

COMPLETION FINANCIAL REPORT
to Financial Agreement No.....
for the period from to.....

Scholarship and Training Fund
Action: Development of Polish HEIs

1. PROJECT IDENTIFICATION

Project title
Project Promoter's name
Agreement No.

Awarded grant	PLN 0.00	
Costs incurred as presented in the Financial Report	PLN 0.00	0.00%
Amount of the next instalment as per Agreement	PLN 0.00	0.00%

2. GENERAL INFORMATION

Prior to filling in the *Completion Financial Report*, please read the information below.

The Report is to be filled in online (<http://online.frse.org.pl>), registered, printed out, completed with all required signatures and stamps and posted or lodged at the Administrative Support Centre of the Foundation for the Development of the Education System – FRSE Operator.

Full documentation (Financial Report with appendices) is to be sent or delivered in one envelope to the Operator's address:

Fundacja Rozwoju Systemu Edukacji
Fundusz Stypendialny i Szkoleniowy
ul. Mokotowska 43
00-551 Warszawa

quoting the Grant Agreement number on the envelope.

Full documentation shall include:

- a) **Financial report** (print-out of the Report filled in in the online system, signed and stamped) - 1 copy.
IMPORTANT: please make sure you are sending the final version of the *Report*, containing no "Draft" watermark.

3. FINANCIAL PART

3.1 Statement of expenses incurred as part of individual Interim Reports

Report no.	Period from	Period to	Submission deadline	Reported amount
1				

Total reported amount

3.2 Statement of expenses incurred as part of this Report as per budget category

Institution	Costs of travel, insurance and subsistence	Costs of organising seminars, workshops, conferences	Costs of remuneration and fees	Cost of preparation and production of project materials	Cost of purchasing training equipment	Administrative costs	Additional costs linked to special needs	Total project costs
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3.3 Financial Part

3.3.1 Costs of travel, insurance and subsistence

Total (PLN):

3.3.2 Costs of organising seminars, workshops, conferences

Total (PLN):

3.3.3 Costs of remuneration and fees

Total (PLN):

3.3.4 Cost of preparation and production of project materials

Total (PLN):

3.3.5 Cost of purchasing training equipment

Total (PLN):

3.3.6 Administrative costs

Total (PLN):

3.3.7 Additional costs linked to special needs

Total (PLN):

¹ Please quote the price of one piece of equipment without including depreciation and the degree of wear and tear of the equipment.

² Please quote the price of one piece of equipment after including depreciation and/or the degree of wear and tear of the equipment. If depreciation and wear and tear are applied, please use the following algorithm - $e * d * (a / 12) * c$.

If only wear and tear is applied, please use the following algorithm – $e * c$. In field (a) please enter 12 and in field (d) please enter 100.

4. Payment request and declaration of conformity.

I, the undersigned, hereby declare that the information given in this Report is true, reliable and reflects the actual facts. In particular, financial data presented in the report reflects the activities that were implemented by the Project Promoter and Partner(-s) (in the case of projects implemented by partnerships) as part of the project financed with a grant under the Scholarship and Training Fund.

We request the payment of the next advance payment Yes	
Approved budget as in the Agreement	0.00
Expenses incurred	0.00
We are applying for the payment of the following amount	0.00

Institution's stamp

(signature and stamp of Project Promoter's legal representative)

Place and date:

List of public procurement orders by a Project Promoter under the Scholarship and Training Fund co-financed by EEA Financial Mechanism and Norwegian Financial Mechanism 2009-2014 with reference to expenses incurred in the reporting period*

*if the share of EEA FM and NFM funds had not been planned in advance for the implementation of a given public procurement, please estimate the planned share of EEA FM and NFM funds in the value of a given public procurement. The total amount of the public procurement should be related to the value of EEA FM and NFM funds, without taking national co-finding into consideration.

Project Promoter's name	Agreement no.	Project title
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Report no.:

The list refers to expenses incurred in the period from dd-mm-yy to dd-mm-yyyy.

Note: If the expenses exceed PLN 3500 gross for the whole project, the Ministry's guidelines shall apply. The guidelines can be found at:
http://www.eog.gov.pl/Dokumenty/Wytyczne/Documents/wytyczne_zam_pub_2014-04-30.pdf

All expenses presented in the financial report shall be included in the table.

I hereby declare that expenses related with the above mentioned public procurement, for which art. 4 clause 8 of the public procurement law was indicated as the required procedure, and planned for the whole period of project implementation shall not exceed the amount of EUR 14.000/30.000 net.

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Signature of the authorised person