

Annex 12 - Attachment 2  
Template for reporting on actual incurred expenditure  
EEA and Norwegian Financial Mechanisms 2009-2014

<b>Programme summary</b>	
Beneficiary State	<input type="text"/>
Programme title	<input type="text"/>
Programme number	<input type="text"/>
Planned total expenditure (euro)	<input type="text"/>
Planned total eligible expenditure (euro)	<input type="text"/>
Grant rate awarded	<input type="text"/>
Grant awarded (euro)	<input type="text"/>
Date of donor decision	<input type="text"/>
	Programme planned completion date <input type="text"/>
<b>Programme Operator</b>	
Full legal name	<input type="text"/>
Contact person	<input type="text"/>
Job title	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

Regulations on the EEA and Nor. FMs 2009-14  
 Annex 12 – Donor partnership programmes in the area of "Research within Priority sectors" and "Bilateral Research Cooperation"  
 Attachment 2 - Template for reporting on actual incurred expenditure

**Programme Operator signature**

I have thoroughly reviewed the actual expenditure incurred described in 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.

I confirm that the information presented on the list hereinafter is correct.

	Y / N / n/a	Comments
Management and control systems set up fulfilling the general principles set out in the Regulation		
Information and publicity obligations fulfilled		
Reviews to ensure quality of implementation conducted		
Annual monitoring of a sample of projects conducted		
Separate interest-bearing bank accounts dedicated to the funds intended for regranting established and maintained		
Forecast of likely payment applications submitted		
Annual programme report(s) submitted		
Project-specific statistical data entered in the reporting database		
Interest earned on the accounts intended for regranting declared		
Special conditions and Programme-specific rules set out in the programme agreement fulfilled		
All irregularities, their investigation and any remedies taken reported		

	For the Programme Operator	Optional second signature												
<b>Name</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>												
<b>Signature</b>	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>												
<b>Position</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>												
<b>Date</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; font-size: small;">day</td> <td style="text-align: center; font-size: small;">month</td> <td style="text-align: center; font-size: small;">year</td> </tr> <tr> <td><input style="width: 30px; height: 20px;" type="text"/></td> <td><input style="width: 30px; height: 20px;" type="text"/></td> <td><input style="width: 30px; height: 20px;" type="text"/></td> </tr> </table>	day	month	year	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; font-size: small;">day</td> <td style="text-align: center; font-size: small;">month</td> <td style="text-align: center; font-size: small;">year</td> </tr> <tr> <td><input style="width: 30px; height: 20px;" type="text"/></td> <td><input style="width: 30px; height: 20px;" type="text"/></td> <td><input style="width: 30px; height: 20px;" type="text"/></td> </tr> </table>	day	month	year	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
day	month	year												
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day	month	year												
<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>												

**Certification of actual expenditure incurred**

<b>Report number</b>	<input style="width: 95%;" type="text"/>		
<b>Start date of incurred expenditure period</b>	<input style="width: 45%;" type="text"/>	<input style="width: 45%;" type="text"/>	<b>End date of incurred expenditure period</b>
<b>Actual expenditure incurred this period</b>	<input style="width: 100%;" type="text"/>		
<b>Co-financing committed to date</b>	<input style="width: 100%;" type="text"/>		

The Certifying Authority hereby certifies that:

- (i) the summary of eligible expenditure submitted by the Programme Operator is in full conformity with the supporting documents;
- (ii) the supporting documents have been examined and found to be authentic, correct and accurate;
- (iii) the summary of eligible expenditure is based on verifiable accounting which is in compliance with generally accepted accounting principles and methods;
- (iv) the summary of eligible expenditure falls within eligible expenditure under the Regulation for the implementation of the EEA / Norwegian Financial Mechanisms 2009-2014;
- (v) the summary of expenditure is incurred as part of the implementation of the Programme in accordance with the Programme Agreement;
- (vi) sufficient audit trail exists;
- (vii) when appropriate, co-financing committed to the Programme has been paid.

	For the Certifying Authority	Optional second signature
<b>Name</b>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Signature</b>	<input style="width: 95%; height: 40px;" type="text"/>	<input style="width: 95%; height: 40px;" type="text"/>
<b>Position</b>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Date</b>	day    month    year <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>	day    month    year <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>

<b>STATEMENT OF ACTUAL EXPENDITURE INCURRED</b>			
<b>Incurred expenditure - summary</b>			
Start date of incurred expenditure period			End date of incurred expenditure period
	Previously incurred expenditure	Incurred expenditure this period	Total to date
Programme incurred expenditure (euro)			
Eligible expenditure			
Non-eligible expenditure			
<b>Total expenditure</b>			

Incurred expenditure - details													
Number	<input type="text"/>	of	<input type="text"/>										
Title	<input type="text" value="Programme management"/>												
Brief description of actual expenditure incurred	<div style="background-color: #e0ffff; height: 200px;"></div>												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Local Currency</b>													
Eligible expenditure													
Non-eligible expenditure													
Total expenditure													
<b>Exchange Rate</b>													
1 Euro =	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	
<b>Euro</b>													
Eligible expenditure													
Non-eligible expenditure													
Total expenditure													

<b>Number</b>	<input type="text"/>	<b>of</b>	<input type="text"/>										
<b>Title</b>	<input type="text" value="Outcome 1"/>												
<b>Brief description of actual expenditure incurred</b>													
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Local Currency</b>													
<b>Eligible expenditure</b>													
<b>Non-eligible expenditure</b>													
<b>Total expenditure</b>													
<b>Exchange Rate</b>													
<b>1 Euro =</b>	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	
<b>Euro</b>													
<b>Eligible expenditure</b>													
<b>Non-eligible expenditure</b>													
<b>Total expenditure</b>													

<b>Number</b>	<input type="text"/>	<b>of</b>	<input type="text"/>										
<b>Title</b>	<input type="text" value="Outcome 2"/>												
<b>Brief description of actual expenditure incurred</b>													
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Local Currency</b>													
<b>Eligible expenditure</b>													
<b>Non-eligible expenditure</b>													
<b>Total expenditure</b>													
<b>Exchange Rate</b>													
<b>1 Euro =</b>	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000
<b>Euro</b>													
<b>Eligible expenditure</b>													
<b>Non-eligible expenditure</b>													
<b>Total expenditure</b>													

<b>Number</b>	<input type="text"/>	<b>of</b>	<input type="text"/>										
<b>Title</b>	<input type="text" value="Outcome n"/>												
<b>Brief description of actual expenditure incurred</b>													
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Local Currency</b>													
<b>Eligible expenditure</b>													
<b>Non-eligible expenditure</b>													
<b>Total expenditure</b>													
<b>Exchange Rate</b>													
<b>1 Euro =</b>	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	
<b>Euro</b>													
<b>Eligible expenditure</b>													
<b>Non-eligible expenditure</b>													
<b>Total expenditure</b>													



<b>Number</b>	<input type="text"/>	<b>of</b>	<input type="text"/>										
<b>Title</b>	<input type="text" value="Funds for bilateral relations"/>												
<b>Brief description of actual expenditure incurred</b>													
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Local Currency</b>													
<b>Eligible expenditure</b>													
<b>Non-eligible expenditure</b>													
<b>Total expenditure</b>													
<b>Exchange Rate</b>													
<b>1 Euro =</b>	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000
<b>Euro</b>													
<b>Eligible expenditure</b>													
<b>Non-eligible expenditure</b>													
<b>Total expenditure</b>													

<b>Number</b>	<input type="text"/>	<b>of</b>	<input type="text"/>										
<b>Title</b>	<input type="text" value="Complementary action"/>												
<b>Brief description of actual expenditure incurred</b>													
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Local Currency</b>													
<b>Eligible expenditure</b>													
<b>Non-eligible expenditure</b>													
<b>Total expenditure</b>													
<b>Exchange Rate</b>													
<b>1 Euro =</b>	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000
<b>Euro</b>													
<b>Eligible expenditure</b>													
<b>Non-eligible expenditure</b>													
<b>Total expenditure</b>													

<b>Number</b>	<input type="text"/>	<b>of</b>	<input type="text"/>										
<b>Title</b>	<input type="text" value="Reserve for exchange rate losses"/>												
<b>Brief description of actual expenditure incurred</b>													

  

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Local Currency</b>													
<b>Eligible expenditure</b>													
<b>Non-eligible expenditure</b>													
<b>Total expenditure</b>													
<b>Exchange Rate</b>													
<b>1 Euro =</b>	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	1,00000	
<b>Euro</b>													
<b>Eligible expenditure</b>													
<b>Non-eligible expenditure</b>													
<b>Total expenditure</b>													

<b>COSTS FOR PREPARATION OF PROGRAMMES</b> (applicable only in the first report)			
First date of eligibility	<input style="width: 90%;" type="text"/>	Last date of eligibility	<input style="width: 90%;" type="text"/>
Maximum amount	<input style="width: 100%;" type="text"/>		
<b>Incurred expenditure (in euro)</b>			
Salaries of staff of the Programme Operator			
Travel and subsistence allowance			
Feasibility studies and other supporting documents, including expert fees			
Translation of programme proposal and supporting documents			
Preparation for public procurement and compliance with state aid rules			
Public consultation			
<b>Total</b>			