**ANNEX V**

**FINAL REPORT**

|  |  |
| --- | --- |
| **Project Code** |  |
| **Implementing organisation** |  |
| **Budget approved (Eur)** |  |
| **Starting date** |  |
| **Completion date** |  |
| **Area(s)** |  |

**Describe the activities undertaken (duration, staff and providers involved, role, detailed programme, outputs)**

**[max. 300 words]**

**Describe the tangible impact on the green transition process of your organisation deriving from the capacity building activities undertaken, making reference to the indicators mentioned in the application.**

**[max. 200 words]**

**Financial Reporting**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date invoice** | **Service****provider** | **Description** | **Total amount****( in xxx)** | **Exchange** **rate [[1]](#footnote-1)** | **Total amount****(in EUR)** | **Date payment**  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  | **Total (Euro)** |  |  |  |  |

|  |  |
| --- | --- |
| **Organisation**  |  |
| **Name**  |  |
| **Legal Representative****Signature** |  |
| **Date** |  |

**ANNEX**

* **Invoice and proof of payment of the service purchased**
* **Certificate of completion issued and signed by the provider**
1. The financial statements must be drafted in euro. Beneficiaries with general accounts established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the Official Journal of the European Union (ECB website) or at the average of the monthly accounting exchange rates published on the EuropeanCommission website (InforEuro). [↑](#footnote-ref-1)