A to E are manually filled-in by the beneficiary.

Section 'Actual Revenue':

- Rows A to D and must be completed directly in this overview template (white cells). Please manually complete this section above.

For more information on how to fill in the template, please refer to tab 'Guidance to the applicants'.

Please note that one or more error messages will appear in the Remarks column of the budget table if one or more conditions are not met.

Please note that the budget cannot be validated until all errors are resolved.

In the absence of any remarks, a green "Budget can be validated" message will appear at the bottom of the table above.

Remarks
Remarks

as well as automatic links of the sub-total amounts to the above overview

met - please revise accordingly.

Guidance to the applicants

The (final) financial statement has to cover ALL actual eligible expenditure and revenue incurred in the framework of the action. It is composed as follows:

Expenditure categories:

- A. Personnel costs
- B. Sub-contracting costs
- C. Purchase costs
- D. Other cost categories
- E. Indirect costs

Revenue categories:

- A. Grant requested from the Commission
- B. Income generated by the project
- C. Financial contribution from third parties
- D. Financial contribution of the beneficiary (own resources)

Practically, applicants are required to fill in the 5 spreadsheets related to each expenditure category (A - E). Each spreadsheet includes specific information regarding the relevant expenditure category, which is designed to help applicants in the completion of the financial statement.

Once all the expenditure spreadsheets are completed, applicants are required to fill in section 'Actual Revenue' (categories A - D).

Furthermore:

- Expenditure category E (Indirect costs) will be reimbursed at the flat-rate of 7% of the eligible direct costs (categories A - D, except volunteers costs and exempted specific costs categories, if any).
- Revenue category A (Grant requested from the Commission) must not exceed the maximum grant amount and the co-financing rate allowed for this action, as specified in the grant agreement.
- The overall actual revenue (sum of categories A - D) must be exactly equal to the overall actual expenditure (sum of categories A - E) to ensure a balanced financial statement. **Non-balanced financial statements will not be validated.**

Each of these principles is practically explained in the relevant specific spreadsheets. Applicants who do not respect one or more of the above principles will see error messages appear as they fill in the tables.

A. Personnel costs

Specific information and guidelines regarding this expenditure category:

Please carefully read the following information, then fill in the financial statement table below.

- This expenditure category concerns the personnel employed by the beneficiary and proposed to be assigned to the project.
- For more information regarding the specific eligibility conditions of the different types of personnel, please read [Article 6](#) of the Model Grant Agreement.
- The number of days per person needs to correspond to the actual time spent by the proposed personnel on tasks directly the project. The number of day-equivalents declared in EU grants, for a person for a year, cannot be higher than 215.
- The daily rate per person needs to correspond to the beneficiary's actual cost of the personnel concerned when all aspects other advantages are taken into account (e.g. base salary, withholding taxes, social security and pension contributions, insurances of all kind). In all circumstances, the daily rate per person needs to correspond to actual payroll information and must be calculated as personnel costs for the person divided by 215.

Fill in the budget table below by completing the fields in **white**

All amounts to be provided in euro

A.1. EMPLOYEES				
Select function from drop-down list below, or choose "Other"	If "Other", please specify function	Number of persons	Number of days per person	Daily rate per person
<Select function or choose 'Other'>				
<Select function or choose 'Other'>				
<Select function or choose 'Other'>				
<Select function or choose 'Other'>				
<Select function or choose 'Other'>				
<Select function or choose 'Other'>				
<Select function or choose 'Other'>				
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<Select function or choose 'Other'>				
<Select function or choose 'Other'>				
<Select function or choose 'Other'>				
<Select function or choose 'Other'>				
Total cost				

B. Sub-contracting

Specific information and guidelines regarding this expenditure category:

Please carefully read the following information, then fill in the financial statement table below.

This expenditure category covers the costs incurred in the framework of contracts for the provision of services concluded between the beneficiary and one or more sub-contractors.

Beneficiaries that are 'contracting authorities/entities' within the meaning of the EU Directives on public procurement must also comply with the national law on public procurement.

Indicatively, this expenditure category can notably cover two kinds of costs:

- Costs related to external consultancy services, studies, or professional services in a specific field (e.g. communication and IT services)

~~- Costs related to human resources working on the project, but not directly employed by the beneficiary (e.g. freelance or interim staff, independent consultants)~~

Fill in the budget tables belows by completing the fields in *white*

All amounts to be provided in euro

Sub-contract #	Description of the service provided	Total cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
Total cost		

C. Purchase costs

Specific information and guidelines regarding this expenditure category:

Please carefully read the following information, then fill in the financial statement table below.

C.1. Purchase for travel, accommodation and subsistence must be declared as follows:

- either as unit costs in accordance with the method set out in Annex 2a if covered by Decision C(2021)35
- or otherwise as actual real costs based on the price of flight/train tickets and of accommodation and subsistence expenses.

All costs should be reasonable and in line with the beneficiary's usual practices on travel.

C.2. Equipment may include any item, tool, material or product that is deemed necessary to complete the project. Its actual cost must be declared and depreciated in accordance with international accounting standards and the beneficiary's usual accounting practices. Note also that computer or other office equipment used for the administration of the project is included under the 7% overheads (see category E. Indirect costs of the budget template) and will not be accepted as a separate eligible costs.

C.3. Other goods, seminars & conferences, works or services may include the miscellaneous costs related to the project such as e.g. cost of venues, event-catering, interpretation, speakers' fees, communication and promotion costs etc.

For some items listed under C.2. and C.3. a project utilisation rate may be requested. This utilisation rate corresponds to the level up to which the item was used for the completion of the project itself.

Fill in the budget table belows by completing the fields in **white**

All amounts to be provided in euro

C.1. TRAVEL AND SUBSISTENCE

Travel and subsistence expenses for **STAFF**

Purpose of the journey	Country of departure	Country of destination	Number of return journeys	Average travel costs per return journey	Total travel costs	Number of days' subsistence	Average subsistence costs per day	Total subsistence expenses
Total cost								

Travel and subsistence expenses for **PARTICIPANTS IN EVENTS**

Purpose of the journey	Country of departure	Country of destination	Number of return journeys	Average travel costs per return journey	Total travel costs	Number of days' subsistence	Average subsistence costs per day	Total subsistence expenses
Total cost								

C.2. EQUIPMENT

Item description	Number of items	Cost per item	Project utilisation rate	Depreciation rate	Total cost
			<Select project utilisation rate>	<Select project utilisation rate>	
			<Select project utilisation rate>	<Select project utilisation rate>	
			<Select project utilisation rate>	<Select project utilisation rate>	
			<Select project utilisation rate>	<Select project utilisation rate>	
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			<Select project utilisation rate>	<Select project utilisation rate>	
			<Select project utilisation rate>	<Select project utilisation rate>	
			<Select project utilisation rate>	<Select project utilisation rate>	
Total cost					

C.3. OTHER GOODS, SEMINARS & CONFERENCES, WORKS AND SERVICES

Item description	Number of items / participants / interpreters / speakers	Cost per item / participant / interpreter / speaker	Project utilisation rate (if applicable)	Total cost
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
			<Select project utilisation rate>	
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			<Select project utilisation rate>	
Total cost				

Summary table	
C.1.a. Travel and subsistence expenses for STAFF	
C.1.b. Travel and subsistence expenses for PARTICIPANTS IN EVENTS	
C.2. Equipment	
C.3. Other Goods, Works and services	

Total Purchase costs	
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E. Indirect costs

Specific information and guidelines regarding this expenditure category:

Please carefully read the following information.

This expenditure category covers the general management expenses of the project for the beneficiary. Indirect costs will be reimbursed at the rate of 7% of the eligible direct costs (categories A - D, except volunteers costs and exempted specific costs categories, if any).

It is therefore recommended to first fill in categories A - D in order to know the maximum amount that can be requested under this expenditure category.

The overall maximum amount for indirect costs that can be requested, as calculated upon the data provided in sections A - D, is provided below:

a. Total direct eligible costs (categories A - D)	
b. Volunteers costs (category A.5)	
(a) - (b)	
Amount of indirect costs (flat-rate 7%)	

flat-rate

ow.