

**Annex 12 - Attachment 1**  
**Template for interim financial report**  
**EEA and Norwegian Financial Mechanisms 2009-2014**

<b>Programme summary</b>													
<b>Beneficiary State</b>	<input style="width: 95%;" type="text"/>												
<b>Programme title</b>	<input style="width: 95%;" type="text"/>												
<b>Programme number</b>	<input style="width: 95%;" type="text"/>												
<b>Planned total expenditure (euro)</b>	<input style="width: 95%;" type="text"/>												
<b>Planned total eligible expenditure (euro)</b>	<input style="width: 95%;" type="text"/>												
<b>Grant rate awarded</b>	<input style="width: 95%;" type="text"/>												
<b>Grant awarded (euro)</b>	<input style="width: 95%;" type="text"/>												
<b>Date of donor decision</b>	<input style="width: 95%;" type="text"/>												
<b>Programme planned completion date</b>	<input style="width: 95%;" type="text"/>												
<b>Programme Operator</b>													
<b>Full legal name</b>	<input style="width: 95%;" type="text"/>												
<b>Contact person</b>	<input style="width: 95%;" type="text"/>												
<b>Job title</b>	<input style="width: 95%;" type="text"/>												
<b>Address</b>	<input style="width: 95%; height: 30px;" type="text"/>												
<b>Telephone</b>	<input style="width: 95%;" type="text"/>												
<b>Mobile</b>	<input style="width: 95%;" type="text"/>												
<b>Fax</b>	<input style="width: 95%;" type="text"/>												
<b>Email</b>	<input style="width: 95%;" type="text"/>												
<b>Programme Operator signature</b>													
<p>I certify that I am duly authorised to sign this interim financial report and that the proposed expenditure described in Part B from which this interim payment is calculated is a realistic estimate of the expenditure that will actually be required by the Programme in the period referred to in Part B.</p> <p>I have thoroughly reviewed the actual expenditure incurred declared in Part A, and co-financing provided in Part B of this report, and confirm that the information provided is accurate. I confirm that this Programme is carried out as described in the Programme Agreement and that the incurred expenditure is correctly represented.</p>													
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">For the Programme Operator</td> <td style="width: 50%; text-align: center; border: none;">Optional second signature</td> </tr> </table>	For the Programme Operator	Optional second signature										
For the Programme Operator	Optional second signature												
<b>Name</b>	<input style="width: 95%; height: 20px;" type="text"/>												
<b>Signature</b>	<input style="width: 95%; height: 30px;" type="text"/>												
<b>Position</b>	<input style="width: 95%; height: 20px;" type="text"/>												
<b>Date</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center; border: none;">day</td> <td style="width: 33%; text-align: center; border: none;">month</td> <td style="width: 33%; text-align: center; border: none;">year</td> <td style="width: 33%; text-align: center; border: none;">day</td> <td style="width: 33%; text-align: center; border: none;">month</td> <td style="width: 33%; text-align: center; border: none;">year</td> </tr> <tr> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> <td style="border: 1px solid black; width: 33%; height: 20px;"></td> </tr> </table>	day	month	year	day	month	year						
day	month	year	day	month	year								

**PART A - DECLARATION OF ACTUAL EXPENDITURE INCURRED**

Interim financial report number

Start date of incurred expenditure period   End date of incurred expenditure period

Proposed expenditure for the period

	Previously incurred expenditure	Incurred expenditure this period (Jan - Oct)	Total to date
<b>Programme incurred expenditure (euro)</b>			
Eligible expenditure			
Non-eligible expenditure			
Total expenditure			

Brief description of actual expenditure incurred for the whole programme

Local Currency	
Eligible expenditure	
Non-eligible expenditure	
Total expenditure	
Exchange Rate	
1 Euro =	1,00000
Euro	
Eligible expenditure	
Non-eligible expenditure	
Total expenditure	

**PART B - STATEMENT OF PROPOSED EXPENDITURE**

**Proposed expenditure - summary**

Start date of proposed expenditure period   End date of proposed expenditure period

	Previous advance and interim payments	Interim payment this period	Total to date
<b>Programme proposed expenditure (euro)</b>			
Eligible expenditure			
<b>Contribution (Euro)</b>			
EEA / Norwegian Financial Mechanisms			
Co-financing			
Total			
Retention for final balance			

<b>Proposed expenditure - details</b>	
<p><b>Number</b> <input style="width: 50px;" type="text"/> <b>of</b> <input style="width: 50px;" type="text"/></p> <p><b>Title</b> <input style="width: 90%; border: none;" type="text" value="Programme management"/></p> <p><b>Brief description of activities to be financed</b></p>	
<b>Euro</b>	
<b>Eligible expenditure</b>	
<p><b>Number</b> <input style="width: 50px;" type="text"/> <b>of</b> <input style="width: 50px;" type="text"/></p> <p><b>Title</b> <input style="width: 90%; border: none;" type="text" value="Outcome 1"/></p> <p><b>Brief description of activities to be financed</b></p>	
<b>Euro</b>	
<b>Eligible expenditure</b>	
<p><b>Number</b> <input style="width: 50px;" type="text"/> <b>of</b> <input style="width: 50px;" type="text"/></p> <p><b>Title</b> <input style="width: 90%; border: none;" type="text" value="Outcome 2"/></p> <p><b>Brief description of activities to be financed</b></p>	
<b>Euro</b>	
<b>Eligible expenditure</b>	

	Number	<input style="width: 90%;" type="text"/>	of	<input style="width: 90%;" type="text"/>	
	Title	Outcome n			
<b>Brief description of activities to be financed</b>					
<b>Euro</b>					
<b>Eligible expenditure</b>					

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	Number	<input style="width: 90%;" type="text"/>	of	<input style="width: 90%;" type="text"/>	
	Title	Funds for bilateral relations			
<b>Brief description of activities to be financed</b>					
<b>Euro</b>					
<b>Eligible expenditure</b>					

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	Number	<input style="width: 90%;" type="text"/>	of	<input style="width: 90%;" type="text"/>	
	Title	Complementary action			
<b>Brief description of activities to be financed</b>					
<b>Euro</b>					
<b>Eligible expenditure</b>					

<b>Number</b>	<input type="text"/>	<b>of</b>	<input type="text"/>
<b>Title</b>	Reserve for exchange rate losses		
<b>Brief description of activities to be financed</b>	<div style="background-color: #e0ffff; height: 150px;"></div>		
<b>Euro</b>	<input type="text"/>		
<b>Eligible expenditure</b>	<input type="text"/>		