

to be filled-in on Lead Applicant letter headed paper

Annex 1 - Example of filled in Simplified Financial Statement

Simplified Financial Statement						
Lead Applicant						
Project acronym		Proposal number				
project duration (months)				60		
Requested ERDF funding from the CE programme in EUR	726.390,00					
Closing date of last financial period (dd/mm/yyyy)	31.12.2007	Duration of last financial period in months	12	Forex on closing date		1,00000
				Currency	EUR	EUR
Balance sheet						
Net fixed assets				14.666.297,00	14.666.297,00	
Current assets (maturity less than one year)				13.271.020,00	13.271.020,00	
Cash and cash equivalents				1.116.386,00	1.116.386,00	
Total assets				29.053.703,00	29.053.703,00	
Capital including reserves				7.388.210,00	7.388.210,00	
Provisions				1.438.784,00	1.438.784,00	
Long term debt (maturity above one year)				6.643.848,00	6.643.848,00	
Current liabilities (maturity less than one year)				13.582.862,00	13.582.862,00	
Total liabilities and capital including reserves				29.053.704,00	29.053.704,00	
				EUR	EUR	
Profit and loss account						
Total revenues				38.666.863,00	38.666.863,00	
Personnel costs				5.160.879,00	5.160.879,00	
Other operating costs				32.880.164,00	32.880.164,00	
Operating profit				625.820,00	625.820,00	
Net financial income/charges				-176.436,00	-176.436,00	
Net extraordinary items				276.685,00	276.685,00	
Taxes on profit				-64,00	-64,00	
Profit/loss for the period				726.133,00	726.133,00	

Signature

Date

Name of the Signatory
(Legal Representative)*

Title of the Signatory

Official stamp of Partner Institution

* In case the Signatory is different than Legal Representative an official authorisation has to be provided

Instructions for the "Simplified Financial Statements" form

Who should submit the form?

The "Simplified Financial Statements" table in Excel should be completed by the Private Lead Applicant. The requested figures are for the latest available financial statements which have been audited and approved by the organisation's stakeholders and/or delivered to the relevant tax authorities.

Instructions for completing the table

Only cells not highlighted in grey have to be filled-in. Totals are computed automatically. Put amounts only in full units of local currency or EUR, no decimals. If the number is zero, put zero or leave the cell empty.

Lead Applicant: official name of the organisation submitting the financial information.

Project acronym: the acronym used for the proposal.

Requested ERDF funding from the CENTRAL EUROPE programme in EUR: Total ERDF contribution requested from CE funding in EUR as indicated in the AF

Date: the closing date for the last financial period where the financial statements have been audited and approved and/or delivered to the tax authorities. The format for the dates is dd/mm/yyyy.

Currency : select from the drop down list the currency in which the financial information is submitted.

Forex exchange on closing date: If you use EUR please indicate 1. If you use another (EU CE only) currency please indicate exchange rate from info EURO (<http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=home&SearchField=&Period=2003-9&Delim=,&Language=en>) of the month of closing of the last financial period.

Net fixed assets are the capitalised assets after deduction of accumulated depreciation and amortization. They typically include buildings, equipment and/or participations in affiliates.

Current assets are all other assets with a maturity of less than a year, with the exception of cash and cash equivalents provided on a separate line. Typically, it is accounts receivable, inventory and/or prepaid expenses,

Capital and reserves is the total of capital, retained earnings, net income for the period and any other reserves.

Provisions usually relate to costs for pension liabilities or legal risks. Most of the time the exact amount and/or beneficiary is not known.

Long term debt is the portion of liabilities with a maturity of more than a year.

Current liabilities are debts with a maturity of less than a year, including the part of financial debt which is due in less than a year and related accrued interest or short term bank overdrafts.

Balance: please check that total assets and total liabilities and shareholders' equity are identical amounts.

Total revenues: revenues generated by the operating activities (e.g. sales, grants received, etc.).

Personnel costs: indicate the total cost for staff employed, i.e. salaries and wages plus related social benefits.

Other operating costs: remaining costs incurred in the operating activities.

Net financial income/charges: financial income generated (e.g. interest income, etc.) under the deduction of financial expenses (e.g. interest paid, etc.).

Net extraordinary items: profit or loss generated by extraordinary items. These must be classified as such under your organisation's accounting policy and your national authority's generally accepted accounting principles.

Taxes on profit: taxes levied on the net income generated by your organisation.