

The Final Technical Implementation Report and Financial Statement shall include at least the following information¹:

*The FTIR is meant as the supporting document attached to the request for balance payment which shall be made in a separate cover letter. In this cover letter (duly dated and signed), the beneficiaries or co-ordinator shall **clearly specify the amount(s) requested** to be paid to each beneficiary **and confirm the bank account(s)** to which the payment should be made by the Commission. Each beneficiary should indicate in the cover letter that “**the beneficiary certifies that the information provided in the request for payment is full, reliable and true. In particular, you should certify that the costs incurred can be considered eligible in accordance with the decision granting financial aid, that all receipts have been declared, and that the request for payment is substantiated by adequate supporting documents that can be checked**”.*

*In addition, the list of annexes attached to the request for payment should be included in the cover letter. In particular, the request for balance payment **shall** be accompanied by:*

- A certificate² on financial statement by an external auditor;
- A certification by the Member State(s) concerned of the reality and the conformity of the Action related expenditure incurred (Article 11(1) of Regulation No 663/2009); AND
- A validation of the technical report by the Member State(s) concerned.

PART A - GENERAL INFORMATION

Commission Decision Ref.: C(2010)xxx of xxx

Reporting period: dd/mm/yyyy – dd/mm/yyyy

Project³

EEPR project title⁴ : xxx

Project start/end dates : xxx
(as specified in the Commission Decision)

Project summary description: (if changes have been made compared to the description specified in the Commission Decision)

(Max. 15 lines)

xxx

Action

Action acronym EEPR-2009-INTx-xxx

Max. amount of EEPR xxx.xxx.xxx €

financial aid (€) allocated:

Action start/end dates: dd/mm/yyyy – dd/mm/yyyy

(as specified in the Commission Decision)

Action summary description: (including the Sub-Actions where relevant)

¹ For further guidelines, see Section I.3.4 of the above-mentioned Commission Decision

² See Section I.3.3 point 2 (c) of Annex I to the above-mentioned Commission Decision

³ As specified in Section II.4.3 of the above-mentioned Commission Decision

⁴ As specified in Annex A of the EEPR Regulation (No 663/2009)

(Max. 15 lines)

xxx

Contact persons**Beneficiary(ies) contact details:**

Official name – Address / Tel/Fax / Email

Coordinator contact details:

Official name – Address / Tel/Fax / Email (if applicable)

Contact person for reports, technical and/or financial issues

Name/Function – Address / Tel/Fax / Email

Member State(s) concerned:

Member State(s) official name

Contact person in charge of the project:

Name/Function – Address / Tel/Fax / Email

PART B - TECHNICAL REPORT**Action executive summary:**

Activities (and Sub-Actions) implementation status:

Sub-Action 1	xx %
Activity 1	xx %
Activity N	xx %

Date of the completion of the Action: xxx

Milestones reached

Sub-Action 1	Date of completed milestones
Milestone 1	xx %
Milestone N	xx %
Sub-Action N	
Milestone 1	xx %
Milestone N	xx %

List of all technical reports related to the Action implementation:

xxx

Detailed description of the activities performed and completion dates of the milestones (including the related means of verification) within the complete duration of the Action:

[In particular, any deviation from or change in the activities description as specified in the Commission Decision should be reported]

xxx

Delays and problems encountered:

xxx

Solutions undertaken:

xxx

Description of measures taken regarding the publicity on EU co-financing:

xxx

Project progress:

Brief description of works performed within the reporting period as specified in Part A:

xxx

Work to be undertaken in the next coming years:

xxx

Risk assessment:

[Description of potential problems, delays, deviations from the original targets and short description of the potential solutions].

Xxx

Financial implementation follow-up

(Updated) estimated Project budget	9.999.999.999,00 €
Rate of consumption of estimated Project budget up to date	Xx %

PART C – FINANCIAL STATEMENT

All amounts as specified in this report shall be in euro. Any conversion into euro shall be made at the monthly accounting rate applicable for the month following the end of the reporting period as established by the European Commission and published on its website (see link below).

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

Action

Were the public procurement procedures applicable to new contracts that have been signed during the reporting period?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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If not, explanations and supporting documents shall be attached to this report

If yes, please provide preferably in a table format:

- 1) Type of contracts concluded linked with the costs claimed in this request of payment (furniture/services/works)
- 2) Amount of each contract
- 3) Type of applied procedure (open, restricted, negotiated with or without prior publication)

Breakdown of balance payment requested per Beneficiary and/or Sub-Action

	Beneficiary No 1	Beneficiary No 2	Total amount of payment requested
Sub-Action No 1	999.999.999,00 €	999.999.999,00 €	999.999.999,00 €
Sub-Action No 2	999.999.999,00 €	999.999.999,00 €	999.999.999,00 €
Sub-Action No N	999.999.999,00 €	999.999.999,00 €	999.999.999,00 €
Total amount of payment requested	999.999.999,00 €	999.999.999,00 €	999.999.999,00 €

Interests yielded by the pre-financing

Amount (in EURO) paid by the Commission:	xxx.xxx.xxx €
Date of payment of the pre-financing by the Commission:	DD/MM/YYYY
Amount (in EURO) of interests yielded by the pre-financing over the reporting period covered by this	xxx.xxx.xxx €

Financial Statement:	
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Table C1.N⁵: Final financial statement of the eligible costs actually incurred – Sub-Action No N

Eligible costs related to the Action ⁶ (€)	Beneficiary No 1		Beneficiary No 2	
	Planned	Actual	Planned	Actual
DIRECT COSTS	999.999.999,00	999.999.999,00	999.999.999,00	999.999.999,00
Activity No 1				
Activity No 2				
Activity No 3				
Activity No N				
TOTAL DIRECT COSTS				
INDIRECT COSTS				
Flat-rate funding (rate in % and amount)				
TOTAL ELIGIBLE COSTS				

Table C2: Consolidated final financial statement for the Action

Total eligible costs related to the Action ⁷ (€)	Beneficiary No 1		Beneficiary No N		TOTAL per Sub-Action	
	Planned	Actual	Planned	Actual	Planned	Actual
Sub-Action No 1	999.999.999,00	999.999.999,00	999.999.999,00	999.999.999,00	999.999.999,00	999.999.999,00
Sub-Action No 2						
Sub-Action No 3						
Sub-Action No 4						
Sub-Action No 5						
TOTAL for the Action						

Table C3: Actual receipts and final expenditures related to the Action implementation

	Beneficiary No 1	Beneficiary No 2
RECEIPTS:		
EU support (EEPR)	999.999.999,00	999.999.999,00
Other income sources:		
- xxx		
- xxx		
TOTAL RECEIPTS		
TOTAL ELIGIBLE COSTS	999.999.999,00	999.999.999,00

⁵ Table C2.N shall be duplicated for each Sub-Action

⁶ For the reporting period of this report

⁷ For the reporting period of this report