

Annex 11
Template for interim financial 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"/>
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"/>

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 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.

I have thoroughly reviewed the actual expenditure incurred described in Part A, and if applicable in Part C, 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.

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

	Y / N / n/a	Comments
Management and control systems of the Programme Operator 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
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 and co-financing

Interim Financial Report number	<input type="text"/>		
Start date of incurred expenditure period	<input type="text"/>	<input type="text"/>	End date of incurred expenditure period
Actual expenditure incurred this period	<input type="text"/>		
Start date of proposed expenditure period	<input type="text"/>	<input type="text"/>	End date of proposed expenditure period
Co-financing committed to date	<input 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
Name	<input type="text"/>	<input type="text"/>
Signature	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	<input type="text"/>
Date	<div style="display: flex; justify-content: space-around;"> day month year </div> <input type="text"/>	<div style="display: flex; justify-content: space-around;"> day month year </div> <input type="text"/>

PART A - STATEMENT OF ACTUAL EXPENDITURE INCURRED

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	<input type="text"/>	of	<input type="text"/>	
	Title	<input type="text" value="Programme management"/>			
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 type="text"/>	of	<input type="text"/>	
	Title	<input type="text" value="Outcome 1"/>			
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 type="text"/>	of	<input type="text"/>		
Brief description of actual expenditure incurred	Title	<input type="text" value="Funds for bilateral relations"/>				
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 type="text"/>	of	<input type="text"/>		
Brief description of actual expenditure incurred	Title	<input type="text" value="Complementary action"/>				
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 type="text"/>	of	<input type="text"/>	
Brief description of actual expenditure incurred	Title	Reserve for exchange rate losses			

	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 - 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
Programme proposed expenditure (euro)			
Eligible expenditure			
Contribution (Euro)			
EEA / Norwegian Financial Mechanisms			
Co-financing			
Total			
Retention for final balance			

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

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

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

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

Number	<input type="text"/>	of	<input type="text"/>
Title	Reserve for exchange rate losses		
Brief description of activities to be financed	<div style="background-color: #e0ffff; height: 150px;"></div>		
Euro			
Eligible expenditure	<div style="background-color: #e0ffff; width: 50px;"></div>		

PART C - COSTS FOR PREPARATION OF PROGRAMMES (applicable only in the first interim 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: 90%;" type="text"/>		
Incurred expenditure (in euro)			
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			
Total			