



Part-financed by the European Regional Development Fund

**INTERREG IVA "2 Mers Seas Zeeën"
Cross-border Cooperation Programme
2007-2013**

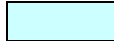


**PROJECT FINANCIAL REPORT
Instructions**

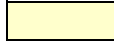
A/ COLOUR CODE



will be calculated automatically



must be filled in by the Lead Partner representative or the Lead Partner First Level Controller.



Instructions

B/ HOW TO FILL IN THE FORM ?

* **Do not remove the Excel protection. Do not change or delete the structure and pre-filled text of the reporting form otherwise the report becomes ineligible!**

* Please check sheets for any error messages and clear all error messages before you hand in the report.

* All parts of the report have to be filled in.

* Please read carefully the corresponding chapters of the Programme Guidance and the relevant EU regulations (especially Regulations (EC) No. 1080/2006, 1083/2006 and 1828/2006).

* Please remember the information given at the LP seminar.

C/ SECTIONS

You will find in the following report many sheets. Some have to be filled in by the lead partner, and others have to be filled in by the first level controller

Cover sheet



has to be filled and signed by the Lead Partner representative AND the Lead Partner first level controller

I. Overview of the Project Expenditure



is automatically filled in both by the programme database and by the data you entered in the sheet "II. Overview per activity"

II. Overview per activities

III. Overview per project partners

IV. Forecast expenditures & ERDF

V. Submission checklist



Have to be filled in by the Lead Partner Representative

D/ SUBMISSION

Please send all documents listed in the Submission Checklist in ORIGINAL to the Joint Technical Secretariat. We do not accept copies. Please return the documents to the following address (both **ORIGINAL SIGNED COPIES** and **DIGITAL VERSION on a CD-ROM**):

**Joint Technical Secretariat
INTERREG IVA 2 Mers Seas Zeeën
Les Arcuriales
45, rue de Tournai 5/D,
F-59000 Lille, France**

E/ CONTACT INFORMATION

If you have any questions, please do not hesitate to contact the INTERREG IVA '2Seas' Joint Technical Secretariat: '+33 3 20 21 84 80

FINANCIAL REPORT

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PROJECT FINANCIAL REPORT

Progress Report number:		Reference Date	--Select--
Project number :			
Project acronym:			
Project title:			
Lead Partner:			
Contract number:			
Period covered by the present report:	From		to

A/ Contact Details

Project Manager

Name of Contact person	
Institution (Official name)	
Address	
Postal code	
Town	
Country	
E-mail	
Phone	
Fax	

Financial Manager

Name of Contact person	
E-mail	
Phone	
Fax	

Project Coordinator

Name of Contact person	
E-mail	
Phone	
Fax	

Communication Manager

Name of Contact person	
E-mail	
Phone	
Fax	

B/ Bank Details for the transfer of ERDF funds

(changes must be officially notified to the JTS before payment can be made)

Bank Name	
Address	
Postal Code	
Town	
Country	
Account No / IBAN	
SWIFT Code	
National Bank Code	
Holder of the Account	

C/ Signature of the First Level Control

As first level controller of the Lead Partner I validate the present project progress report at project level: this validation concerns the expenditure declared by the project. As a first level controller at the Lead Partner level, I certify and validate the Lead partner expenditure and the LP activities on the basis of the provisions set by the Member/Partner State where the Lead Partner is located.

In addition, I have controlled the documents related to the controls performed at the PP level and I have satisfied myself of the soundness of the first level controls performed and I have checked their formal compliance: progress reports, list of expenses incurred at PP level, control certificates, control reports and control checklists, and the further documentation of the case (e.g. public procurement procedures, contracts with the suppliers, invoices, proofs of payments, etc.)

Total eligible expenditure validated by the project partner first level controller in the present report (in Euro):

Total ERDF amount validated by the first level controller (in Euro):

Name of first level controller:	
Date:	
Signature of first level controller:	
Official Stamp of the First Level Controller organisation:	

D/ Signature of the legal representative

The Lead Partner representative certifies that all the information provided in the activity and the financial report are true and correct and all the necessary control certificates are attached.

Total expenditure declared by the project in the present report (in Euro):

Total ERDF amount claimed by the Project as certified by the designated First level Controller (in EURO):

Name of Lead Partner representative:	
Date	
Signature of Lead Partner:	
Official Stamp of the Lead Partner:	



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I. Overview of Project Total Eligible Expenditure & Contribution ERDF

Progress Report number:	0	Reference Date	--Select--
Project number :	0		
Project acronym:	0		
Project title:	0		
Lead Partner:	0		
Contract number:	0		
Period covered by the present report:	From	00/01/1900	to 00/01/1900

A/ Project Total Eligible Expenditure Summary

Budget lines	Total budget (a)	Previously claimed expenditure (b)	Current claimed expenditure (c)	Total accumulated expenditure (d)=(b)+(c)	% of claimed expenditure (e)=(d)/(a)	Remaining budget (f)=(a)-(d)
1. Partner staff costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
2. Administration costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
3. External consultants & Suppliers	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
3A. External consultants	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
3B. Suppliers	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
4. Travel and accommodation	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
5. Equipment	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
6. Investment	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
7. Validation of expenditure	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
Sub-total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
(-) Revenues	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
Total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €

B/ Project ERDF Request Summary

	ERDF requested in the AF (g)	Previous ERDF request (h)	% ERDF (i)= (j) / (c)	ERDF Request in the current claim (j)	Total accumulated ERDF (k)= (h) + (j)	% of claimed ERDF (l)= (k) / (g)	Remaining ERDF (m) = (g) - (k)
Total ERDF Request	0,00 €	0,00 €	0,00%	0,00 €	0,00 €	0,00%	0,00 €



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II. Overview of Project Total Eligible Costs per Activity

A/ Original Budget approved in the Application Form

Budget lines	Preparation	Activity 1	Activity 2	Activity 3	Communication	Management & Coordination	Total
1. Partner staff costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
2. Administration costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
3. External consultants & Suppliers	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
3A. External consultants	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
3B. Suppliers	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
4. Travel and accommodation	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
5. Equipment	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
6. Investment	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
7. Validation of expenditure	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Sub-total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
(-) Revenues	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

B/ Previously claimed expenditure

Budget lines	Preparation	Activity 1	Activity 2	Activity 3	Communication	Management & Coordination	Total
1. Partner staff costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
2. Administration costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
3. External consultants & Suppliers	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
3A. External consultants	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
3B. Suppliers	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
4. Travel and accommodation	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
5. Equipment	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
6. Investment	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
7. Validation of expenditure	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Sub-total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
(-) Revenues	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

C/ Current Claimed expenditure

Budget lines	Preparation	Activity 1	Activity 2	Activity 3	Communication	Management & Coordination	Total
1. Partner staff costs							0,00 €
2. Administration costs							0,00 €
3. External consultants & Suppliers	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
3A. External consultants							0,00 €
3B. Suppliers							0,00 €
4. Travel and accommodation							0,00 €
5. Equipment							0,00 €
6. Investment							0,00 €
7. Validation of expenditure							0,00 €
Sub-total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
(-) Revenues							0,00 €
Total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

D/ Total accumulated expenditure

Budget lines	Preparation	Activity 1	Activity 2	Activity 3	Communication	Management & Coordination	Total
1. Partner staff costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
2. Administration costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
3A. External consultants	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
3A. External consultants	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
3B. Suppliers	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
4. Travel and accommodation	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
5. Equipment	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
6. Investment	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
7. Validation of expenditure	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Sub-total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
(-) Revenues	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

E/ Project Total Eligible Expenditure per activity - Summary

Activity	Total budget (a)	Previously claimed expenditure (b)	Current claimed expenditure (c)	Total accumulated expenditure (d)=(b)+(c)	% of claimed expenditure (e)=(d)/(a)	Remaining budget (f)=(a)-(d)
Preparation	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
Activity 1	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
Activity 2	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
Activity 3	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
Communication	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
Management & Coordination	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
Total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €



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III. Overview of Project Total Eligible Costs and ERDF Request per Project Partner

Summary of Total Eligible Costs and ERDF Request per Project Partner

No	Partner	Member State	Total budget (a)	Total ERDF Forecast	Total accumulated expenditure (b)	% of claimed expenditure (c)=(b)/(a)	Remaining budget (d)=(a)-(b)	Total accumulated ERDF	Current Claim		March 2009		September 2009		March 2010		September 2010		March 2011		September 2011		March 2012	
									Total Eligible Cost	ERDF Request	Total Eligible Cost	ERDF Request	Total Eligible Cost	ERDF Request	Total Eligible Cost	ERDF Request	Total Eligible Cost	ERDF Request	Total Eligible Cost	ERDF Request	Total Eligible Cost	ERDF Request		
1																								
2																								
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28																								
29																								
30																								
TOTAL			0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €



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IV. Project Forecast Expenditure & ERDF Follow-up

A/ ERDF Follow-up : Original ERDF Request Forecast Vs Real ERDF Request

	Original ERDF Request forecast from the Application Form		ERDF Claimed so far			Remaining ERDF
	ERDF Request forecast per reporting period	Cumulative ERDF Request forecast Target	Total ERDF claimed per reporting period	Cumulative ERDF claimed so far	% of ERDF Claimed so far	Balance
March 2009	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
September 2009	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
March 2010	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
September 2010	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
March 2011	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
September 2011	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
March 2012	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
Total	0,00 €		0,00 €			

B/ Forecast Expenditure for the coming 6 months

Budget lines	Total budget (a)	Claimed expenditure so far (including the present Payment Claim) (b)	Forecast expenditure for the coming 6 months (c)	Forecast Total Accumulated Expenditure (f) = (b) + (c)	% of claimed expenditure (g) = (f) / (a)	Remaining budget (h) = (a) - (f)
1. Partner staff costs	0,00 €	0,00 €		0,00 €	0,00%	0,00 €
2. Administration costs	0,00 €	0,00 €		0,00 €	0,00%	0,00 €
3. External consultants & Suppliers	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
3A. External consultants	0,00 €	0,00 €		0,00 €	0,00%	0,00 €
3B. Suppliers	0,00 €	0,00 €		0,00 €	0,00%	0,00 €
4. Travel and accommodation	0,00 €	0,00 €		0,00 €	0,00%	0,00 €
5. Equipment	0,00 €	0,00 €		0,00 €	0,00%	0,00 €
6. Investment	0,00 €	0,00 €		0,00 €	0,00%	0,00 €
7. Validation of expenditure	0,00 €	0,00 €		0,00 €	0,00%	0,00 €
Sub-total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
(-) Revenues	0,00 €	0,00 €		0,00 €	0,00%	0,00 €
Total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €



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V. Checklist



List of all attachments to this report to be sent to the Lead Partner	Attached (Y/N)
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All the documents quoted here below have to be sent in their original version both in paper and electronic version. Please, send the electronic version on a CD-Rom.

	Signed Cover Page	
Progress Report	Activity report	
	Financial Report	
Lead Partner	* Project Partner Progress Report * First Level Controller Designation Certificate * Control Checklist * Certificate of the validation of the expenditure	
Project Partner 2	* Project Partner Progress Report * First Level Controller Designation Certificate * Control Checklist * Certificate of the validation of the expenditure	
Project Partner 3	* Project Partner Progress Report * First Level Controller Designation Certificate * Control Checklist * Certificate of the validation of the expenditure	
Project Partner 4	* Project Partner Progress Report * First Level Controller Designation Certificate * Control Checklist * Certificate of the validation of the expenditure	
Project Partner 5	* Project Partner Progress Report * First Level Controller Designation Certificate * Control Checklist * Certificate of the validation of the expenditure	
Project Partner 6	* Project Partner Progress Report * First Level Controller Designation Certificate * Control Checklist * Certificate of the validation of the expenditure	
Project Partner 7	* Project Partner Progress Report * First Level Controller Designation Certificate * Control Checklist * Certificate of the validation of the expenditure	
Project Partner 8	* Project Partner Progress Report * First Level Controller Designation Certificate * Control Checklist * Certificate of the validation of the expenditure	
Project Partner 9	* Project Partner Progress Report * First Level Controller Designation Certificate * Control Checklist * Certificate of the validation of the expenditure	
Project Partner 10	* Project Partner Progress Report * First Level Controller Designation Certificate * Control Checklist * Certificate of the validation of the expenditure	
Project Partner 11	* Project Partner Progress Report * First Level Controller Designation Certificate * Control Checklist * Certificate of the validation of the expenditure	
Project Partner 12	* Project Partner Progress Report * First Level Controller Designation Certificate * Control Checklist * Certificate of the validation of the expenditure	
Project Partner 13	* Project Partner Progress Report * First Level Controller Designation Certificate * Control Checklist	

