

**FINAL FINANCIAL STATEMENT OF
Grant Agreement EC 03 - 2017-2018 Charles University - Prague (CZ) - ANNEX VB**

PLEASE COMPLETE THE GREEN AREA ONLY

FINAL EXPENDITURE OF ACTIVITIES UNDERTAKEN FOR THE							Total expenses		eligible (to be completed by EC)	Grant award 66,73% on expenditure max.
EMCI Module /2nd year MA course-Conference interpreting programme 1 year course Duration: 15/06/2017 - 31/07/2018							please indicate in CKK EC will convert in €			
							CZK	€		
A	Staff costs assigned to the operation :	Int./Ext.	persons	total/h *	Kc/unit **	%	in			
1	/Coordination - course leader	Int./S	1	0,00	0,00 Kč	100,00%	0,00 Kč			
2	/Administration of the EMCI module	Int./S	1	0,00	0,00 Kč	100,00%	0,00 Kč			
	Total Administration - Coordination			0,00	#DIV/0!		0,00 Kč			
		Int./Ext.	persons		Kc/unit **	%	P*U*Kc**%			
3	technician BVC, virtual classes	Int./S	1	0,00	0,00 Kč	100,00%	0,00 Kč			
4	Experts - lecturers on International relations, Economy, Law, Theory of Interpretation/Ethics/Diplomatic	Int./S	0	0,00	0,00 Kč	100,00%	0,00 Kč			
5	Experts - lecturers on EU competencies and politics - in English	Ext	0	0,00	0,00 Kč	100,00%	0,00 Kč			
	Teachers/Speakers/Examiners/Experts/ Others			0,00						
	English-Czech language combination:			0,00						
6	Internal trainers (see the names on the list-Annex VI)/	Int./S	0	0,00	0,00 Kč	100,00%	0,00 Kč			
7	External trainers (see the names on the list-Annex VI) /interpreters-trainers, natifs speakers, examiners-progress and final exams, experts-tandem	Ext	0	0,00	0,00 Kč	100,00%	0,00 Kč			
	French-Czech language combination:			0,00		100,00%				
8	Internal trainers (see the names on the list-Annex VI) /interpreters-trainers, natifs speakers, examiners-progress and final exams, experts-tandem	Int./S	0	0,00	0,00 Kč	100,00%	0,00 Kč			
9	External trainers (see the names on the list-Annex VI) /interpreters-trainers, natifs speakers, examiners-progress and final exams, experts-tandem	Ext	0	0,00	0,00 Kč	100,00%	0,00 Kč			
	Spanish-Czech language combination:			0,00		100,00%				
10	Internal trainers (see the names on the list-Annex VI) /interpreters-trainers, natifs speakers, examiners-progress and final exams, experts-tandem	Int./S	0	0,00	0,00 Kč	100,00%	0,00 Kč			
11	External(see the names on the list -Annex VI) /interpreters-trainers, natifs speakers, examiners-progress and final exams, experts-tandem	Ext	0	0,00	0,00 Kč	100,00%	0,00 Kč			
	Total Other (Pedagogical tasks and teaching)			0,00	#DIV/0!		0,00 Kč			
TOTAL A						#DIV/0!	0,00 Kč			
B	Travel and Subsistence expenses for staff involved/ or mobility schemes:		persons	costs/ journey						
	Study visits to EU Institutions from Prague - to Brussels (students will obtain bursaries from Charles University - our		0	0,00 Kč			0,00 Kč			
TOTAL B						#DIV/0!	0,00 Kč			
C	Cost of Equipment (please itemize):	0	0							
TOTAL C						#DIV/0!	0,00 Kč			
D	Cost of consumables and supplies :				units	approx. Kc				
1										
TOTAL D						#DIV/0!	0,00 Kč			
E	Direct Costs of Conferences, Seminars and Workshops :									
E.1	Organisation costs (purchase of material, rent of rooms etc)				units	approx. Kc				
E.2	Travel and Subsistence expenses		persons	costs/ days	days	costs/day (€)				
TOTAL E						#DIV/0!	0,00 Kč			
F	Other direct costs:				units	approx. Kc	units * €			
1										
TOTAL F						#DIV/0!	0,00 Kč			
G	General Costs/ Overhead (Max. 7% of the eligible budget of chapters A - F) :									
	General Costs (excluding costs of former chapters)						€0,00			
TOTAL G						#DIV/0!	0,00 Kč			
TOTAL (A - G)						#DIV/0!	0,00 Kč			

maximum grant amount

41.641,00 €

please specify the units used (weeks/hours/months) - percentage to be used if not working full time on the project

Permanent, temporary or contractual staff of the European institutions may not be included in the project

No VAT (Value added taxes) which could be recovered or are exempt may be included in the budget

EMCI mobility must be excluded

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Please fill out the work sheet "V C Details of Expenditure" (obligatory for the Final Report)

A. FINAL EXPENDITURE

Final expenditure

TOTAL

in CZK

(should be equal to Total Revenue)

B. SOURCES OF REVENUE:

Fees paid by candidates/ students (aptitude tests etc.)

Ministry of Education

Self- financing

Expected total grant of the European Commission

Other sources (please specify) :

in CZK

in EURO

TOTAL(S)

(should be equal to Total Expenditure)

I certify on my honour that the information contained in the requests for payments (including the list of invoices) is complete, exact, reliable and true.

I certify that the costs incurred can be considered eligible in accordance with the grant agreement and that requests for payments are substantiated by adequate supporting documents that can be checked.

I confirm that no reclaimable VAT has been included in these figures.

I hereby request payment of balance due :

(Name)

(Signature as original signatory of the agreement if possible)

(Position)

(Place/ Date)

Please complete the "details of expenditure" summary table (ANNEX V C) as shown below.
 The invoices and any documents related to the GRANT Grant Agreement EC 03 - 2017-2018 Charles University - Prague (CZ)
 should be kept for a period of at least 3 years from the date of payment of the balance due.
 PLEASE DO NOT SEND INDIVIDUAL COPIES UNLESS SPECIFICALLY REQUESTED BY US.

Your own reference	Budget chapter reference (see Annexes III, IV B-C)	Invoice Number	Invoice date	payment date	Short description of services or products	Date of delivery of products or period of supply of services (obligatory)	CZK	Control sums
You can add or delete or increase rows. Consider rows underneath as example								
Chapter A:								
	A1						0,00	
	A1						0,00	
	A1						0,00	
	A1						0,00	
						TOTAL A1	0,00	
	A2						0,00	
	A2						0,00	
	A2						0,00	
	A2						0,00	
	A2						0,00	
						TOTAL A2	0,00	
	A3						0,00	
	A3						0,00	
	A3						0,00	
	A3						0,00	
	A3						0,00	
	A3						0,00	
						TOTAL A3	0,00	
	A4						0,00	
	A4						0,00	
	A4						0,00	
	A4						0,00	
						TOTAL A4	0,00	
	A5						0,00	
	A5						0,00	
	A5						0,00	
	A5						0,00	
	A5						0,00	
						TOTAL A5	0,00	
	A6						0,00	
	A6						0,00	
	A6						0,00	
	A6						0,00	
	A6						0,00	
	A6						0,00	
						TOTAL A6	0,00	
	A7						0,00	
	A7						0,00	

A7						0,00
A7						0,00
					TOTAL A7	0,00
A8						0,00
A8						0,00
A8						0,00
A8						0,00
					TOTAL A8	0,00
A9						0,00
A3						0,00
A9						0,00
A9						0,00
A9						0,00
A9						0,00
					TOTAL A9	0,00
A10						0,00
A10						0,00
A10						0,00
A10						0,00
					TOTAL A10	0,00
A11						0,00
A11						0,00
A11						0,00
A11						0,00
A11						0,00
					TOTAL A11	0,00
A12						0,00
A12						0,00
A12						0,00
A12						0,00
A12						0,00
A12						0,00
					TOTAL A12	0,00
A13						0,00
A13						0,00
A13						0,00
A13						0,00
					TOTAL A13	0,00
					TOTAL A1 - A ...	0,00

Chapter B:							
	B1						0,00
	B1						0,00
						TOTAL B1	0,00
	B2						0,00
	B2						0,00
						TOTAL B2	0,00
	B3						0,00
	B3						0,00
						TOTALB3	0,00
	etc.						
						TOTAL B1 - B...	0,00
Chapter C:							
	C1						0,00
	C1						0,00
						TOTAL C1 - C ...	0,00
Chapter D:							
	D1						0,00
	etc.						
						TOTAL D1 - D...	#REF!
Chapter E:							
	E1						0,00
	E1						0,00
	E1						0,00
						TOTAL E1	0,00
	E2						0,00
	E2						0,00
						TOTAL E2	0,00
	E3						0,00
	E3						0,00
	E3						0,00
						TOTAL E3	0,00
	etc.						
						TOTAL E1 - E...	0,00
Chapter F:							
	F1						0,00
	F1						0,00
						TOTAL F1	0,00
	F2						0,00
						TOTAL F3	#REF!
	etc.						
						TOTAL F1 - F...	#REF!
Chapter G: NO INVOICES NEEDED - MAY BE JUSTIFIED IF YOU WISH							
	G						
	G						
	G						
						TOTALG	



Signature of accountant