

Annex 9 – Attachment 2
 Template for the financial annex to the Final Programme Report
 EEA and Norwegian Financial Mechanisms 2009-2014

Programme summary			
Beneficiary State	<input type="text"/>		
Programme title	<input type="text"/>		
Programme number	<input type="text"/>	Actual total expenditure (euro)	<input type="text"/>
Planned total expenditure (euro)	<input type="text"/>	Actual total eligible 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 commitment	<input type="text"/>	Programme completion date	<input type="text"/>

Programme Operator	
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"/>

Programme Operator signature

I certify that I am duly authorised to sign this financial annex to the final programme report.

I have thoroughly reviewed the actual expenditure incurred described in Part A and the calculation of the final balance 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.

	For the Programme Operator	Optional second signature
Name	<input type="text"/>	<input type="text"/>
Signature	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	<input type="text"/>
Date	<input type="text"/> day <input type="text"/> month <input type="text"/> year	<input type="text"/> day <input type="text"/> month <input type="text"/> year

Certification of actual expenditure incurred

Start date of incurred expenditure period	<input style="width: 100%;" type="text"/>	End date of incurred expenditure period	<input style="width: 100%;" type="text"/>
Actual expenditure incurred this period	<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.

	For the Certifying Authority	Optional second signature
Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Signature	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Position	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Date	<input style="width: 30px;" type="text"/> day <input style="width: 30px;" type="text"/> month <input style="width: 30px;" type="text"/> year	<input style="width: 30px;" type="text"/> day <input style="width: 30px;" type="text"/> month <input style="width: 30px;" type="text"/> year

PART A - STATEMENT OF ACTUAL EXPENDITURE INCURRED FOR THE LAST REPORTING PERIOD

Incurred expenditure - summary

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			
Total expenditure			

Incurred expenditure - details

Number of

Title

Brief description of actual expenditure incurred

	Month 1	Month 2	Month 3	Month 4	Total
Local Currency					
Eligible expenditure					
Non-eligible expenditure					
Total expenditure					
Exchange Rate					
1 Euro =	1,00000	1,00000	1,00000	1,00000	
Euro					
Eligible expenditure					
Non-eligible expenditure					
Total expenditure					

Number of

Title

Brief description of actual expenditure incurred

	Month 1	Month 2	Month 3	Month 4	Total
Local Currency					
Eligible expenditure					
Non-eligible expenditure					
Total expenditure					
Exchange Rate					
1 Euro =	1,00000	1,00000	1,00000	1,00000	
Euro					
Eligible expenditure					
Non-eligible expenditure					
Total expenditure					

Number of

Title

Brief description of actual expenditure incurred

	Month 1	Month 2	Month 3	Month 4	Total
Local Currency					
Eligible expenditure					
Non-eligible expenditure					
Total expenditure					
Exchange Rate					
1 Euro =	1,00000	1,00000	1,00000	1,00000	
Euro					
Eligible expenditure					
Non-eligible expenditure					
Total expenditure					

Number of

Title

Brief description of actual expenditure incurred

	Month 1	Month 2	Month 3	Month 4	Total
Local Currency					
Eligible expenditure					
Non-eligible expenditure					
Total expenditure					
Exchange Rate					
1 Euro =	1,00000	1,00000	1,00000	1,00000	
Euro					
Eligible expenditure					
Non-eligible expenditure					
Total expenditure					

Number of

Title

Brief description of actual expenditure incurred

	Month 1	Month 2	Month 3	Month 4	Total
Local Currency					
Eligible expenditure					
Non-eligible expenditure					
Total expenditure					
Exchange Rate					
1 Euro =	1,00000	1,00000	1,00000	1,00000	
Euro					
Eligible expenditure					
Non-eligible expenditure					
Total expenditure					

Number of

Title

Brief description of actual expenditure incurred

	Month 1	Month 2	Month 3	Month 4	Total
Local Currency					
Eligible expenditure					
Non-eligible expenditure					
Total expenditure					
Exchange Rate					
1 Euro =	1,00000	1,00000	1,00000	1,00000	
Euro					
Eligible expenditure					
Non-eligible expenditure					
Total expenditure					

Number	<input style="width: 90%;" type="text"/>	of	<input style="width: 90%;" type="text"/>			
Title	Reserve for exchange rate losses					
Brief description of actual expenditure incurred						

	Month 1	Month 2	Month 3	Month 4	Total
Local Currency					
Eligible expenditure					
Non-eligible expenditure					
Total expenditure					
Exchange Rate					
1 Euro =	1,00000	1,00000	1,00000	1,00000	
Euro					
Eligible expenditure					
Non-eligible expenditure					
Total expenditure					

PART B - FINAL BALANCE

Calculation of the final balance

Amount retained for final balance	
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Total eligible expenditure	
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Total reported eligible expenditure of the programme	
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Less:	
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Total advance and interim payments to the programme from the FMC / NMFA	
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Any co-financing from sources other than the EEA / Norwegian Financial Mechanisms	
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Total interest earned until the date of the final programme report but not reimbursed to the FMC / NMFA	
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Any funds reimbursed from Project Promoters to the Programme Operator, not paid to other projects or reimbursed to the FMC / NMFA	
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Final balance	
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Total final balance	
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EEA / Norwegian Financial Mechanisms' share of the final balance	
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Final balance payable to the Programme Operator	
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Final balance payable to the FMC / NMFA	
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