



## Fact Sheet 21 – Final Reporting

	Valid from	Valid to	Main changes
Version 1	23.05.2018		

**Core message:** The final report is filled in once during the lifetime of the project. It contains one form for the final progress on activities and one form for the final progress on the finances. This Fact Sheet covers the final reporting procedure.

### Background

The purpose of this Fact Sheet is to give an overview of the procedures for final reporting on activities and claiming funds. More detailed information on the procedures, documents, checklists, reporting forms, etc. referred to in this fact sheet can be found in the First Level Control Manual and the Online Monitoring System.

### Final Reporting

All projects must provide a final progress report on activities, accompanied by a finance report (statement of expenditure). The final report has to be submitted no later than three months after the project has ended. The final report on activities replaces the project's last periodic report on activities. Part of the report, therefore, covers the last six months of implementation, the time period that has not been covered by previous periodic reports. This is valid for the section on work package completion. Other parts of the report relate to the entire lifetime of the project. (Please see the sections below for more details on this.)

**Each beneficiary completes a progress report and statement of expenditure covering its own activities and costs.** The payments for both the periodic report submitted prior to the final report and the final report will be paid out only after the final report is approved.

### Content of Final Report on progress

In the final report you, the project, need to provide a short summary of your achievements **over the entire project lifetime**, together with facts and figures on final achievement of work package targets. The Secretariat will make use of the information provided in the final report to evaluate whether the project has successfully implemented its activities as described in the application form. The information will also be used to communicate project achievements to European stakeholders.



Therefore, the final report should in clear, simple language, avoiding administrative details, jargon, abbreviations, and technical terms.

The Secretariat is less interested in the projects' individual activities than the project's achievements and impacts resulting from transnational activities at the project level. The project should focus on compiling the achievements on a project level in the final report.

The final progress form on activities consists of the sections listed below. The final report, like all preceding periodic reports, is submitted via the Online Monitoring System.

- Highlights of main achievements
- Final progress towards project objectives (including project detailed objectives)
- Final output indicators
- Final result indicators
- Final progress on activities and deliverables (work packages)
- Communication and publicity
- Knowledge transfer
- Investment and equipment
- Capitalisation and impact

## Content of Final Report on finances

The final report on finances requires, in principle, the same information as the interim reports on finances. There are no major differences in the periodic and the final reports on finances. A statement of expenditure must accompany a final progress report. Before they can be included in the project-level statement of expenditure, all costs declared by all beneficiaries are subject to first level control – a check that the claim is correct and in line with all relevant rules.

Budgets will be checked for overspendings, both at beneficiary and project level. Any overspendings will be deducted from the final payment. The Secretariat strongly advises you to submit an adjustment for closure change (project budget and activities) prior to the final report in order to deal with these overspendings on individual budget lines. Please get in touch with the joint secretariat about this as far in advance of your final report submission as possible.

## Requirements for final reporting

- Reports must be submitted online through the Online Monitoring System by the Authorised Signatory.
- All mandatory sections of the report must be completed before the form can be submitted.
- The final claim for payment should include a finance report from every beneficiary in the project – even if no funding is claimed. Beneficiaries submitting a zero claim must enter this information in the Online Monitoring System and the Lead Beneficiary must explain why this has been done in the project-level report.



- The First Level Control certificate must be filled out correctly and in full. An incomplete First Level Control Certificate will be rejected. (Please see Fact Sheet 24 on First Level Control for more information about the First Level Control requirements.)
- If the First Level Controller makes any deductions, the FLC checklist must include a statement that lists the deducted amounts. Each beneficiary's First Level Controller should also maintain a record of all ineligible expenditure that was deducted from the statement of expenditure in case there is a second (or third) level control done on the beneficiary's finances.

## Retaining documents

It is essential that all beneficiaries retain all of the supporting documentation for every report for five full years from 31 December of the year in which the final payment is made to the project. Beneficiaries that have received funding under a state aid scheme must retain the same information for ten years (see Fact Sheet 16). The Manual for First Level Control outlines the requirements for the safekeeping of accounting and other important documents.