



PL-BY-UA
2007-2013

Financed by
the European Union



ENPI PROGRAM WSPÓŁPRACY TRANSGRANICZNEJ POLSKA-BIAŁORUŚ-UKRAINA 2007-2013

WARSZTATY Z RAPORTOWANIA I PROMOCJI

Raporty finansowe w ramach Programu

BIAŁYSTOK 27-28 WRZESIEŃ 2011



PL-BY-UA
2007-2013

Financed by
the European Union



Część finansowa – Raport okresowy

Strona tytułowa

PL-BY-UA
2007-2013

Financed by
the European Union

**Cross-border Cooperation Programme
Poland-Belarus-Ukraine 2007-2013**

Title of the project
Project №:.....

INTERRIM FINANCIAL REPORT
Report №:

Reporting period: dd/mm/yyyy - dd/mm/yyyy



PL-BY-UA
2007-2013

Financed by
the European Union



Część finansowa – Raport okresowy

Proszę przeczytać informację

Nota Bene

Beneficjent odpowiedzialny jest za poprawność finansową informacji umieszczonych w tabeli.

Prosimy o ostrożne wypełnienie wszystkich informacji finansowych umieszczonych w tabelach. Zasadniczo, JMA/JTM będzie wymagać skonsolidowanej informacji dla całego Dokumentu Implementacyjnego od Beneficjenta. Dlatego, radzi się, aby poinformować wszystkich partnerów o wymogach raportowania, terminach procesu raportowania na poziomie „Beneficjent-Partner” w celu zapobieżenia pojawieniu się jakichkolwiek przeszkód dla terminowego raportowania przez Beneficjenta.

Raport okresowy & Raport Końcowy

Wydatki: dla każdej waluty, w której budżet będzie realizowany w specyficznym okresie raportowania (włączając €, gdzie kurs wymiany FX na € wynosić będzie 1), raport będzie: składał się z czterech kolumn (liczba jednostek, koszty jednostki FX, koszty całkowite w FX, koszty całkowite w €), więc dla każdej waluty użyć należy czterech kolumn; ustalić relacje wymiany (lokalna waluta > €), która będzie używana wykorzystując informacje InforEuro miesięcznej kwoty przelicznikowej euro z poprzedniego miesiąca, dostępnej na stronie <http://ec.europa.eu.int/budget/inforeuro/index.cfm?language=en> lub <http://ec.europa.eu.int/comm/budget/inforeuro/infex.cfm?language=fr>.

Dokument „źródła finansowania” powinien być załączony do wszystkich raportów.

Zaokrąglenia

Liczby powinny być zaokrąglane do najbliższego eurocenta.



PL-BY-UA
2007-2013

Financed by
the European Union



Część finansowa – Raport okresowy

Anex A-1

Proszę wypełnić tabelę
używając wskaźników z
Wniosku Aplikacyjnego

Annex A-1 Action indicators							
Name of the Beneficiary:							
Project №:							
Title of the project:							
Reporting period:				dd/mm/yyyy-dd/mm/yyyy			
#	Project indicator*	Indicator unit	Value of indicator, described in contract	Value of indicator, achieved in reporting period	Value of indicator achieved from the Action beginning	% - indicator progress (5/3 * 100 %)	Value of indicator, planned to achieve in the next reporting period
	1	2	3	4	5	6	7
1.							
2.							
3.							
Comments							
2) Non-quantitative indicators:							
3) comments on Action impact							
Date:							
Signature of the Beneficiary's representative:							

Official stamp of the Beneficiary

* Please, fill in there all indicators mentioned in your logical framework



PL-BY-UA
2007-2013

Financed by
the European Union



Część finansowa – Raport okresowy

Anex A-2

Informacje zgodne z danymi zawartymi we Wniosku Aplikacyjnym i Warunkach Szczególnych do Umowy Grantowej

Annex A-2 Sources of funding									
Name of the Beneficiary:									
Project №:									
Title of the project:									
Reporting period:		dd/mm/yyyy-dd/mm/yyyy							
		Amount incurred in the reporting period (EUR)	Cumulated costs (before current report) (in EUR)	Cumulated costs (from start of implementation to present report included) (in EUR)	Declared amount for the project (EUR)	Progress indicator, %	Declared amount (%)		
		(a)	(b)	(c)=a+b	(d)	(e) = c/d*100%			
1 Applicant's financial contribution									
Partner's 1 financial contribution etc									
2 Commission/EDF contribution sought in this application									
3 Contribution(s) from other European Institutions or EU Member States									
Name		Conditions							
4 Contributions from other organisations:									
Name		Conditions							
TOTAL CONTRIBUTIONS									
Direct revenue from the Action									
Interests from prefinancing									
OVERALL TOTAL									
Date:									
Signature of the Beneficiary's representative:									

Official stamp of the Beneficiary



PL-BY-UA
2007-2013

Financed by
the European Union



Część finansowa – Raport okresowy

Anex A-3

Koszty poniesione w okresie raportowania oraz od początku wdrażania projektu

Annex A-3 Eligible cost of the Action	
Name of the Beneficiary:	
Project №:	
Title of the project:	
Reporting period:	dd/mm/yyyy-dd/mm/yyyy
	Action costs incurred in the reporting period
Total costs in EUR	0,00
	Action cost from the beginning of the Action
Total costs in EUR	0,00
Date:	
Signature of the Beneficiary's representative:	

Official stamp of the Beneficiary



Część finansowa – Raport okresowy

Anex A-4

Prognoza płatności w Projekcie

Annex A-4 Forecast timetable of Action payments																	
Name of the Beneficiary:																	
Project №:																	
Title of the project:																	
Reporting period:																	
Action	Value of co-funding	Timetable of payments															
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
	(EUR)	2011	2011	2011	2011	2012	2012	2012	2012	2013	2013	2013	2013	2014	2014	2014	2014
Date:																	
Signature of the Beneficiary's representative:																	

Official stamp of the Beneficiary



Część finansowa – Raport okresowy

Anex A-5

Proszę o wpisanie wszystkich kwalifikowalnych kosztów, które pojawiły się w okresie raportowania

Expenditure	Budget as per contract/d/deadum				Redirection and use of contingencies		Expenditures incurred						Cumulated costs (before current report) (in EUR)	Cumulated costs (from start of implementation to previous report included) (in EUR)	
	Unit	# Units	Unit cost (in EUR)	Costs (in EUR)	allowed reallocation	use of contingencies	Per currency				Total for the period in EUR				
							Exchange rate for the period (dd/mm/yyyy-dd/mm/yyyy)	Name of currency n°1	Total cost (in currency n°1)	Ex-rate, Total cost (in EUR)	Units total # for all currencies	Total cost of the period (in EUR)			
(a)	(b)	(a)*(b)	(a)*(b)	(d)	(e)	(f)*(g)/(h)	(i)*(j)/(k-rate)	Sum (k+l)	Sum (m+n)	(o)	(p+q)				
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, expatriate staff)	Per month														
1.3 Per diems for missions/travel															
1.3.1 Personal (self assigned to the Action)	Per diem														
1.3.2 Local (self assigned to the Action)	Per diem														
1.3.3 Seminar/conference participants	Per diem														
Subtotal Human Resources															
2. Travel															
2.1 International travel															
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 Welfare costs	Per month														
4.2 Office rent	Per month														
4.3 Consumables - office supplies	Per month														
4.4 Other services (tel/fax, electricity/heating, co-tenancy)	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 Viability actions															
Subtotal Other costs, services															
6. Works															
Subtotal works															
7. Other															
Subtotal Other															
8. Subtotal direct eligible costs of the Action (1-7)															
9. Provision for contingency reserve (maximum 5% of 8, subtotal of direct eligible costs of the Action)															
10. Total direct eligible costs of the Action (8+9)															
11. Administrative costs (maximum 7% of 10, total direct eligible costs of the Action)															
12. Total eligible costs (10+11)															
Bank interest yielded during the period:															
										Per currency	Total for the period in EUR	Cumulated costs (before current report) (in EUR)			
										Amount in currency n°1	Amount in EUR				



Część finansowa – Raport okresowy

Anex A-5

Proszę wpisać Numer Umowy, okres wdrażania projektu, oraz okres objęty raportem.

A-5

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

Proszę wstawić dane z Budżetu – załącznika do Umowy Grantowej – sekcja: “Budget as per contract/rider”

Expenditures	Budget as per contract/addendum				Reallo co
	Unit	# Units (a)	Unit cost (in EUR) (b)	Costs (in EUR) (a)*(b)	
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				
<i>Subtotal Human Resources</i>					
2. Travel					
2.1. International travel					
2.2 Local transportation	Per month				
<i>Subtotal Travel</i>					

Contract n°

Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)

Unit

Units

Unit cost (in
EUR)

Costs
(in EUR)

allow
realloca

(a)

(b)

(a)*(b)

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

2.2 Local transportation

Per month

Subtotal Travel



Część finansowa – Raport okresowy

Anex A-5

A-5

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

Contract n°						
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)						
Expenditures	Budget as per contract/addendum			Reallocation and use of contingencies		# Units (d)
	Unit	# Units (a)	Unit cost (in EUR) (b)	Costs (in EUR) (a)+(b)	allowed reallocation	
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						
2.2 Local transportation	Per month					
Subtotal Travel						

W przypadku zmian – przesunięć między liniami budżetowymi lub wykorzystania rezerwy na nieprzewidziane wydatki proszę wpisać dane w kolumnę *Reallocation and use of contingencies*



Część finansowa – Raport okresowy

Anex A-6

Informacje zawarte w poszczególnych *Kartach pracy* wypełnionych w okresie raportowania

Annex A-6: Summary of Timesheets on the Action																	
Name of the Beneficiary:																	
Project №:																	
Title of the project:																	
Reporting period:		dd/mm/yyyy-dd/mm/yyyy															
#	Name of the employee	Project Partner - employer	Position	COSTS: Nr of days worked and costs incurred												Total of days	Total costs (EUR)
				month 1		month 2		month 3		month 4		month 5		etc.			
				# of days worked	Monthly salary (EUR)	# of days worked	Monthly salary (EUR)	# of days worked	Monthly salary (EUR)	# of days worked	Monthly salary (EUR)	# of days worked	Monthly salary (EUR)				
1																	
2																	
3																	
TOTAL																	
Date:																	
Signature of the Beneficiary's representative:																	

Official stamp of the Beneficiary



PL-BY-UA
2007-2013

Financed by
the European Union



Część finansowa – Raport okresowy

Anex A-7

Koszty diet poniesione w
okresie raportowania

Annex A-7: Summary of Per diems on the Action						
Name of the Beneficiary:						
Project №:						
Title of the project:						
Reporting period:		dd/mm/yyyy-dd/mm/yyyy				
#	Name of the employee	Destination (country)	Date From - To	Nr of Per diems (overnight stays)	Per diem rate	Total
1						
2						
3						
Total						
Date:						
Signature of the Beneficiary's representative:						

Official stamp of the Beneficiary



Część finansowa – Raport okresowy

Annex A-8

To jest kluczowa tabela do weryfikacji czy projekt jest wdrażany zgodnie z zasadą elastyczności budżetu (art. 9.2 Umowy Grantowej). Rezultatem tych wyliczeń może być potrzeba wnioskowania o zmiany w budżecie

Forecast Budget & follow-up	Contract n°		Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)		Costs incurred in reporting period	Cumulated costs: (from start of implementation to present report included)	Forecast for the next reporting period (dd/mm/yyyy-dd/mm/yyyy)						
	Unit	# Units	Unit cost (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			0					Per month				0
1.1.2 Administrative/ support staff	Per month			0					Per month				0
1.2 Salaries (gross amounts, expat/int. staff)	Per month			0					Per month				0
1.3 Per diems for missions/travel													
1.3.1 Abroad (staff assigned to the Action)	Per diem			0					Per diem				0
1.3.2 Local (staff assigned to the Action)	Per diem			0					Per diem				0
1.3.3 Seminar/conference participants	Per diem			0					Per diem				0
Subtotal Human Resources				0	0	0	0						0
2. Travel													
2.1. International travel				0									0
2.2 Local transportation	Per month			0					Per month				0
Subtotal Travel				0	0	0	0						0
3. Equipment and supplies													
3.1 Purchase or rent of vehicles	Per vehicle			0					Per vehicle				0
3.2 Furniture, computer equipment				0									0
3.3 Machines, tools...				0									0
3.4 Spare parts/equipment for machines, tools				0									0
3.5 Other (please specify)				0									0
Subtotal Equipment and supplies				0	0	0	0						0
4. Local office													
4.1 Vehicle costs	Per month			0					Per month				0
4.2 Office rent	Per month			0					Per month				0
4.3 Consumables - office supplies	Per month			0					Per month				0
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month			0					Per month				0
Subtotal Local office				0	0	0	0						0
5. Other costs, services													
5.1 Publications				0									0
5.2 Studies, research				0									0
5.3 Auditing costs				0									0
5.4 Evaluation costs				0									0
5.5 Translation, interpreters				0									0
5.6 Financial services (bank guarantee costs etc.)				0									0
5.7 Costs of conferences/seminars				0									0
5.8 Visibility actions				0									0
Subtotal Other costs, services				0	0	0	0						0
Expenditures:	Unit	# Units	Unit cost (in EUR)	Costs (in EUR)	Costs (in EUR)	Costs (in EUR)	Costs (in EUR)	Unit	# Units	Unit cost (in EUR)	Costs (in EUR)	Costs (in EUR)	Costs (in EUR)
6. Works													
Subtotal works				0	0	0	0						0
7. Other													
Subtotal Other				0	0	0	0						0
8. Subtotal direct eligible costs of the Action (1-7)				0	0	0	0						0
9. Provision for contingency reserve (maximum 5% of 8, subtotal of direct eligible costs of the Action)													
10. Total direct eligible costs of the Action (8+9)					0	0	0						
11. Administrative costs (maximum 7% of 10, total direct eligible costs of the Action)													
12. Total eligible costs (10+11)					0	0	0						



Część finansowa – Raport okresowy

Annex A-8

Dane zgodne z
Budżetem
załącznikiem do
Umowy Granowej

Koszty
rzeczywiście
poniesione

Prognoza na
następny
okres
raportowania

A-8

Forecast Budget & follow-up

Contract n°
Implementation period of the contract (dd/mm/yyyy-
dd/mm/yyyy)

Total budget as provided in Contract/Addendum

Costs incurred in
reporting period

Cumulated costs (from
start of implementation to
present report included)

Forecast for the next reporting period (dd/mm/yyyy-
dd/mm/yyyy)

Expenditures	Total budget as provided in Contract/Addendum				Costs incurred in reporting period	Cumulated costs (from start of implementation to present report included)	Forecast for the next reporting period (dd/mm/yyyy- dd/mm/yyyy)			
	Unit	# Units	Unit cost (in EUR)	Costs (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			0			Per month			0
1.1.2 Administrative/ support staff	Per month			0			Per month			0
1.2 Salaries (gross amounts, expat/int. staff)	Per month			0			Per month			0
1.3 Per diems for missions/travel										
1.3.1 Abroad (staff assigned to the Action)	Per diem			0			Per diem			0
1.3.2 Local (staff assigned to the Action)	Per diem			0			Per diem			0
1.3.3 Seminar/conference participants	Per diem			0			Per diem			0
<i>Subtotal Human Resources</i>				0	0	0				0



PL-BY-UA
2007-2013

Financed by
the European Union



Część finansowa – Raport okresowy

Annex A-9

Lista wydatków

A.9 LIST OF EXPENDITURES: period (dd/mm/yyyy-dd/mm/yyyy)	Contract n° Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy) Beneficiary:		dd/mm/yyyy-dd/mm/yyyy			
	Task	# Data	Unit cost (in national currency)	Costs (in national currency) (0=0)*/%	Costs (in EUR) (0/€) only	Invoice number/supporting financial document (name, number, date)
Expenditure	(a)	(b)	(c)	(d)	(e)	
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, expatriate staff)	Per month					
1.3 Per diem for mission/travel						
1.3.1 Assigned (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						
2.2 Local transportation	Per month					
Subtotal Travel						
3. Equipment and supplies *						
3.1 Furniture or rest 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 Printing 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 Viability actions						
Subtotal Other costs, services						
6. Works *						
Subtotal works						
7. Other						
Subtotal Other						
8. Subtotal direct eligible costs of the Action (1-7)						
9. Provision for contingency reserve (maximum 5% of 8, subtotal of direct eligible costs of the Action)						
10. Total direct eligible costs of the Action (8+9)						
11. Administrative costs (maximum 7% of 10, total direct eligible costs of the Action)						
12. Total eligible costs (10+11)						
Date:						
Signature of the Beneficiary's representative:						

Official stamp of the Beneficiary



Część finansowa – Raport okresowy

Annex A-9

Lista wydatków

A-9 LIST OF EXPENDITURES: period (dd/mm/yyyy-dd/mm/yyyy)	Contract n°					
	Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)					
	dd/mm/yyyy-dd/mm/yyyy					
	Beneficiary:					
Expenditures	Unit	# Units (a)	Unit cost (in national currency) (b)	Costs (in national currency) (c)=(a)*(b)	Costs (in EUR) (c)/Fx-rate	Invoice number/supporting financial document (name, number, date)
1. Human Resources						
1.1 Salaries (gross amounts, local staff)						
1.1.1 Technical						



PL-BY-UA
2007-2013

Financed by
the European Union



Załączniki do Raportu Okresowego:

Annex B – Wniosek o płatność

Annex D – Oświadczenie potwierdzające wydatki

Annex E – Raport audytora

Annex F – Kopie faktur (dotyczy wszystkich wydatków)

Annex G – Kopie Kart czasu pracy

Annex H – Kopie wszystkich dodatkowych dokumentów

(umowy z wykonawcami, umowa z audytorem etc.)

Załączniki do Raportu Okresowego cd:

Annex I – Dokumentacja przetargowa (jeśli dotyczy)

Annex J – Świadcstwa pochodzenia

Annex K – Kopie opracowań, dokumentacji wykonanej podczas seminariów, spotkań, publikacji,

Annex L – Kopie dokumentacji potwierdzającej wykonanie robót, dostaw, protokoły odbioru

Annex M – dokumentacja fotograficzna projektu, kopie artykułów prasowych, informacji internetowych etc.



PL-BY-UA
2007-2013

Financed by
the European Union



Część finansowa Raportu Końcowego

Strona tytułowa

The image shows a template for the cover page of a 'FINAL FINANCIAL REPORT'. It includes logos for PL-BY-UA (2007-2013) and the European Union. The text is centered and includes fields for the project title, project number, report number, and reporting period.

PL-BY-UA
2007-2013

Cross-border Cooperation Programme
Poland-Belarus-Ukraine 2007-2013

Title of the project
Project №:....

FINAL FINANCIAL REPORT
Report №:

Reporting period: dd/mm/yyyy - dd/mm/yyyy



PL-BY-UA
2007-2013

Financed by
the European Union



Część finansowa Raportu Końcowego

Proszę zapoznać się z informacją

Nota Bene

Beneficjent odpowiedzialny jest za poprawność finansową informacji umieszczonych w tabeli.

Prosimy o ostrożne wypełnienie wszystkich informacji finansowych umieszczonych w tabelach. Zasadniczo, JMA/JTM będzie wymagać skonsolidowanej informacji dla całego Dokumentu Implementacyjnego od Beneficjenta. Dlatego, radzi się, aby poinformować wszystkich partnerów o wymogach raportowania, terminach procesu raportowania na poziomie „Beneficjent-Partner” w celu zapobieżenia pojawieniu się jakichkolwiek przeszkód dla terminowego raportowania przez Beneficjenta.

Raport okresowy & Raport Końcowy

Wydatki: dla każdej waluty, w której budżet będzie realizowany w specyficznym okresie raportowania (włączając €, gdzie kurs wymiany FX na € wynosić będzie 1), raport będzie: składał się z czterech kolumn (liczba jednostek, koszty jednostki FX, koszty całkowite w FX, koszty całkowite w €), więc dla każdej waluty użyć należy czterech kolumn; ustalić relacje wymiany (lokalna waluta > €), która będzie używana wykorzystując informacje InforEuro miesięcznej kwoty przelicznikowej euro z poprzedniego miesiąca, dostępnej na stronie

<http://ec.europa.eu.int/budget/inforeuro/index.cfm?language=en> lub <http://ec.europa.eu.int/comm/budget/inforeuro/infx.cfm?language=fr>.

Dokument „źródła finansowania” powinien być załączony do wszystkich raportów.

Zaokrąglenia

Liczby powinny być zaokrąglane do najbliższego eurocenta.



PL-BY-UA
2007-2013

Financed by
the European Union



Cześć Finansowa Raportu Końcowego

Annex A-1

Tak jak w poprzedniej prezentacji, jednak dla całego okresu implementacji

Annex A-1 Action indicators							
Name of the Beneficiary:							
Project №:							
Title of the project:							
Reporting period:				dd/mm/yyyy-dd/mm/yyyy			
#	Project indicator*	Indicator unit	Value of indicator, described in contract	Value of indicator, achieved in reporting period	Value of indicator achieved from the Action beginning	% - indicator progress (5/3 * 100 %)	Explanation for variation (if applicable)
	1	2	3	4	5	6	7
1.							
2.							
3.							
Comments							
2) Non-quantitative indicators:							
3) comments on Action impact							
Date:							
Signature of the Beneficiary's representative:							

Official stamp of the Beneficiary

* Please, fill in there all indicators mentioned in your logical framework



PL-BY-UA
2007-2013

Financed by
the European Union



Część finansowa Raportu Końcowego

Annex A-2

Informacje zgodne z
Wnioskiem Aplikacyjnym i
Umową o dofinansowanie

Annex A-2 Sources of funding							
Name of the Beneficiary:							
Project №:							
Title of the project:							
Reporting period:		dd/mm/yyyy-dd/mm/yyyy					
		Amount incurred in the reporting period (EUR)	Cumulated costs (before current report) (in EUR)	Cumulated costs (from start of implementation to present report included) (in EUR)	Declared amount for the project (EUR)	Progress indicator, %	Declared amount (%)
		(a)	(b)	(c)=a+b	(d)	(e) = c/d*100%	
1 Applicant's financial contribution							
Partner's 1 financial contribution etc							
2 Commission/EDF contribution sought in this application							
3 Contribution(s) from other European Institutions or EU Member States							
Name		Conditions					
4 Contributions from other organisations:							
Name		Conditions					
TOTAL CONTRIBUTIONS							
Direct revenue from the Action							
Interests from prefinancing							
OVERALL TOTAL							
Date:							
Signature of the Beneficiary's representative:							

Official stamp of the Beneficiary



PL-BY-UA
2007-2013

Financed by
the European Union



Część finansowa Raportu Końcowego

Annex A-3

Wydatki poniesione w okresie raportowania (między raportem okresowym i końcowym) i od chwili rozpoczęcia Działań

Annex A-3 Eligible cost of the Action	
Name of the Beneficiary:	
Project №:	
Title of the project:	
Reporting period:	dd/mm/yyyy-dd/mm/yyyy
	Action costs incurred in the reporting period
Total costs in EUR	0,00
	Action cost from the beginning of the Action
Total costs in EUR	0,00
Date:	
Signature of the Beneficiary's representative:	

Official stamp of the Beneficiary



PL-BY-UA
2007-2013

Financed by
the European Union



Część finansowa Raportu Końcowego

Annex A-5

Expenditure	Budget as per contract/addendum			Reallocation and use of contingencies		Expenditures incurred						Variations in comparison with initial budget/ider																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
	Unit	# Units	Unit cost (in EUR)	Costs (in EUR)	amount reallocated	use of contingencies	Per currency			Total for the period in EUR		Committed costs (from current report) (in EUR)	Committed costs (from start of implementation to present report included) (in EUR)	In absolute value in EUR	In %	Explanation for all variations																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
							Exchange rate for the period (EUR/PLN)	Name of currency (PLN)	Total cost (in currency of PLN)	PLN	Total cost (in EUR)						Committed costs (from start of implementation to present report included) (in EUR)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
A4																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Contract ref: []																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Implementation period of the contract (dd/mm/yyyy - dd/mm/yyyy)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Final financial report period (dd/mm/yyyy - dd/mm/yyyy)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
<table border="1"> <thead> <tr> <th rowspan="2">Expenditure</th> <th rowspan="2">Unit</th> <th rowspan="2"># Units</th> <th rowspan="2">Unit cost (in EUR)</th> <th rowspan="2">Costs (in EUR)</th> <th rowspan="2">amount reallocated</th> <th rowspan="2">use of contingencies</th> <th colspan="3">Per currency</th> <th colspan="2">Total for the period in EUR</th> <th rowspan="2">Committed costs (from current report) (in EUR)</th> <th rowspan="2">Committed costs (from start of implementation to present report included) (in EUR)</th> <th rowspan="2">In absolute value in EUR</th> <th rowspan="2">In %</th> <th rowspan="2">Explanation for all variations</th> </tr> <tr> <th>Exchange rate for the period (EUR/PLN)</th> <th>Name of currency (PLN)</th> <th>Total cost (in currency of PLN)</th> <th>PLN</th> <th>Total cost (in EUR)</th> <th>Committed costs (from start of implementation to present report included) (in EUR)</th> </tr> </thead> <tbody> <tr> <td colspan="17">I. Human Resources</td> </tr> <tr> <td colspan="17">I.1 Salaries (gross amounts, local staff)</td> </tr> <tr> <td colspan="17">I.1.1 Salaries</td> </tr> <tr> <td colspan="17">I.1.1.1 Administrative support staff</td> </tr> <tr> <td colspan="17">I.1.1.2 Administrative support staff</td> </tr> <tr> <td colspan="17">I.1.2 Salaries (gross amounts, expatriate staff)</td> </tr> <tr> <td colspan="17">I.2 Per diems for mission/travel</td> </tr> <tr> <td colspan="17">I.3.1 Accommodation assigned to the Action</td> </tr> <tr> <td colspan="17">I.3.2 Local staff assigned to the Action</td> </tr> <tr> <td colspan="17">I.4 International conference participants</td> </tr> <tr> <td colspan="17">II. Human Resources</td> </tr> <tr> <td colspan="17">II. Local</td> </tr> <tr> <td colspan="17">II.1 International travel</td> </tr> <tr> <td colspan="17">II.2 Local transportation</td> </tr> <tr> <td colspan="17">III. Equipment and supplies</td> </tr> <tr> <td colspan="17">III.1 Purchase of land or vehicles</td> </tr> <tr> <td colspan="17">III.2 Furniture, computer equipment</td> </tr> <tr> <td colspan="17">III.3 Machines, tools</td> </tr> <tr> <td colspan="17">III.4 Items purchased for machines, tools</td> </tr> <tr> <td colspan="17">III.5 Other (please specify)</td> </tr> <tr> <td colspan="17">IV. Local office</td> </tr> <tr> <td colspan="17">IV.1 Local office</td> </tr> <tr> <td colspan="17">IV.1.1 Office costs</td> </tr> <tr> <td colspan="17">IV.1.2 Office rent</td> </tr> <tr> <td colspan="17">IV.1.3 Consumables - office supplies</td> </tr> <tr> <td colspan="17">IV.4 Other services (water, electricity/heating, telephone)</td> </tr> <tr> <td colspan="17">V. Other costs, services</td> </tr> <tr> <td colspan="17">V.1 Publications</td> </tr> <tr> <td colspan="17">V.2 Studies, research</td> </tr> <tr> <td colspan="17">V.3 Auditing costs</td> </tr> <tr> <td colspan="17">V.4 Translation costs</td> </tr> <tr> <td colspan="17">V.5 Transport, itineraries</td> </tr> <tr> <td colspan="17">V.6 Financial services (bank guarantee costs etc.)</td> </tr> <tr> <td colspan="17">V.7 Costs of conferences/seminars</td> </tr> <tr> <td colspan="17">VI. Other costs, services</td> </tr> <tr> <td colspan="17">Works</td> </tr> <tr> <td colspan="17">Other</td> </tr> <tr> <td colspan="17">Other</td> </tr> <tr> <td colspan="17">Subtotal direct eligible costs of the Action (I-VI)</td> </tr> <tr> <td colspan="17">VII. Provisions for contingency reserve (maximum 5% of subtotal of direct eligible costs of the Action)</td> </tr> <tr> <td colspan="17">VIII. Total direct eligible costs of the Action (VII-VI)</td> </tr> <tr> <td colspan="17">IX. Administrative costs (maximum 7% of VIII, total direct eligible costs of the Action)</td> </tr> <tr> <td colspan="17">X. Total eligible costs (IX+VIII)</td> </tr> <tr> <td colspan="17">From interests yielded during the period:</td> </tr> <tr> <td colspan="17">Per currency</td> </tr> <tr> <td colspan="17">Amount in currency of PLN</td> </tr> <tr> <td colspan="17">Amount in EUR</td> </tr> <tr> <td colspan="17">Total for the period in EUR</td> </tr> <tr> <td colspan="17">Committed costs (from current report) (in EUR)</td> </tr> <tr> <td colspan="17">Committed costs (from start of implementation to present report included) (in EUR)</td> </tr> </tbody> </table>																	Expenditure	Unit	# Units	Unit cost (in EUR)	Costs (in EUR)	amount reallocated	use of contingencies	Per currency			Total for the period in EUR		Committed costs (from current report) (in EUR)	Committed costs (from start of implementation to present report included) (in EUR)	In absolute value in EUR	In %	Explanation for all variations	Exchange rate for the period (EUR/PLN)	Name of currency (PLN)	Total cost (in currency of PLN)	PLN	Total cost (in EUR)	Committed costs (from start of implementation to present report included) (in EUR)	I. Human Resources																	I.1 Salaries (gross amounts, local staff)																	I.1.1 Salaries																	I.1.1.1 Administrative support staff																	I.1.1.2 Administrative support staff																	I.1.2 Salaries (gross amounts, expatriate staff)																	I.2 Per diems for mission/travel																	I.3.1 Accommodation assigned to the Action																	I.3.2 Local staff assigned to the Action																	I.4 International conference participants																	II. Human Resources																	II. Local																	II.1 International travel																	II.2 Local transportation																	III. Equipment and supplies																	III.1 Purchase of land or vehicles																	III.2 Furniture, computer equipment																	III.3 Machines, tools																	III.4 Items purchased for machines, tools																	III.5 Other (please specify)																	IV. Local office																	IV.1 Local office																	IV.1.1 Office costs																	IV.1.2 Office rent																	IV.1.3 Consumables - office supplies																	IV.4 Other services (water, electricity/heating, telephone)																	V. Other costs, services																	V.1 Publications																	V.2 Studies, research																	V.3 Auditing costs																	V.4 Translation costs																	V.5 Transport, itineraries																	V.6 Financial services (bank guarantee costs etc.)																	V.7 Costs of conferences/seminars																	VI. Other costs, services																	Works																	Other																	Other																	Subtotal direct eligible costs of the Action (I-VI)																	VII. Provisions for contingency reserve (maximum 5% of subtotal of direct eligible costs of the Action)																	VIII. Total direct eligible costs of the Action (VII-VI)																	IX. Administrative costs (maximum 7% of VIII, total direct eligible costs of the Action)																	X. Total eligible costs (IX+VIII)																	From interests yielded during the period:																	Per currency																	Amount in currency of PLN																	Amount in EUR																	Total for the period in EUR																	Committed costs (from current report) (in EUR)																	Committed costs (from start of implementation to present report included) (in EUR)																
Expenditure	Unit	# Units	Unit cost (in EUR)	Costs (in EUR)	amount reallocated	use of contingencies	Per currency			Total for the period in EUR		Committed costs (from current report) (in EUR)	Committed costs (from start of implementation to present report included) (in EUR)	In absolute value in EUR	In %	Explanation for all variations																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
							Exchange rate for the period (EUR/PLN)	Name of currency (PLN)	Total cost (in currency of PLN)	PLN	Total cost (in EUR)						Committed costs (from start of implementation to present report included) (in EUR)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
I. Human Resources																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
I.1 Salaries (gross amounts, local staff)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
I.1.1 Salaries																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
I.1.1.1 Administrative support staff																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
I.1.1.2 Administrative support staff																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
I.1.2 Salaries (gross amounts, expatriate staff)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
I.2 Per diems for mission/travel																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
I.3.1 Accommodation assigned to the Action																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
I.3.2 Local staff assigned to the Action																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
I.4 International conference participants																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
II. Human Resources																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
II. Local																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
II.1 International travel																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
II.2 Local transportation																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
III. Equipment and supplies																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
III.1 Purchase of land or vehicles																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
III.2 Furniture, computer equipment																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
III.3 Machines, tools																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
III.4 Items purchased for machines, tools																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
III.5 Other (please specify)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
IV. Local office																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
IV.1 Local office																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
IV.1.1 Office costs																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
IV.1.2 Office rent																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
IV.1.3 Consumables - office supplies																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
IV.4 Other services (water, electricity/heating, telephone)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
V. Other costs, services																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
V.1 Publications																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
V.2 Studies, research																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
V.3 Auditing costs																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
V.4 Translation costs																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
V.5 Transport, itineraries																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
V.6 Financial services (bank guarantee costs etc.)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
V.7 Costs of conferences/seminars																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
VI. Other costs, services																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Works																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Other																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Other																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Subtotal direct eligible costs of the Action (I-VI)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
VII. Provisions for contingency reserve (maximum 5% of subtotal of direct eligible costs of the Action)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
VIII. Total direct eligible costs of the Action (VII-VI)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
IX. Administrative costs (maximum 7% of VIII, total direct eligible costs of the Action)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
X. Total eligible costs (IX+VIII)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
From interests yielded during the period:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Per currency																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Amount in currency of PLN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Amount in EUR																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Total for the period in EUR																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Committed costs (from current report) (in EUR)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Committed costs (from start of implementation to present report included) (in EUR)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									

Tak samo jak w raporcie okresowym ale dla wszystkich działań (w komórce A4 czas między ostatnim raportem okresowym do daty końcowej okresu wdrażania projektu



PL-BY-UA
2007-2013

Financed by
the European Union



Część finansowa Raportu Końcowego

Annex A-6

Karty czasu pracy

Annex A-6: Summary of Timesheets on the Action																	
Name of the Beneficiary:																	
Project Nr:																	
Title of the project:																	
Reporting period:		dd/mm/yyyy-dd/mm/yyyy															
#	Name of the employee	Project Partner - employer	Position	COSTS: Nr of days worked and costs incurred												Total of days	Total costs (EUR)
				month 1		month 2		month 3		month 4		month 5		etc.			
				# of days worked	Monthly salary (EUR)	# of days worked	Monthly salary (EUR)	# of days worked	Monthly salary (EUR)	# of days worked	Monthly salary (EUR)	# of days worked	Monthly salary (EUR)				
1																	
2																	
3																	
TOTAL																	
Date:																	
Signature of the Beneficiary's representative:																	

Official stamp of the Beneficiary



PL-BY-UA
2007-2013

Financed by
the European Union



Część finansowa Raportu Końcowego

Annex A-7

Wydatki poniesione podczas
okresu raportowania – per
diems

Annex A-7: Summary of Per diems on the Action						
Name of the Beneficiary:						
Project №:						
Title of the project:						
Reporting period:		dd/mm/yyyy-dd/mm/yyyy				
#	Name of the employee	Destination (country)	Date From - To	Nr of Per diems (overnight stays)	Per diem rate	Total
1						
2						
3						
Total						
Date:						
Signature of the Beneficiary's representative:						

Official stamp of the Beneficiary



Część finansowa Raportu Końcowego

Annex A-9

Lista wydatków

4.9 LIST OF EXPENDITURES: period (dd/mm/yyyy-dd/mm/yyyy)	Contract/ Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)		dd/mm/yyyy-dd/mm/yyyy			
	Beneficiary:		Task cost (in national currency)	Costs (in national currency) (1000/100)	Costs (in EUR) (100/100)	Invoice number/supporting financial document (name, number, date)
	Task	# Units				
Expenditure	(a)	(b)	(c) = (b) * (c)	(d) = (c) / 100		
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, experts' staff)	Per month					
1.3 Per diem for mission/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						
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 (classes specific)						
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 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 Viability actions						
Subtotal Other costs, services						
6. Works *						
Subtotal works						
7. Other						
Subtotal Other						
8. Subtotal direct eligible costs of the Action (1-7)						
9. Provision for contingency reserve (maximum 5% of 8, subtotal of direct eligible costs of the Action)						
10. Total direct eligible costs of the Action (8+9)						
11. Add indicative costs (as a share 7% of 10, total direct eligible costs of the Action)						
12. Total eligible costs (10+11)						

Date:
Signature of the Beneficiary's representative: _____
Official stamp of the Beneficiary: _____

Załączniki do Raportu Końcowego:

Annex B – Wniosek o płatność

Annex C - Przeniesienie Własności

Annex D – Dokument potwierdzający wydatki

Annex E – Weryfikacje wydatków

Annex F – Kopie faktur (dla wszystkich wydatków)

Annex G – Kopie Kart Czasu Pracy

Annex H – Kopie wszystkich dodatkowych dokumentów (umowy, umowy z podwykonawcami, umowy z audytorami, etc)



Załączniki do Raportu Końcowego cd.:

Annex I – Dokumentacja przetargowa (jeśli dotyczy)

Annex J – Certyfikat pochodzenia (jeśli dotyczy)

Annex K – Kopie opracowań, dokumentacji wykonanej dla potrzeb seminariów, spotkań, publikacji

Annex L - Kopie dokumentacji potwierdzającej wykonanie robót, dostaw, protokoły odbioru

Annex M – Fotograficzna dokumentacja działań, artykuły prasowe lub internetowe, itd.



PL-BY-UA
2007-2013

Financed by
the European Union



Kurs wymiany:

➤ Zgodnie z **artykułem 15.8** Warunków Ogólnych:

„każde przeliczenie na euro kosztów realnych poniesionych w innych walutach powinno być dokonane **w relacji ustalonej na podstawie średnich kursów opublikowanych w InforEuro** dla miesięcy objętych przez właściwy raport”

W tym celu, radzimy użyć kursu wymiany InforEuro dla miesiąca, w którym wydatek został poniesiony.

Darmowy dostęp do InforEuro na stronie:

<http://ec.europa.eu.int/comm/budget/inforeuro/index.cfm?language=en>

Liczby powinny być zaokrąglone do najbliższego eurocenta!!!



Kurs wymiany :

Obliczenie średniego kursu wymiany dla UAH w raporcie:

Prosimy o obliczenie kursów dla wszystkich walut pojawiających się w twoim Projekcie!

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	
1	Dates of validity		Currency	Rate	reporting period	the average reporting rate		
2	01/01/2011	31/01/2011	EUR/UAH	10,4825				
3	01/12/2010	31/12/2010	EUR/UAH	10,5894				
4	01/11/2010	30/11/2010	EUR/UAH	11,0243				
5	01/10/2010	31/10/2010	EUR/UAH	10,665	5 months	10,4879		
6	01/09/2010	30/09/2010	EUR/UAH	9,95166				
7	01/08/2010	31/08/2010	EUR/UAH	10,2093				
8	01/07/2010	31/07/2010	EUR/UAH	9,50831				
9	01/06/2010	30/06/2010	EUR/UAH	9,68734				
10	01/05/2010	31/05/2010	EUR/UAH	10,55				
11	01/04/2010	30/04/2010	EUR/UAH	10,5926				
12	01/03/2010	31/03/2010	EUR/UAH	10,848				
13	01/02/2010	30/02/2010	EUR/UAH	11,3321				
14	01/01/2010	31/01/2010	EUR/UAH	11,4266				
15	01/12/2009	31/12/2009	EUR/UAH	11,9602				
16	01/11/2009	30/11/2009	EUR/UAH	12,013				



PL-BY-UA
2007-2013

Financed by
the European Union



Dziękujemy!

Wspólny Sekretariat Techniczny

Tel. 22 378 31 00

Email: pbu@cpe.gov.pl

www.pl-by-ua.eu