

NCF7 Expenditures report

Summary

This sheet should summarise the expenditures that are reported on the following two sheets: Implementation expenditures and Administration expenditures

Budget item	Expenditures for the milestone						Cumulative expenditures			
	Lead Nordic Partner	Local Partner	Other Partner	Total expenditures for the milestone	Budgeted costs for milestone	Milestone expenditures vs. budgeted milestone costs (%)	Cumulative expenditures to date	Budgeted costs for full project	Available funds	Cumulative expenditures vs. budgeted costs for full project (%)
1. Implementation costs						0 %			0	0 %
Outcome 1						0 %			0	0 %
Output 1.1						0 %			0	0 %
Output 1.2						0 %			0	0 %
Outcome 2						0 %			0	0 %
Output 2.1						0 %			0	0 %
2. Project management costs						0 %			0	0 %
2.1. Project management personnel costs						0 %			0	0 %
2.2. Travel costs						0 %			0	0 %
2.3 Financial administration costs						0 %			0	0 %
2.4 Other costs						0 %			0	0 %
TOTAL						0 %			0	0 %

NCF7 Expenditures report

Implementation costs

Please enter all actual expenditures of each of the project partners during the milestone in the correct budget lines. The expenditures should be backed up by receipts or other similar documentation. If contingencies have been used (agreed in advance with NCF) these expenditures should be included to corresponding budget line.

Budget item	Invoice reference number (for Invoices-table)	Expenditures for the milestone					Cumulative expenditures				
		Lead Nordic Partner	Local Partner	Other Partner	Total expenditures for the milestone	Budgeted costs for milestone	Milestone expenditures vs. budgeted milestone costs (%)	Cumulative expenditures to date	Budgeted costs for full project	Available funds	Cumulative expenditures vs. budgeted costs for full project (%)
1. Implementation costs											
Outcome 1							0 %		0		0 %
Output 1.1							0 %		0		0 %
Staff input 1							0 %		0		0 %
Staff input 2							0 %		0		0 %
Staff input 3							0 %		0		0 %
Staff input 4							0 %		0		0 %
Activity 1.1.1							0 %		0		0 %
Input 1							0 %		0		0 %
Input 2							0 %		0		0 %
Input 3							0 %		0		0 %
Input 4							0 %		0		0 %
Activity 1.1.2							0 %		0		0 %
Input 1							0 %		0		0 %
Input 2							0 %		0		0 %
Input 3							0 %		0		0 %
Input 4							0 %		0		0 %
Output 1.2							0 %		0		0 %
Staff input 1							0 %		0		0 %
Staff input 2							0 %		0		0 %
Staff input 3							0 %		0		0 %
Staff input 4							0 %		0		0 %
Activity 1.2.1							0 %		0		0 %
Input 1							0 %		0		0 %
Input 2							0 %		0		0 %
Input 3							0 %		0		0 %
Input 4							0 %		0		0 %
Activity 1.2.2							0 %		0		0 %
Input 1							0 %		0		0 %
Input 2							0 %		0		0 %
Input 3							0 %		0		0 %

Breakdown of expenditures

Please include a breakdown for each budget line with non-remuneration-related expenditures exceeding EUR 500. This should be done separately for each partner (one table per partner). If the expenditure consists of a lump-sum (e.g. the cost of a survey or an audit) and can therefore not be broken down, please explain this as well in the breakdown table. Note that all individual invoices exceeding EUR 500 shall be summarised in the tab "Invoices".

All expenditures shall be reported in Euro. Please state the exchange rate used. The exchange rate used shall be based on the average exchange rate over the reporting period. Please use the exchange rates quoted by IMF.

[Insert partner name]			
Item	Unit	Quantity	Total cost (in Euros)
[Insert title of budget line]			
<i>Add/remove rows as needed</i>			
Total			
[Insert title of budget line]			
Total			
[Insert title of budget line]			
Total			
Explanation of exchange rates used:			

Examples of units for breakdown for different cost items (list may be deleted for report):

Item	Unit
Flights	# of flights
Per diem	# days
Hotel (city) (if not included in the national per diem rate)	# of nights
Local transportation (country)	# taxi rides
Local transportation (country)	# bus tickets
Local transportation (country)	# tickets/trips
Training	# sessions
Workshops	# workshops
Equipment (specify what type of equipment)	# items
Rent (specify what was rented)	# months / # days / # items

[Insert partner name]			
Item	Unit	Quantity	Total cost (in Euros)
[Insert title of budget line]			
(add as many rows as needed to present the breakdown for each budget line above EUR 500)			
Total			
[Insert title of budget line]			
Total			

Total			
[Insert title of budget line]			
Total			
Explanation of exchange rates used:			

Add as many tables as there are partners with budget line expenditures above EUR 500

Total	0
Explanation of exchange rates used:	

Add as many tables as there are partners with budget line expenditures above EUR 500

Timesheet summaries

Please include a summary of all partners' timesheets using the table templates below. The time claimed in this report must match with individual timesheets. Individual timesheets and other related documentation shall be available upon request by NDF - however, these should not be sent to NDF as part of the Progress and Financial report.

<i>[Insert partner name]</i>									
a) Staff member (name and title)	b) Working days/month (please include all months included in the reporting period - add or delete columns as needed)						c) Total working days	d) Daily remuneration (EUR)	e) Total cost (EUR) (e=c*d)
	Month/year	Month/year	Month/year	Month/year	Month/year	Month/year			
<i>Add/remove as many lines as needed to include all staff members</i>							0		0
							0		0
							0		0
							0		0
							0		0
Total sum									0

<i>[Insert partner name]</i>									
a) Staff member (name and title)	b) Working days/month (please include all months included in the reporting period - add or delete columns as needed)						c) Total working days	d) Daily remuneration (EUR)	e) Total cost (EUR) (e=c*d)
	Month/year	Month/year	Month/year	Month/year	Month/year	Month/year			
<i>Add/remove as many lines as needed to include all staff members</i>							0		0
							0		0
							0		0
							0		0
							0		0
Total sum									0

Please include a table for each partner

Sources of funding report

Please enter information on how the expenditures are shared between the project partners and NCF in the below table. Furthermore, give information on the use of advance payments (if applicable) as well as a summary on the amount of the disbursement request for the milestone.

Item	Expenditures for the milestone	Budgeted costs for the milestone	Milestone expenditures vs. budgeted milestone costs (%)	Cumulative expenditures to date	Budgeted costs for full project	Available funds	Cumulative expenditures vs. budgeted costs for full project (%)
NCF			0 %			#VALUE!	0 %
[Insert names of all partners and financiers - add/remove rows as needed]			0 %			0	0 %
			0 %			0	0 %
			0 %			0	0 %
			0 %			0	0 %
TOTAL							

NCF funding share

NCF's cumulative financing in % (NCF's cumulative funding/ total cumulative funding)	0 %
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Advance payments

Advance payment saldo (EUR)	
Deduction of advance payment for the milestone (EUR)	
Remaining advance payment for upcoming milestone (EUR)	0
Requested advance payment for upcoming milestone (EUR)	
Accumulation of advance payment for upcoming milestone (EUR)	0
Accumulation of advance payment for upcoming milestone vs. total NCF grant (%)	0 %

Disbursement request

Requested reimbursement of NCF funds (EUR)	0
Requested advance payment for upcoming milestone (EUR)	0
Total disbursement request (EUR)	0