[**OFFICIAL HEADED PAPER OF THE** **ORGANIZATION**]

**INTERIM FINANANCIAL REPORT**

ON BILATERAL ACTIVITIES ORGANIZED UNDER THE PROGRAMME

**“Local Development, Poverty Reduction and Enhanced Roma Inclusion”**

**- Local Development -**

|  |  |
| --- | --- |
| **Title of the bilateral activity/ approved application for funding for bilateral relations** |  |
| **Beneficiary** |  |
| **Number/ date of the financing contract** |  |

**1. Grant financial situation:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall approved budget (LEI and EUR)** | **Funds received from the PO as advance payment (LEI and EUR)1** | **Overall expenditure declared as made out of the advance payment (LEI and EUR) 1** | **Amount requested as pre-financing (LEI and EUR) 1 for the next reporting period** |
|  |  |  |  |

**2. Implementation of the approved budget (in LEI and EUR[[1]](#footnote-1)):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Types of costs** | **Approved costs** | **Expenditure declared as incurred** | **Supporting documents[[2]](#footnote-2)** |
| **1. TRAVEL COSTS** | | | |
| * 1. Calculated on a flat rate basis |  |  | *[list the identification data (number, date) and the value of each document]* |
| 1.1.1. Costs of traveling abroad |  |  |
| 1.1.2. Costs of traveling in Romania |  |  |
| 1.2. Calculated on the basis of applicable Romanian legislation |  |  | *[list the identification data (number, date) and the value of each document]* |
| 1.2.1. National and international transport costs for participants |  |  |
| 1.2.2. Accommodation costs for participants |  |  |
| 1.2.3. Daily subsistence expenses for participants |  |  |
| **Total** |  |  |  |

Changes to the budget, after approval of the letter of intent/ grant application, by making transfers between the budget lines:

|  |
| --- |
| *[if the case, please present and justify any transfer of amounts operated by the Beneficiary between the lines of the approved budget, under the terms of the Contract, presenting the updated form of the budget of the application for funding following these changes]* |

*[date of the report]*

*[the name and surname of the legal representative]*

*[the position of the legal representative]*

*[the signature of the legal representative]*

*[stamp* *of the organization]*

1. *using the exchange rate of the financing contract* [↑](#footnote-ref-1)
2. *in case of using the real costs method, on each original supporting documents that involve payments (eg: invoices, tax bills, receipts, expense statements), the Romanian beneficiaries will apply the following phrases: (1) "Funded by the Local Development Programme - bilateral initiatives, contract no. … from the date of … " and (2) „Endorsed for payment for the amount of.....”, name, surname and signature of the responsible person (with these attributions) designated by the Beneficiary. On each copy of a supporting document attached to the Report the beneficiaries will apply, in original, the term «According to the original», the signature of the legal representative of the organization and, if applicable, its stamp. The beneficiaries in Donor States will apply only «According to the original»* [↑](#footnote-ref-2)