

**Title: Interactive check list for finalizing the Financial Report form**

**Topic: Administer**

**Subtopic/requirement: Project financial management and reporting**

**Keywords (Tags): Budget, Financial report**

**Short text (max. 400 characters)**

Financial and administrative management is an important part of European projects’ success. A clear and effective filling in of the Financial Report Form is a key factor to ensure that the costs incurred during the project are considered eligible and therefore re-fundable by the funding authority.

**Long Text (max. 1300 characters)**

**Description/Rationale:**

Starting from the information about reporting of the expenditures in European projects, contained in the Survival Kit and in the Handbook for Project management for Lifelong Learning Programme an interactive check list has been developed.

The check list highlights some of the aspects to be monitored before sending the final financial report to the funding authority.

The tool is not planned as to be exhaustive and definitive but it is designed to help avoiding the most common mistakes.

**Importance/Relevance:**

Financial reporting is an essential aspect in defining the success of an European projects an in ensuring the consortium and the project coordinator in particular, to receive a positive assessment of the project expenditures and avoid consequential reduction of the Grant.

Filling in the Financial Report form in all its parts, providing clear and exhaustive information and avoiding easy to be spotted common mistakes helps to prevent reported costs being considered as not eligible.

**Links to PACE:**

* Survival Kit - Managing Multilateral Projects in the Lifelong Learning Programme

**How can I apply the analyzing tools in my own project?**

The tool can be used in order to cross check the financial report form before sending it to the EACEA, together with the Final report.

**Additional resources:**

* Resources 1: Interactive check list for closing the Financial report form