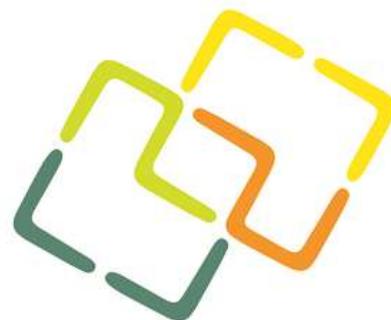




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# LITHUANIA - RUSSIA

CBC 2014-2020

## **PROGRAMME REPORTING** *Financial part*

**2020-11-24**





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LITHUANIA - RUSSIA  
CBC 2014-2020

## Content of a report

|     |  |
|-----|--|
| 1.  | Implementation of activities per reporting period.                   |
| 2.  | Logical framework.   |
| 3.  | Timetable.   |
| 4.  | Information on public procurement procedures.                        |
| 5.  | Progress financial report.   |
| 6.  | Financial summary by each beneficiary and budget heading.            |
| 7.  | Sources of funding.  |
| 8.  | Detailed report of expenditure for each budget item and beneficiary. |
| 9.  | Expenditure outside the Programme area.                              |
| 10. | Annexes.   |

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# FINANCIAL REPORTING

8. Detailed Report of Expenditure for Each Budget Item and Beneficiary

5. Progress / Final Financial Report

6. Financial Summary by Each Beneficiary and Budget Heading

7. Sources of Funding

9. Expenditure outside the Programme area





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### 8. DETAILED REPORT OF EXPENDITURE FOR EACH BUDGET ITEM AND BENEFICIARY

| No  | No of the budget item | Name of the product / service / work element / expenditure | Document No | Date when the document was issued | Name of the supplier/service provider | Registration/ identity No of the supplier / organisation | Date when the document was paid | Form of payment: (R-Remittance) (C-Cash) | Total eligible amount in national currency | Exchange rate** | Total eligible amount in EUR | Lead Beneficiary / Beneficiaries |
|-----|-----------------------|--|-------------|-----------------------------------|---------------------------------------|--|---------------------------------|--|--|-----------------|------------------------------|----------------------------------|
| 1   | 2                     | 3  | 4           | 5                                 | 6                                     | 7  | 8                               | 9  | 10   | 11              | 12                           | 13                               |
| 1   | ↑                     | ↑  | ↑           | ↑                                 | ↑                                     | ↑  | ↑                               | ↑  | ↑  | ↑               | 0.00                         | ↑                                |
| 2   | ↑                     | ↑  | ↑           | ↑                                 | ↑                                     | ↑  | ↑                               | ↑  | ↑  | ↑               | 0.00                         | ↑                                |
| 3   | ↑                     | ↑  | ↑           | ↑                                 | ↑                                     | ↑  | ↑                               | ↑  | ↑  | ↑               | 0.00                         | ↑                                |
| 4   | ↑                     | ↑  | ↑           | ↑                                 | ↑                                     | ↑  | ↑                               | ↑  | ↑  | ↑               | 0.00                         | ↑                                |
| 5   | ↑                     | ↑  | ↑           | ↑                                 | ↑                                     | ↑  | ↑                               | ↑  | ↑  | ↑               | 0.00                         | ↑                                |
| 6   | ↑                     | ↑  | ↑           | ↑                                 | ↑                                     | ↑  | ↑                               | ↑  | ↑  | ↑               | 0.00                         | ↑                                |
| 7   |                       |  |             |                                   |                                       |  |                                 |  |  |                 | 0.00                         |                                  |
| 8   |                       |  |             |                                   |                                       |  |                                 |  |  |                 | 0.00                         |                                  |
| 9   |                       |  |             |                                   |                                       |  |                                 |  |  |                 | 0.00                         |                                  |
| 10  |                       |  |             |                                   |                                       |  |                                 |  |  |                 | 0.00                         |                                  |
| 11  |                       |  |             |                                   |                                       |  |                                 |  |  |                 | 0.00                         |                                  |
| 12  |                       |  |             |                                   |                                       |  |                                 |  |  |                 | 0.00                         |                                  |
| 13  |                       |  |             |                                   |                                       |  |                                 |  |  |                 | 0.00                         |                                  |
| 14  |                       |  |             |                                   |                                       |  |                                 |  |  |                 | 0.00                         |                                  |
| 15  |                       |  |             |                                   |                                       |  |                                 |  |  |                 | 0.00                         |                                  |
| 16  |                       |  |             |                                   |                                       |  |                                 |  |  |                 | 0.00                         |                                  |
| 17  |                       |  |             |                                   |                                       |  |                                 |  |  |                 | 0.00                         |                                  |
| 18  |                       |  |             |                                   |                                       |  |                                 |  |  |                 | 0.00                         |                                  |
| 19* |                       |  |             |                                   |                                       |  |                                 |  |  |                 | 0.00                         |                                  |
|     |                       |  |             |                                   |                                       |  |                                 |  | 0.00                                       |                 | 0.00                         |                                  |





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## Reporting expenditure in Rubles

The expenditure in national currency (other than Euro) must be **converted** with an accuracy of **four digits after comma**.

The currency **exchange losses** are **not eligible costs** to be declared in the reports.

### Example:

**Cost of purchased equipment: 1 000 000 RUB**

**Monthly accounting exchange rate: November 2020**

**1 EUR = 93,0481 RUB**

**1 000 000 RUB / 93,0481 RUB = 10 747,1297103EUR = >  
10 747,12 EUR in the report.**





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## Exchange rates

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)



### INFOREURO

Monthly accounting rate of the euro

Currency converter

[List of countries](#) | [€ List of currencies](#) | [More about InforEuro](#) | [Webservices](#)



Monthly rates

Direct access by currency (ISO code) or by country (geonomenclature)

2020

11



### CURRENCY CONVERTER

Year

2020

Month

11

Amount

1

From

EUR (Euro)

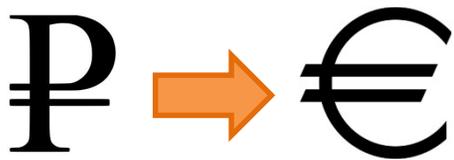
To

RUB (Russian ruble)



**1 EUR = 93.0481 RUB**

Please note that the converted value is rounded after the 5th decimal.





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5. PROGRESS FINANCIAL REPORT

| EXPENDITURE   | Lead Beneficiary /<br>No of Beneficiary | Original budget              |             |                       |                   | Allowed reallocations | Expenditure incurred in reporting period |                       |                   | Accumulated expenditure<br>including previous reporting<br>periods (in EUR)** | Balance (from project start<br>including current report), in<br>EUR | Next reporting period |                       |                   | Balance (from project start<br>including current report and<br>forecast) (in EUR) |
|---|---|------------------------------|-------------|-----------------------|-------------------|-----------------------|--|-----------------------|-------------------|---|---|-----------------------|-----------------------|-------------------|---|
|   |   | Unit*                        | No of units | Unit rate<br>(in EUR) | Costs<br>(in EUR) |                       | No of units                              | Unit rate<br>(in EUR) | Costs<br>(in EUR) |   |   | No of units           | Unit rate<br>(in EUR) | Costs<br>(in EUR) |   |
| <b>1. Human Resources</b>   |   |                              |             |                       |                   |                       |  |                       |                   |   |   |                       |                       |                   |   |
| 1.1. Project manager  |   | Per month/ per day/ per hour |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 1.2. Financial manager  |   | Per month/ per day/ per hour |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 1.3. Local coordinator  |   | Per month/ per day/ per hour |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 1.4. Local accountant   |   | Per month/ per day/ per hour |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 1.4. Other (specify) - add as many rows as you need   |   | Per month/ per day/ per hour |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| <b>Subtotal Human Resources</b>   |   |                              |             |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>         |  |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>   | <b>€ 0.00</b>   |                       |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>   |
| <b>2. Travel and accommodation</b>  |   |                              |             |                       |                   |                       |  |                       |                   |   |   |                       |                       |                   |   |
| 2.1. Travel (staff)   |   | Per travel                   |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 2.2. Rent of vehicles   |   | Per month/ day               |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 2.3. Per diem (daily allowances, accommodation and other subsistence costs related to missions) (staff) |   | Per person/ day              |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 2.4. Travel (participants)  |   | Per travel                   |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 2.5. Per diems (accommodation and other subsistence costs related to the events) (participants)         |   | Per person/ day              |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 2.6. Other (specify) - add as many rows as you need   |   | Per person/ day              |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| <b>Subtotal Travel and accommodation</b>  |   |                              |             |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>         |  |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>   | <b>€ 0.00</b>   |                       |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>   |
| <b>3. Supplies, external services and other costs</b>   |   |                              |             |                       |                   |                       |  |                       |                   |   |   |                       |                       |                   |   |
| 3.1. External experts - add as many rows as you need  |   | Per expert                   |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 3.2. Publications, studies, research (specify)  |   | Per item                     |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 3.3. Expenditure verification (audit)   |   | Per service                  |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 3.4. Translation, interpreters  |   | Per page/ service            |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 3.5. Financial services   |   | Per service                  |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 3.6. Conferences/seminars   |   | Per event                    |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 3.7. Communication activities   |   | Per activity                 |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 3.8. Consumables  |   | Per event                    |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 3.9. Supplies and inventory   |   | Per item/ per project        |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 3.10. Supervision of works (specify)  |   | Per service                  |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 3.11. Other (please specify) - add as many rows as you need   |   |                              |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| <b>Subtotal Supplies, external services and other costs</b>   |   |                              |             |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>         |  |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>   | <b>€ 0.00</b>   |                       |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>   |
| <b>4. Works and long-term investments</b>   |   |                              |             |                       |                   |                       |  |                       |                   |   |   |                       |                       |                   |   |
| 4.1. Works (infrastructure) (specify)   |   | Per work                     |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 4.2. Purchase of vehicles (specify)   |   | Per item                     |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 4.3. Computer hardware/software (specify)   |   | Per item                     |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 4.4. Furniture (specify)  |   | Per item                     |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 4.5. Machines, tools, spare parts/equipment (specify)   |   | Per item                     |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| 4.6. Other investments (specify) - add as many rows as you need   |   | Per item/work                |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| <b>Subtotal Works and long-term investments</b>   |   |                              |             |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>         |  |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>   | <b>€ 0.00</b>   |                       |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>   |
| <b>5. Preparation costs***</b>  |   |                              |             |                       |                   |                       |  |                       |                   |   |   |                       |                       |                   |   |
| 5.1. Travel and subsistence costs   |   |                              |             |                       | € 0.00            |                       |  |                       | € 0.00            |   | € 0.00  |                       |                       | € 0.00            | € 0.00  |
| <b>Subtotal Preparation costs</b>   |   |                              |             |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>         |  |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>   | <b>€ 0.00</b>   |                       |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>   |
| <b>6. Subtotal direct eligible costs of the project (1-5)</b>   |   |                              |             |                       | <b>0.00 €</b>     | <b>0.00 €</b>         |  |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>   | <b>€ 0.00</b>   |                       |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>   |
| 7. Indirect administrative costs (maximum 7% of BH 1 "Human Resources")                                 |   |                              |             |                       | € 0.00            | € 0.00                |  |                       |                   |   | € 0.00  |                       |                       |                   | € 0.00  |
| <b>8. Total eligible costs (6+7)</b>  |   |                              |             |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>         |  |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>   | <b>€ 0.00</b>   |                       |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>   |





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### 5. PROGRESS FINANCIAL REPORT

| EXPENDITURE   | Lead Beneficiary<br>/<br>No of<br>Beneficiary | Original budget                 |                |                       |                   | Allowed<br>reallocations | Expenditure incurred in reporting<br>period |                       |                   |
|---|---|---------------------------------|----------------|-----------------------|-------------------|--------------------------|---|-----------------------|-------------------|
|   |   | Unit*                           | No of<br>units | Unit rate<br>(in EUR) | Costs<br>(in EUR) |                          | No of<br>units                              | Unit rate<br>(in EUR) | Costs<br>(in EUR) |
| <b>1. Human Resources</b>   |   |                                 |                |                       |                   |                          |   |                       |                   |
| 1.1. Project manager  |   | Per month/ per<br>day/ per hour |                |                       | € 0.00            |                          |   | € 0.00                |                   |
| 1.2. Financial manager  |   | Per month/ per<br>day/ per hour |                |                       | € 0.00            |                          |   | € 0.00                |                   |
| 1.3. Local coordinator  |   | Per month/ per<br>day/ per hour |                |                       | € 0.00            |                          |   | € 0.00                |                   |
| 1.4. Local accountant   |   | Per month/ per<br>day/ per hour |                |                       | € 0.00            |                          |   | € 0.00                |                   |
| 1.4. Other ( <i>specify</i> ) - <i>add as many rows<br/>as you need</i> |   | Per month/ per<br>day/ per hour |                |                       | € 0.00            |                          |   | € 0.00                |                   |
| <b>Subtotal Human Resources</b>   |   |                                 |                |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>            |   | <b>€ 0.00</b>         |                   |
| <b>2. Travel and accommodation</b>                                      |   |                                 |                |                       |                   |                          |   |                       |                   |
| 2.1. Travel (staff)   |   | Per travel                      |                |                       | € 0.00            |                          |   | € 0.00                |                   |
| 2.2. Rent of vehicles   |   | Per month/ day                  |                |                       | € 0.00            |                          |   | € 0.00                |                   |
| 2.3. Per diem (daily allowances)  |   |                                 |                |                       |                   |                          |   |                       |                   |

Cover page

**Financial Report**

Financial Summary

Sources of Funding

Payment Details

Outside Area

Annexes





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## 5. PROGRESS FINANCIAL REPORT

| s<br>(R)      | Allowed<br>reallocations | Expenditure incurred in reporting<br>period |                       |                   | Accumulated<br>expenditure<br>including<br>previous<br>reporting periods<br>(in EUR)** | Balance (from<br>project start<br>including<br>current<br>report), in EUR | Next reporting period |                       |                   | Balance (from<br>project start<br>including<br>current report<br>and forecast)<br>(in EUR) |
|---------------|--------------------------|---|-----------------------|-------------------|--|---|-----------------------|-----------------------|-------------------|--|
|               |                          | No of<br>units                              | Unit rate<br>(in EUR) | Costs<br>(in EUR) |  |   | No of<br>units        | Unit rate<br>(in EUR) | Costs<br>(in EUR) |  |
| € 0.00        |                          |   |                       | € 0.00            |  | € 0.00  |                       |                       | € 0.00            | € 0.00   |
| € 0.00        |                          |   |                       | € 0.00            |  | € 0.00  |                       |                       | € 0.00            | € 0.00   |
| € 0.00        |                          |   |                       | € 0.00            |  | € 0.00  |                       |                       | € 0.00            | € 0.00   |
| € 0.00        |                          |   |                       | € 0.00            |  | € 0.00  |                       |                       | € 0.00            | € 0.00   |
| € 0.00        |                          |   |                       | € 0.00            |  | € 0.00  |                       |                       | € 0.00            | € 0.00   |
| <b>€ 0.00</b> | <b>€ 0.00</b>            |   |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>  | <b>€ 0.00</b>   |                       |                       | <b>€ 0.00</b>     | <b>€ 0.00</b>  |
| € 0.00        |                          |   |                       | € 0.00            |  | € 0.00  |                       |                       | € 0.00            | € 0.00   |
| € 0.00        |                          |   |                       | € 0.00            |  | € 0.00  |                       |                       | € 0.00            | € 0.00   |





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6. FINANCIAL SUMMARY BY EACH BENEFICIARY AND BUDGET HEADING

| Contracted budget by beneficiaries                         |                  |                  |                  |                  |        |
|--|------------------|------------------|------------------|------------------|--------|
| Budget heading   | Lead Beneficiary | Beneficiary No 2 | Beneficiary No 3 | Beneficiary No 4 | Total  |
| Region (core, adjoining region)                            |                  |                  |                  |                  |        |
| 1. Human resources   |                  |                  |                  |                  | € 0.00 |
| 2. Travel and accommodation                                |                  |                  |                  |                  | € 0.00 |
| 3. Supplies, external services and other costs             |                  |                  |                  |                  | € 0.00 |
| 4. Works and long-term investments                         |                  |                  |                  |                  | € 0.00 |
| 5. Preparation costs                                       |                  |                  |                  |                  | € 0.00 |
| 6. Total direct eligible costs of the project (1+5)        | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| 7. Indirect administrative costs                           |                  |                  |                  |                  | € 0.00 |
| Total eligible costs (6+7)                                 | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| Expenditure incurred during previous reporting period (-)* |                  |                  |                  |                  |        |
| 1. Human resources   |                  |                  |                  |                  | € 0.00 |
| 2. Travel and accommodation                                |                  |                  |                  |                  | € 0.00 |
| 3. Supplies, external services and other costs             |                  |                  |                  |                  | € 0.00 |
| 4. Works and long-term investments                         |                  |                  |                  |                  | € 0.00 |
| 5. Preparation costs                                       |                  |                  |                  |                  | € 0.00 |
| 6. Total direct eligible costs of the project (1+5)        | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| 7. Indirect administrative costs                           |                  |                  |                  |                  | € 0.00 |
| Total eligible costs (6+7)                                 | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| Expenditure incurred during reporting period               |                  |                  |                  |                  |        |
| 1. Human resources   |                  |                  |                  |                  | € 0.00 |
| 2. Travel and accommodation                                |                  |                  |                  |                  | € 0.00 |
| 3. Supplies, external services and other costs             |                  |                  |                  |                  | € 0.00 |
| 4. Works and long-term investments                         |                  |                  |                  |                  | € 0.00 |
| 5. Preparation costs                                       |                  |                  |                  |                  | € 0.00 |
| 6. Total direct eligible costs of the project (1+5)        | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| 7. Indirect administrative costs                           |                  |                  |                  |                  | € 0.00 |
| Total eligible costs (6+7)                                 | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| Balance after reporting period                             |                  |                  |                  |                  |        |
| 1. Human resources   | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| 2. Travel and accommodation                                | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| 3. Supplies, external services and other costs             | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| 4. Works and long-term investments                         | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| 5. Preparation costs                                       | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| 6. Total direct eligible costs of the project (1+5)        | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| 7. Indirect administrative costs                           | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| Total eligible costs (6+7)                                 | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |





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6. FINANCIAL SUMMARY BY EACH BENEFICIARY AND BUDGET HEADING

| 4  | Contracted budget by beneficiaries                          |                  |                  |                  |                  |                  |                  |        |
|----|---|------------------|------------------|------------------|------------------|------------------|------------------|--------|
| 5  | Budget heading  | Lead Beneficiary | Beneficiary No 2 | Beneficiary No 3 | Beneficiary No 4 | Beneficiary No 5 | Beneficiary No 6 | Total  |
| 6  | Region (core, adjoining region)                             |                  |                  |                  |                  |                  |                  |        |
| 7  | 1. Human resources  |                  |                  |                  |                  |                  |                  | € 0.00 |
| 8  | 2. Travel and accommodation                                 |                  |                  |                  |                  |                  |                  | € 0.00 |
| 9  | 3. Supplies, external services and other costs              |                  |                  |                  |                  |                  |                  | € 0.00 |
| 10 | 4. Works and long-term investments                          |                  |                  |                  |                  |                  |                  | € 0.00 |
| 11 | 5. Preparation costs  |                  |                  |                  |                  |                  |                  | € 0.00 |
| 12 | 6. Total direct eligible costs of the project (1+5)         | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| 13 | 7. Indirect administrative costs                            |                  |                  |                  |                  |                  |                  | € 0.00 |
| 14 | Total eligible costs (6+7)                                  | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| 15 | Expenditure incurred during previous reporting period (-s)* |                  |                  |                  |                  |                  |                  |        |
| 16 | 1. Human resources  |                  |                  |                  |                  |                  |                  | € 0.00 |
| 17 | 2. Travel and accommodation                                 |                  |                  |                  |                  |                  |                  | € 0.00 |
| 18 | 3. Supplies, external services and other costs              |                  |                  |                  |                  |                  |                  | € 0.00 |
| 19 | 4. Works and long-term investments                          |                  |                  |                  |                  |                  |                  | € 0.00 |
| 20 | 5. Preparation costs  |                  |                  |                  |                  |                  |                  | € 0.00 |
| 21 | 6. Total direct eligible costs of the project (1+5)         | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| 22 | 7. Indirect administrative costs                            |                  |                  |                  |                  |                  |                  | € 0.00 |
| 23 | Total eligible costs (6+7)                                  | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00           | € 0.00 |
| 24 | Expenditure incurred during reporting period                |                  |                  |                  |                  |                  |                  |        |





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|    |   |               |               |               |               |               |               |               |               |               |
|----|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 24 | <b>Expenditure incurred during reporting period</b> |               |               |               |               |               |               |               |               |               |
| 25 | 1. Human resources                                  |               |               |               |               |               |               |               |               | € 0.00        |
| 26 | 2. Travel and accommodation                         |               |               |               |               |               |               |               |               | € 0.00        |
| 27 | 3. Supplies, external services and other costs      |               |               |               |               |               |               |               |               | € 0.00        |
| 28 | 4. Works and long-term investments                  |               |               |               |               |               |               |               |               | € 0.00        |
| 29 | 5. Preparation costs                                |               |               |               |               |               |               |               |               | € 0.00        |
| 30 | 6. Total direct eligible costs of the project (1+5) | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        |
| 31 | 7. Indirect administrative costs                    |               |               |               |               |               |               |               |               | € 0.00        |
| 32 | <b>Total eligible costs (6+7)</b>                   | <b>€ 0.00</b> |
| 33 | <b>Balance after reporting period</b>               |               |               |               |               |               |               |               |               |               |
| 34 | 1. Human resources                                  | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        |
| 35 | 2. Travel and accommodation                         | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        |
| 36 | 3. Supplies, external services and other costs      | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        |
| 37 | 4. Works and long-term investments                  | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        |
| 38 | 5. Preparation costs                                | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        |
| 39 | 6. Total direct eligible costs of the project (1+5) | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        |
| 40 | 7. Indirect administrative costs                    | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        | € 0.00        |
| 41 | <b>Total eligible costs (6+7)</b>                   | <b>€ 0.00</b> |





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### 7. SOURCES OF FUNDING

| Source of Funding                              | Planned / contracted<br>(in EUR) | Reported<br>(in EUR) | Percentage (%) | Accumulated co-<br>financing in previous<br>reporting period(s)<br>(in EUR)* | Percentage<br>(%) | Forecast for next<br>reporting period<br>(in EUR) |
|--|----------------------------------|----------------------|----------------|--|-------------------|---|
| <b>PROGRAMME FUNDING (GRANT AMOUNT)</b>        |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| <b>TOTAL CO-FINANCING BY THE BENEFICIARIES</b> | € -                              | € -                  | #DIV/0!        | € -  | #DIV/0!           | € -   |
| <b>Co-financing by Lead Beneficiary:</b>       | € -                              | € -                  | #DIV/0!        | € -  | #DIV/0!           | € -   |
| state budget                                   |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| regional authority budget                      |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| municipal budget                               |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| other (specify)                                |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| <b>Co-financing by Beneficiary No 2</b>        | € -                              | € -                  | #DIV/0!        | € -  | #DIV/0!           | € -   |
| state budget                                   |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| regional authority budget                      |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| municipal budget                               |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| other (specify)                                |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| <b>Co-financing by Beneficiary No 3</b>        | € -                              | € -                  | #DIV/0!        | € -  | #DIV/0!           | € -   |
| state budget                                   |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| regional authority budget                      |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| municipal budget                               |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| other (specify)                                |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| <b>Co-financing by Beneficiary No 4</b>        | € -                              | € -                  | #DIV/0!        | € -  | #DIV/0!           | € -   |
| state budget                                   |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| regional authority budget                      |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| municipal budget                               |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| other (specify)                                |                                  |                      | #DIV/0!        |  | #DIV/0!           |   |
| <b>TOTAL PROJECT FUNDING</b>                   | € -                              | € -                  | #DIV/0!        | € -  | #DIV/0!           | € -   |





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### 9. EXPENDITURE OUTSIDE THE PROGRAMME AREA

| Activities         | Beneficiary (number) | Contracted budget outside the Programme area (in EUR) | Expenditure outside the Programme area in the reporting period (in EUR) | Accumulated expenditure outside the Programme area in the previous reporting period(s) (in EUR) |
|--------------------|----------------------|---|---|---|
| Activity (specify) | ↑                    | ↑   | ↑   | ↑   |
| Activity (specify) | ↑                    | ↑   | ↑   | ↑   |
| Activity (specify) | ↑                    | ↑   | ↑   | ↑   |
| Activity (specify) |                      |   |   |   |
| Activity (specify) |                      |   |   |   |
| <b>Total</b>       |                      | € 0,00  | € 0,00  | € 0,00  |



#### Lead Beneficiary:

<insert name of organisation, position, name and surname of chief accountant>

<insert date of signature of the Report>

<signature>





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# Practical example





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**Filling-in the financial part of the  
project progress report:**



**FP\_Presentation-  
by\_example\_reporting\_financial-  
part.xlsx**





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## Supporting documents to the financial part of the report

|    |   |            |
|----|---|------------|
| 1. | Expenditure verification reports for each beneficiary                               | 1 original |
| 2. | Request for further / balance payment   | 1 original |
| 3. | Economic classification form of <u>requested amount</u> for <i>LT beneficiaries</i> | 1 original |
| 4. | Economic classification form of <u>reported expenditure</u> for LT beneficiaries    | 1 original |





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## Expenditure verification reports





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# Expenditure verification report (Annex IX)

<http://eni-cbc.eu/lr/en/calls-for-proposals/2nd-call-for-proposals-closed/guidelines-for-applicants-and-beneficiaries/436>



- NEWS
- PROGRAMME
- CALLS FOR PROPOSALS**
- PROJECTS
- CONTACTS

- Annex I "Detailed Rules on Eligibility of Expenditure"
- Annex II "Partnership Statement"
- Annex III "Partnership Agreement Template"
- Annex III "Partnership Agreement Template" (unofficial translation into Russian language)
- Annex IIIA to "Partnership Agreement Template"
- Annex IV "Procurement Plan Template"
- Annex V "Template of the Request for Amendments"
- Annex VI "Template of the Budget Transfers Table"
- Annex VII "Progress Report Form"
- Annex VIII "Final Report Form"
- Annex IX "Expenditure Verification Report"**
- Annex X "Request for payment form"
- Annex XI "Timesheet form"
- Annex XII "Letter of endorsement template"
- Annex XIII "Communication Handbook"
- Annex XIV "Template of the Financial Identification Form"

<to be printed on Auditor's letterhead>

Lithuania – Russia  
Cross-Border Cooperation Programme  
2014-2020

## EXPENDITURE VERIFICATION REPORT

|  |   |
|--|---|
| 1. Project No/ Grant Contract No   | LT-RU/8-XXXX  |
| 2. Project title (hereinafter referred to 'Project')   |   |
| 3. Implementation period of the Project  | dd/mm/yyyy – dd/mm/yyyy                                     |
| 4. Beneficiary's name  |   |
| 5. Project budget part under the responsibility of the Beneficiary, in EUR   |   |
| 6. Reporting period  | dd/mm/yyyy – dd/mm/yyyy                                     |
| 7. Amount of eligible expenditure certified as eligible in previous reporting periods for the Beneficiary, in EUR                                    | In case of the first Progress Report, please indicate "n/a" |
| 8. Date of submission of supporting documents for expenditure and activities for the part of the Progress/Final Report by Beneficiary to the auditor |   |
| 9. Amount of costs reported in the part of the Progress/Final Report by the Beneficiary, in EUR  |   |
| 10. Amount of costs certified as eligible by the auditor in the part of the Progress/Final Report of the Beneficiary, in EUR                         |   |
| 11. Auditor's approval date  |   |

12. The expenditure verification is performed on the basis of an agreed-upon procedures which are undertaken in accordance with:
- the International Standard on Related Services 4400 Engagements to perform Agreed-upon Procedures regarding Financial Information as promulgated by International Federation of Accountants (IFAC); and
  - IFAC Code of Ethics for Professional Accountants, developed and issued by IFAC's International Ethics Standards Board for Accountants.

13. We performed the expenditure verification for the total expenditure reported by the Beneficiary in its part of the Progress/Final Report for the Project financed by the Lithuania-Russia Cross-Border Cooperation Programme 2014-2020 (hereinafter referred to 'Programme') and the details of our factual findings which result from the procedures that we performed are the following:

| Procedures performed   | Yes/<br>No/<br>Not applicable | Factual findings and information how it was verified |
|--|-------------------------------|--|
| Verification of expenditure incurred/paid and activities implemented by the Beneficiary:   |                               |  |
| 13.1. Eligible expenditure reported in the Progress/Final Report is verified according to the requirements set in the Grant Contract and in the Guidelines for Applicants and Beneficiaries, in particular:  |                               |  |
| 13.1.1. costs were indicated in the approved project budget and directly linked to the project activities described in the approved Project Description;   |                               |  |
| 13.1.2. costs are incurred and paid during implementation period of the Project, with the exceptions mentioned in the point 6.2 (a) (ii) and (iii) of the Grant Contract and/ or section 4.1 and sub-section 4.2.5 of the Guidelines for Applicants and Beneficiaries; |                               |  |
| 13.1.3. costs were pertained to the beneficiary;   |                               |  |
| 13.1.4. costs are necessary for the Project implementation;  |                               |  |
| 13.1.5. costs are reasonable and justified;  |                               |  |
| 13.1.6. costs incurred and paid comply with the requirements of sound financial management, in particular regarding economy and efficiency;  |                               |  |
| 13.1.7. expenditure has been classified under the correct budget heading and/ or budget item;  |                               |  |
| 13.1.8. necessary amendments to the Project Description, including budget, were requested and approved by the Managing Authority (MA)/ Joint Technical Secretariat (JTS);  |                               |  |
| 13.1.9. monetary value of expenditure agrees with underlying documents and correct exchange rates are used;  |                               |  |
| 13.1.10. costs comply with Programme requirements and requirements set in other legal acts;  |                               |  |
| 13.1.11. Indirect administrative costs do not exceed the percentage specified in the Grant Contract, up to 7% of total eligible costs of Budget Heading 1.   |                               |  |
| <b>Costs:</b>  |                               |  |
| 13.2. Beneficiary has accurate and regular accounting of Project costs:  |                               |  |
| 13.2.1. costs are determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary;  |                               |  |



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## Preparation and submission of the expenditure verification reports

| <b><u>Step #1</u> All beneficiaries</b>   | <b><u>Step #2</u> Auditor</b>   | <b><u>Step #3</u> Lead Beneficiary</b>  |
|---|---|---|
| <p>Each beneficiary is <b>separately</b> responsible for having its expenditure validated by an auditor.</p> <p><b>Beneficiaries to the auditor provide:</b></p> <ul style="list-style-type: none"> <li>– original documents</li> <li>– access to all documents and databases</li> <li>– requested documents and explanations.</li> </ul> | <p>The auditor must verify 100 % of the <b>expenditure</b>.</p> <p>Results of the verification should be reflected in the expenditure verification report for <b>each</b> beneficiary <b>separately</b>.</p> <p><b>Reports</b> shall be drafted in <b>English</b> using the template (<b>Annex IX</b>).</p> | <p><b>Due to Covid-19 situation:</b></p> <ul style="list-style-type: none"> <li>– <b>The Lead Beneficiary shall collect all reports and submit to the JTS with the report <u>via e-means</u>;</b></li> <li>– <b>Russian beneficiaries shall bring documents <u>to the BO in Kaliningrad</u>;</b></li> <li>– <b>Lithuanian beneficiaries shall send documents <u>to the JTS in Vilnius</u>.</b></li> <li>– <b><u>!!! Cover letter</u></b></li> </ul> |





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**Request for further / balance payment**





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# Request for Payment (Annex X)



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*<To be filled on the official letterhead of the organisation  
delete this line after filling>*

## Request for Payment

*<Date>*

For the attention of  
Ministry of the Interior of the Republic of Lithuania  
Economics and Finance Department *<responsible unit indicated in the Grant Contract>*  
Šventaragio str. 2, LT-01510 Vilnius, Lithuania

Number of the Grant Contract:  
Title of the Project:  
Number of the Project:  
Name and address of the Lead Beneficiary:  
Request for payment number: *<1/2/3 or Balance payment and etc.>*

Dear Sir/Madam,

*<a pre-financing payment/a further pre-financing payment/payment of the balance>*  
at Contract mentioned above.

The amount requested is *<as indicated in Article 5 of the Grant Contract>*.

Please find attached the following supporting documents:  
*<-Expenditure Verification Reports (if required by Article 5.1. of the Grant Contract and in case of  
submission of Progress Report/ Final Report)  
- Progress Report/ Final Report (for further pre-financing payment/ payment of the balance)>*

The payment should be made to the following bank account:  
*<bank name  
bank code  
SWIFT of BIC code  
account number  
give the account number shown on the Financial Identification Form annexed to the Grant Contract>*

I hereby certify that the information contained in this Request for Payment is complete, faithful and reliable, that the costs incurred can be considered eligible in accordance with the Grant Contract and that this Request for Payment is substantiated by adequate supporting documents that can be checked.

Yours faithfully,

*<Name and position of the signatory>*

*<Signature>*

AMOUNT IN  
NUMBERS AND  
WORDS!!!

STAMP!!!



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## Payment option 2

*projects with an implementation period of more than 12 months.*



### pre-financing



#### Further pre-financing

to cover 80 % of needs for each 6 months (next reporting period) and not exceeding 25% of funding

- ✓ within 30 calendar days
- ✓ total sum of pre-financing may not exceed 80 %

*\*Will be paid in full if actually incurred expenditures  $\geq$  70% of previous payment (and 100 % of any previous payments)*

### Balance payment\*

**within 30  
calendar days**

*Balance payment amount depends on the real eligible costs and percentage fixed in the Grant Contract!*





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**Further pre-financing to cover up to 80 % of needs for the next period**



**5. PROGRESS FINANCIAL REPORT**

| Original budget |                    |                | Allowed reallocations | Expenditure incurred in reporting period |                    |                | Accumulated expenditure including previous reporting periods (in EUR)** | Balance (from project start including current report), in EUR | Next reporting period |                    |                | Balance (from project start including current report and forecast) (in EUR) |
|-----------------|--------------------|----------------|-----------------------|--|--------------------|----------------|---|---|-----------------------|--------------------|----------------|---|
| No of units     | Unit rate (in EUR) | Costs (in EUR) |                       | No of units                              | Unit rate (in EUR) | Costs (in EUR) |   |   | No of units           | Unit rate (in EUR) | Costs (in EUR) |   |
|                 |                    | € 0,00         |                       |  |                    | € 0,00         |   | € 0,00  |                       |                    | € 0,00         | € 0,00  |
|                 |                    | € 0,00         |                       |  |                    | € 0,00         |   | € 0,00  |                       |                    | € 0,00         | € 0,00  |
|                 |                    | € 0,00         |                       |  |                    | € 0,00         |   | € 0,00  |                       |                    | € 0,00         | € 0,00  |
|                 |                    | € 0,00         |                       |  |                    | € 0,00         |   | € 0,00  |                       |                    | € 0,00         | € 0,00  |
|                 |                    | € 0,00         |                       |  |                    | € 0,00         |   | € 0,00  |                       |                    | € 0,00         | € 0,00  |
|                 |                    | <b>€ 0,00</b>  | <b>€ 0,00</b>         |  |                    | <b>€ 0,00</b>  | <b>€ 0,00</b>   | <b>€ 0,00</b>   |                       |                    | <b>€ 0,00</b>  | <b>€ 0,00</b>   |
|                 |                    | € 0,00         |                       |  |                    | € 0,00         |   | € 0,00  |                       |                    | € 0,00         | € 0,00  |
|                 |                    | € 0,00         |                       |  |                    | € 0,00         |   | € 0,00  |                       |                    | € 0,00         | € 0,00  |





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## Further pre-financing to cover up to 80 % of needs for the next period

### 7. SOURCES OF FUNDING

| Source of Funding                              | Planned /<br>contracted<br>(in EUR) | Reported<br>(in EUR) | Percentage<br>(%) | Accumulated co-<br>financing in<br>previous reporting<br>period(s) (in EUR)* | Percentage<br>(%) | Forecast for next<br>reporting period<br>(in EUR) |
|--|-------------------------------------|----------------------|-------------------|--|-------------------|---|
| <b>PROGRAMME FUNDING (GRANT AMOUNT)</b>        |                                     |                      | <b>#DIV/0!</b>    |  | <b>#DIV/0!</b>    |   |
| <b>TOTAL CO-FINANCING BY THE BENEFICIARIES</b> | € -                                 | € -                  | <b>#DIV/0!</b>    | € -  | <b>#DIV/0!</b>    | € -   |
| <b>Co-financing by Lead Beneficiary:</b>       | € -                                 | € -                  | <b>#DIV/0!</b>    | € -  | <b>#DIV/0!</b>    | € -   |
| state budget                                   |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| regional authority budget                      |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| municipal budget                               |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| other (specify)                                |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| <b>Co-financing by Beneficiary No 2</b>        | € -                                 | € -                  | <b>#DIV/0!</b>    | € -  | <b>#DIV/0!</b>    | € -   |
| state budget                                   |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| regional authority budget                      |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| municipal budget                               |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| other (specify)                                |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| <b>Co-financing by Beneficiary No 3</b>        | € -                                 | € -                  | <b>#DIV/0!</b>    | € -  | <b>#DIV/0!</b>    | € -   |
| state budget                                   |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| regional authority budget                      |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| municipal budget                               |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| other (specify)                                |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| <b>Co-financing by Beneficiary No 4</b>        | € -                                 | € -                  | <b>#DIV/0!</b>    | € -  | <b>#DIV/0!</b>    | € -   |
| state budget                                   |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| regional authority budget                      |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| municipal budget                               |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| other (specify)                                |                                     |                      | #DIV/0!           |  | #DIV/0!           |   |
| <b>TOTAL PROJECT FUNDING</b>                   | € -                                 | € -                  | <b>#DIV/0!</b>    | € -  | <b>#DIV/0!</b>    | € -   |





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## Filling in of economic classification forms





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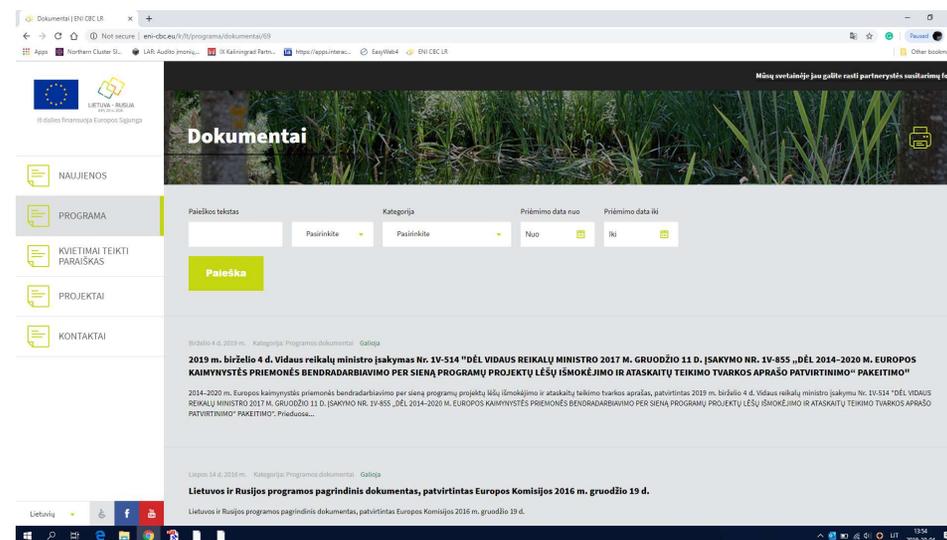
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## Economic classification forms

Forms can be found at: <http://www.eni-cbc.eu/lr/lt/programa/dokumentai/69/act17>

1 priedas. 2014–2020 m. Europos kaimynystės priemonės Lietuvos ir Rusijos Federacijos bendradarbiavimo per sieną programos Lietuvos paramos gavėjo **prašomų išmokėti paramos lėšų paskirstymas** pagal ekonominę klasifikaciją

2 priedas. 2014–2020 m. Europos kaimynystės priemonės Lietuvos ir Rusijos Federacijos bendradarbiavimo per sieną programos Lietuvos paramos gavėjo **projekto išlaidų paskirstymo** pagal ekonominę klasifikaciją **ataskaita**





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# Submission of forms of economic classification

The request for EU funds and the report on expenditure from the received EU funds  
by the Lithuanian beneficiary shall be submitted to the JTS as **originals**  
(signed by the project manager and financial manager).

VšĮ Jungtiniam techniniam sekretariatui

(Lietuvos paramos gavėjo pavadinimas, įmonės kodas, adresas, tel., el. p.)

2014–2020 M. EUROPOS KAIMYNYSTĖS PRIEMONĖS LIETUVOS IR RUSIJOS FEDERACIJOS BENDRADARBIAVIMO PER SIENĄ  
PROGRAMOS LIETUVOS PARAMOS GAVĖJO PRAŠOMŲ IŠMOKĖTI PARAMOS LĖŠŲ PASKIRSTYMAS PAGAL EKONOMINĘ  
KLASIFIKACIJĄ

(data)

(sudarymo vieta)

|   |           |
|---|-----------|
| 1. Projekto numeris   |           |
| 2. Projekto pradžios data   |           |
| pabaigos data (su pratęsimu, jei buvo)  |           |
| 3. Prašoma išmokėti paramos lėšų suma (nurodyta mokėjimo prašyme) / iš jų Lietuvos paramos gavėjo dalis | eurų eurų |

Prašomų išmokėti lėšų Lietuvos paramos gavėjo dalies paskirstymas pagal ekonominę klasifikaciją, eurai

| Pagal paramos sutartį Lietuvos paramos gavėjui numatytų išmokėti visų Europos Sąjungos lėšų paskirstymas |               |  |                     |               |  | Prašomų išmokėti lėšų Lietuvos paramos gavėjo dalis |               |  |                               |               |  |                     |               |  |                                  |               |  |
|--|---------------|--|---------------------|---------------|--|---|---------------|--|-------------------------------|---------------|--|---------------------|---------------|--|----------------------------------|---------------|--|
| valdžios sektoriaus subjektas  |               |  | savivaldybė         |               |  | ne valdžios sektoriaus subjektas                    |               |  | valdžios sektoriaus subjektas |               |  | savivaldybė         |               |  | ne valdžios sektoriaus subjektas |               |  |
| ėnanėsiems tikslams  | investicijoms |  | ėnanėsiems tikslams | investicijoms |  | ėnanėsiems tikslams                                 | investicijoms |  | ėnanėsiems tikslams           | investicijoms |  | ėnanėsiems tikslams | investicijoms |  | ėnanėsiems tikslams              | investicijoms |  |
| kodas  | kodas         |  | kodas               | kodas         |  | kodas   | kodas         |  | kodas                         | kodas         |  | kodas               | kodas         |  | kodas                            | kodas         |  |
| 2.9.2.1.1.2  | 2.9.2.2.1.2   |  | 2.9.2.1.1.1         | 2.9.2.2.1.1   |  | 2.9.2.1.1.3   | 2.9.2.2.1.3   |  | 2.9.2.1.1.2                   | 2.9.2.2.1.2   |  | 2.9.2.1.1.1         | 2.9.2.2.1.1   |  | 2.9.2.1.1.3                      | 2.9.2.2.1.3   |  |

\* Lėšos, skirtos ilgalaikiam materialiajam ir nematerialiajam turtui įsigyti.

Pastabos:

1. Kartu su mokėjimo prašymu, projekto įgyvendinimo ataskaita šią informaciją Lietuvos paramos gavėjas pateikia pagrindiniam paramos gavėjui, o pagrindinis paramos gavėjas teikia Sekretariatui.

Projekto vadovas

(parašas, vardas, pavardė)

Projekto finansininkas / buhalteris

(parašas, vardas, pavardė)

(Lietuvos partnerio pavadinimas, įmonės kodas, adresas, tel., el. p.)

VšĮ Jungtiniam techniniam sekretariatui

2014–2020 M. EUROPOS KAIMYNYSTĖS PRIEMONĖS LIETUVOS IR RUSIJOS FEDERACIJOS BENDRADARBIAVIMO PER SIENĄ  
PROGRAMOS LIETUVOS PARAMOS GAVĖJO PROJEKTO IŠLAIDŲ PASKIRSTYMO PAGAL EKONOMINĘ KLASIFIKACIJĄ  
ATASKAITA \*

(data)

(sudarymo vieta)

Projekto Nr. \_\_\_\_\_

Ataskaitinis laikotarpis: nuo \_\_\_\_\_ iki \_\_\_\_\_

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| Paprastųjų išmokėti Europos Sąjungos lėšų Lietuvos partnerio dalis** |               |  |                     |               |  | Išlaidos iš Lietuvos paramos gavėjo Europos Sąjungos lėšų dalies |               |  |                               |               |  |                     |               |  |                                  |               |  |
|--|---------------|--|---------------------|---------------|--|--|---------------|--|-------------------------------|---------------|--|---------------------|---------------|--|----------------------------------|---------------|--|
| valdžios sektoriaus subjektas  |               |  | savivaldybė         |               |  | ne valdžios sektoriaus subjektas                                 |               |  | valdžios sektoriaus subjektas |               |  | savivaldybė         |               |  | ne valdžios sektoriaus subjektas |               |  |
| ėnanėsiems tikslams  | Investicijoms |  | ėnanėsiems tikslams | Investicijoms |  | ėnanėsiems tikslams  | Investicijoms |  | ėnanėsiems tikslams           | Investicijoms |  | ėnanėsiems tikslams | Investicijoms |  | ėnanėsiems tikslams              | Investicijoms |  |
| kodas  | kodas         |  | kodas               | kodas         |  | kodas  | kodas         |  | kodas                         | kodas         |  | kodas               | kodas         |  | kodas                            | kodas         |  |
| 2.9.2.1.1.2  | 2.9.2.2.1.2   |  | 2.9.2.1.1.1         | 2.9.2.2.1.1   |  | 2.9.2.1.1.3  | 2.9.2.2.1.3   |  | 2.9.2.1.1.2                   | 2.9.2.2.1.2   |  | 2.9.2.1.1.1         | 2.9.2.2.1.1   |  | 2.9.2.1.1.3                      | 2.9.2.2.1.3   |  |

\* Šią informaciją Lietuvos paramos gavėjas pateikia pagrindiniam paramos gavėjui, o pagrindinis paramos gavėjas teikia Sekretariatui kartu su ataskaita.

\*\* Įtraukiamos ir skiriamos visos Lietuvos paramos gavėjo gautos Europos Sąjungos lėšos, kurios nebuvo deklaruotos ir patvirtintos auditoriaus iki šios išlaidų paskirstymo ataskaitos pateikimo dienos.

\*\*\*Lėšos, skirtos ilgalaikiam materialiajam ir nematerialiajam turtui įsigyti.

Projekto vadovas

(parašas, vardas, pavardė)

Projekto finansininkas / buhalteris

(parašas, vardas, pavardė)



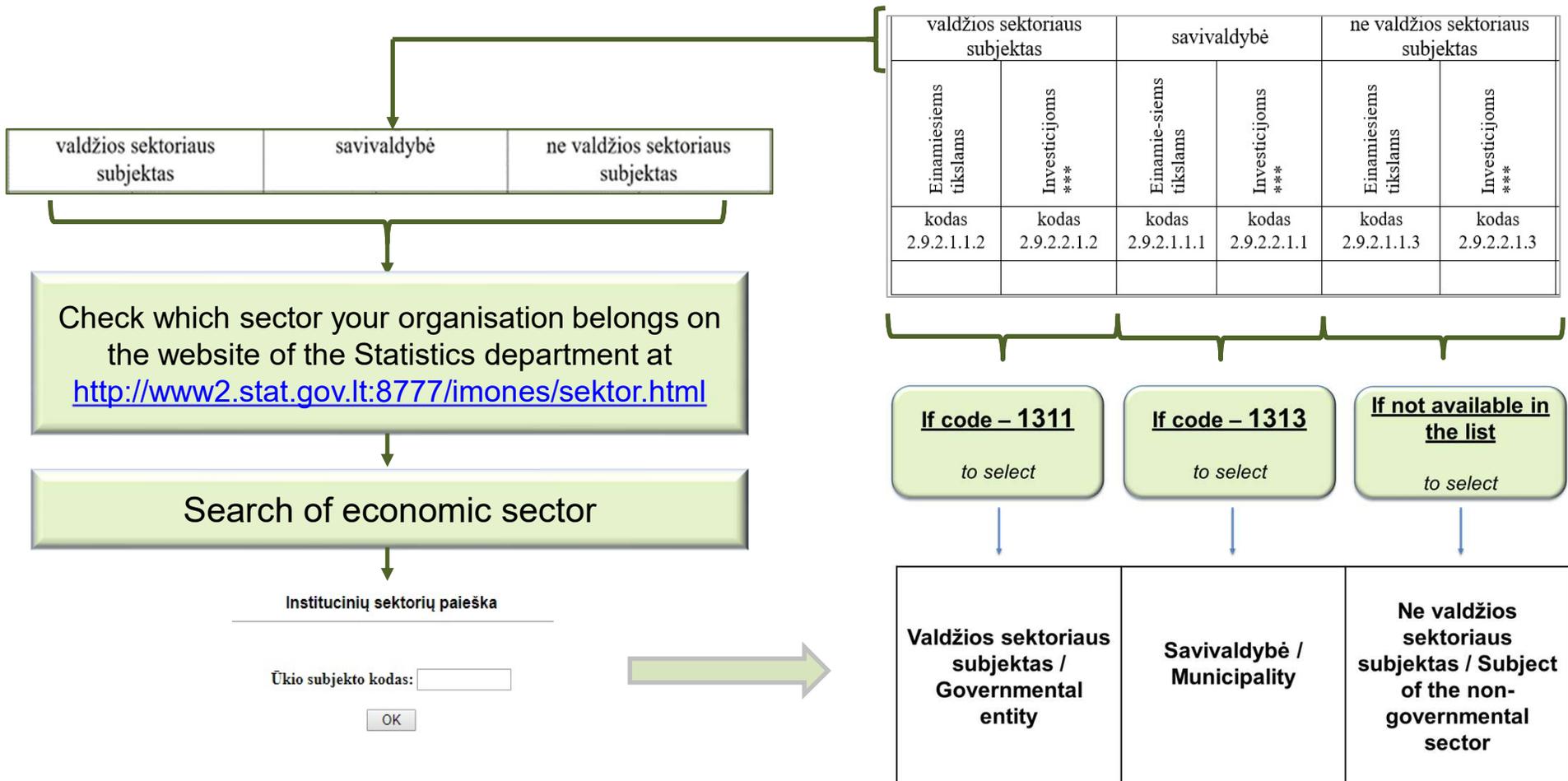


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## Defining economic sector



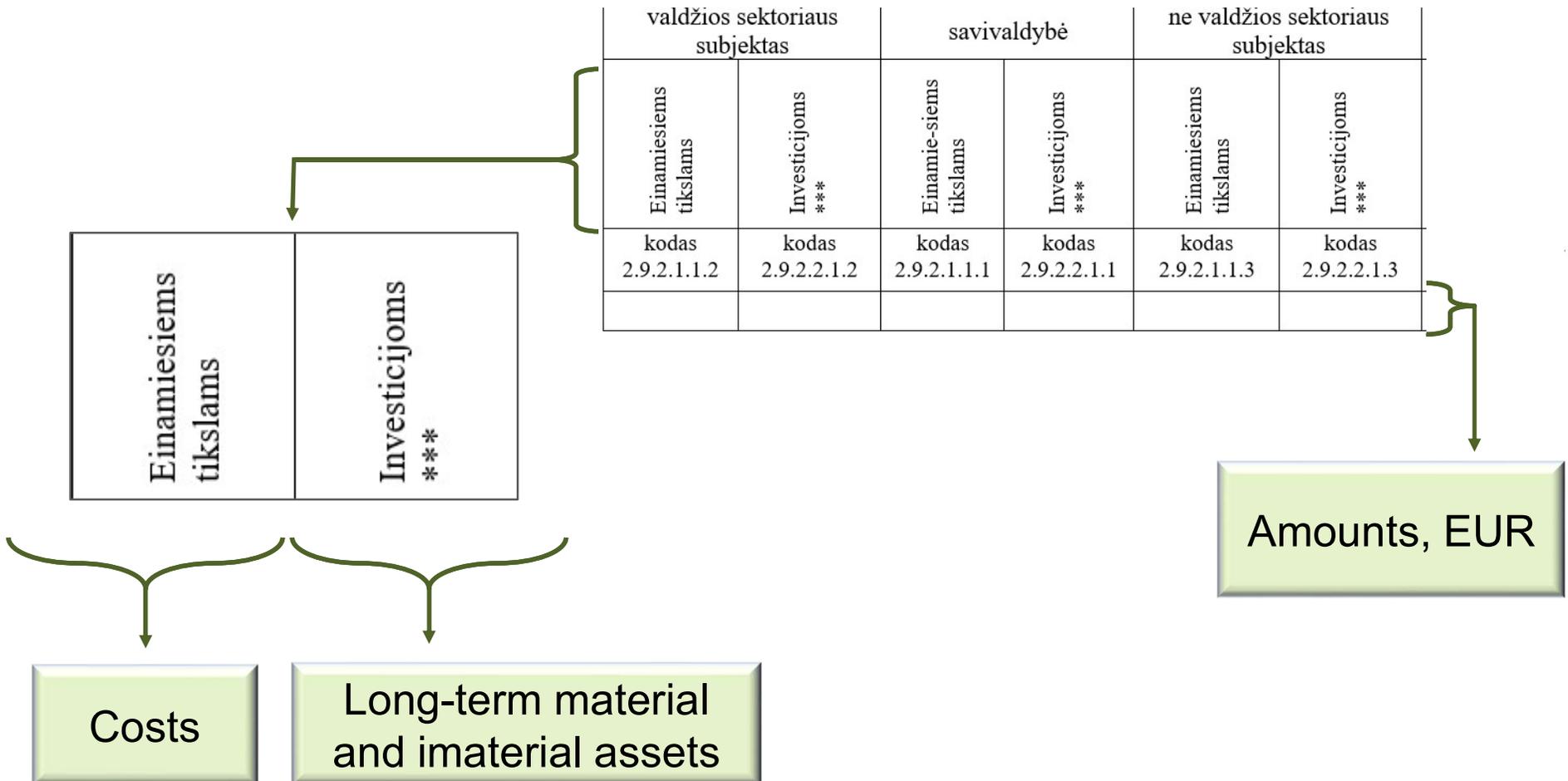


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## Filling-in the forms





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## Requested amounts

Amount from  
the Request for  
Payment

Amount  
requested by  
the Lithuanian  
beneficiary

|   |                 |                       |                 |                                  |                 |   |               |                       |                 |                                  |                 |
|---|-----------------|-----------------------|-----------------|----------------------------------|-----------------|---|---------------|-----------------------|-----------------|----------------------------------|-----------------|
| 1. Projekto numeris   |                 |                       |                 |                                  |                 |   |               |                       |                 |                                  |                 |
| 2. Projekto pradžios data   |                 |                       |                 |                                  |                 |   |               |                       |                 |                                  |                 |
| pabaigos data (su pratėsimu, jei buvo)  |                 |                       |                 |                                  |                 |   |               |                       |                 |                                  |                 |
| 3. Prašoma išmokėti paramos lėšų suma (nurodyta mokėjimo prašyme) / iš viso Lietuvos paramos gavėjo dalis |                 |                       |                 |                                  |                 | eurų  |               | eurų                  |                 |                                  |                 |
| Prašomų išmokėti lėšų Lietuvos paramos gavėjo dalies paskirstymas pagal ekonominę klasifikaciją, eurai    |                 |                       |                 |                                  |                 |   |               |                       |                 |                                  |                 |
| Pagal paramos sutartį Lietuvos paramos gavėjui numatytų išmokėti visų Europos Sąjungos lėšų paskirstymas  |                 |                       |                 |                                  |                 | Prašomų išmokėti lėšų Lietuvos paramos gavėjo dalis |               |                       |                 |                                  |                 |
| valdžios sektoriaus subjektas   |                 | savivaldybė           |                 | ne valdžios sektoriaus subjektas |                 | valdžios sektoriaus subjektas                       |               | savivaldybė           |                 | ne valdžios sektoriaus subjektas |                 |
| einamiesiems tikslams   | investicijoms * | einamiesiems tikslams | investicijoms * | einamiesiems tikslams            | investicijoms * | einamiesiems tikslams                               | investicijoms | einamiesiems tikslams | investicijoms * | einamiesiems tikslams            | investicijoms * |
| kodas   | kodas           | kodas                 | kodas           | kodas                            | kodas           | kodas   | kodas         | kodas                 | kodas           | kodas                            | kodas           |
| 2.9.2.1.1.2   | 2.9.2.2.1.2     | 2.9.2.1.1.1           | 2.9.2.2.1.1     | 2.9.2.1.1.3                      | 2.9.2.2.1.3     | 2.9.2.1.1.2   | 2.9.2.2.1.2   | 2.9.2.1.1.1           | 2.9.2.2.1.1     | 2.9.2.1.1.3                      | 2.9.2.2.1.3     |

EU funds as foreseen in the  
Project budget

Funds requested by the  
Beneficiary





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# Report on expenditure

Projekto Nr. \_\_\_\_\_

Ataskaitinis laikotarpis: nuo \_\_\_\_\_ iki \_\_\_\_\_

| Paprastų išmokėti Europos Sąjungos lėšų Lietuvos partnerio dalis** |                   |                       |                   |                                  |                   | Išlaidos iš Lietuvos paramos gavėjo Europos Sąjungos lėšų dalies |               |                       |                   |                                  |                   |
|--|-------------------|-----------------------|-------------------|----------------------------------|-------------------|--|---------------|-----------------------|-------------------|----------------------------------|-------------------|
| valdžios sektoriaus subjektas                                      |                   | savivaldybė           |                   | ne valdžios sektoriaus subjektas |                   | valdžios sektoriaus subjektas                                    |               | savivaldybė           |                   | ne valdžios sektoriaus subjektas |                   |
| Einamiesiems tikslams  | Investicijoms *** | Einamiesiems tikslams | Investicijoms *** | Einamiesiems tikslams            | Investicijoms *** | Einamiesiems tikslams  | Investicijoms | Einamiesiems tikslams | Investicijoms *** | Einamiesiems tikslams            | Investicijoms *** |
| kodas  | kodas             | kodas                 | kodas             | kodas                            | kodas             | Kodas  | kodas         | kodas                 | kodas             | kodas                            | kodas             |
| 2.9.2.1.1.2  | 2.9.2.2.1.2       | 2.9.2.1.1.1           | 2.9.2.2.1.1       | 2.9.2.1.1.3                      | 2.9.2.2.1.3       | 2.9.2.1.1.2  | 2.9.2.2.1.2   | 2.9.2.1.1.1           | 2.9.2.2.1.1       | 2.9.2.1.1.3                      | 2.9.2.2.1.3       |
|  |                   |                       |                   |                                  |                   |  |               |                       |                   |                                  |                   |

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Įtraukiamos ir skirstomos visos Lietuvos paramos gavėjo gautos Europos Sąjungos lėšos, kurios nebuvo deklaruotos ir patvirtintos auditoriaus iki šios išlaidų paskirstymo ataskaitos pateikimo dienos. / All EU funds, which were not declared and certified by the auditor before current report shall be included and classified.

Patirtos, apmokėtos ir deklaruotos ataskaitoje ES lėšos / EU funds incurred, paid and declared in the report





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## Technical issues



- Report, Expenditure Verification Report, Request for Payment have to be **in English**.
- Other supporting documents can be in LT or RU languages.
- Report has to be **signed** by Head of LB (or authorised person) + by chief accountant (financial forms) + **dated** + **stamped**.
- Report has to be bound and submitted with a **cover letter + 1 original + 1 electronic version**.
- Supporting documents have to be **grouped** according to the activities.





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# Annexes to the report



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| <b>The list of the attached annexes to the Report:</b>   | <b>Original</b> | <b>Copy(ies)</b> |
|--|-----------------|------------------|
| <b>1. Documents related to the GA1</b>   |                 |                  |
| 1)   |                 |                  |
| 2)   |                 |                  |
| <b>2. Documents related to the GA2</b>   |                 |                  |
| 1)   |                 |                  |
| 2)   |                 |                  |
| <b>3. Documents related to the GA3</b>   |                 |                  |
| 1)   |                 |                  |
| 2)   |                 |                  |
| <b>4. Documents related to the GA4</b>   |                 |                  |
| 1)   |                 |                  |
| 2)   |                 |                  |
| <b>5. Documents related to the GA5</b>   |                 |                  |
| 1)   |                 |                  |
| 2)   |                 |                  |
| <b>6. Documents related to the implementation of communication plan</b>  |                 |                  |
| 1)   |                 |                  |
| 2)   |                 |                  |
| <b>7. Individual Expenditure Verification Reports</b>  |                 |                  |
| 1) of the Lead Beneficiary   |                 |                  |
| 2) of the Beneficiary No 2   |                 |                  |
| 3) of the Beneficiary No 3   |                 |                  |
| 4) of the Beneficiary No 4   |                 |                  |
| <b>8. Request for payment</b>  |                 |                  |
| <b>9. Economic Classification of the requested amount (for Lithuanian beneficiaries)</b>   |                 |                  |
| 1)   |                 |                  |
| 2)   |                 |                  |
| <b>10. Economic Classification of the reported expenditure (for Lithuanian beneficiaries)</b>  |                 |                  |
| 1)   |                 |                  |
| 2)   |                 |                  |
| <b>11. Proof of publication of the international tender (procurement notice)</b>   |                 |                  |
| <b>12. Exploitation/commissioning acts or acceptance acts/certificates (for works)</b>   |                 |                  |
| <b>13. Letters of Endorsement</b>  |                 |                  |
| 1) of the Beneficiary No 2   |                 |                  |
| 2) of the Beneficiary No 3   |                 |                  |
| 3) of the Beneficiary No 4   |                 |                  |
| <b>14. Document which proves the right/authorisation to sign the documents in case the head of organisation is substituted by an authorised representative</b> |                 |                  |





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## Recommendations

- Follow instructions for completing a report form.
- Duly justify any deviation from the plan.
- Approve that copies are true.
- Follow deadlines.
- Communicate with JTS.



**RECOMMENDED**





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# Thank you!

## Questions & Answers Session

