

Annexe 2 -Budget Model

| Budget | | | | | | |
|--|-------------------|---------------|---------------|---------------|--------------------------|---------------|
| <i>Project: enter the name of your project</i> | | | | | | |
| description of the expense | National currency | Exchange rate | Total in Euro | CEBioS Euros | Local contribution Euros | Control |
| <i>Activity 1: enter a short description of the activity</i> | | | | | | |
| | | 1 | 0.00 € | | | 0 |
| | | 1 | 0.00 € | | | 0 |
| | | 1 | 0.00 € | | | 0 |
| Total Category Activity 1 | | | 0.00 € | 0.00 € | 0.00 € | 0.00 € |
| <i>Activity 2: enter a short description of the activity</i> | | | | | | |
| | | 1 | 0.00 € | | | 0 |
| | | 1 | 0.00 € | | | 0 |
| | | 1 | 0.00 € | | | 0 |
| Total Category Activity 2 | | | 0.00 € | 0.00 € | 0.00 € | 0.00 € |
| <i>Activity 3: enter a short description of the activity</i> | | | | | | |
| | | 1 | 0.00 € | | | 0 |
| | | 1 | 0.00 € | | | 0 |
| | | 1 | 0.00 € | | | 0 |
| Total Category Activity 3 | | | 0.00 € | 0.00 € | 0.00 € | 0.00 € |
| <i>Activity 4: enter a short description of the activity</i> | | | | | | |
| | | 1 | 0.00 € | | | 0 |
| | | 1 | 0.00 € | | | 0 |
| | | 1 | 0.00 € | | | 0 |
| Total Category Activity 4 | | | 0.00 € | 0.00 € | 0.00 € | 0.00 € |
| TOTAL | | | 0.00 € | 0.00 € | 0.00 € | 0.00 € |
| Percentage of total | | | | 0.00% | 0.00% | |

- Replace de red text according to the information of your project (currency, planned activities...)
- Replace the exchange rate 1 in red with the official exchange rate on the date on which the project was written
- Fill out the green cells with the descriptions of the expenses and the amounts.
- **Do not touch** any of the other cells !

The cells in columns E and H and the lines 8/13/18/23/24 and 25 are auto-calculated. Please do not touch them !

Annexe 2 -Financial Report

| | | | | | | | | | | |
|----|---|---------------|---------------|-----------------|------------------------|---------|---------------|---------------|---------|-------------------------|
| 1 | FINANCIAL Balance | | | | | | | | | |
| 2 | <i>Project: enter the name of your project as mentioned in the contract and the number of the contract here</i> | | | | | | | | | |
| 3 | Credited | | | | | | | | | |
| 4 | BUDGET | | | | REALISED | | | | | |
| 5 | Description | N° receipt | Date | Amount received | Exchange rate | Euro | | | | |
| 6 | Amount received from RBINS | | | | | #DIV/0! | | | | |
| 7 | | | | | | | | | | |
| 8 | TOTAL Credited | | | 0 | | #DIV/0! | | | | |
| 9 | Spending | | | | | | | | | |
| 10 | BUDGET | | | | SPENT | | | | | Difference Budget/Spent |
| 11 | Description | Nat. currency | Exchange rate | Euro | N° receipt | Date | Nat. currency | Exchange rate | Euro | Euro |
| 12 | <i>Activity 1: Insert the description as mentioned in the budget in the contract</i> | | | | | | | | | |
| 13 | | | 1 | 0.00 € | | | | 0 | #DIV/0! | #DIV/0! |
| 14 | | | 1 | 0.00 € | | | | 0 | #DIV/0! | #DIV/0! |
| 15 | | | 1 | 0.00 € | | | | 0 | #DIV/0! | #DIV/0! |
| 16 | Total Activity 1 | 0.00 | | 0.00 € | Total Activity 1 | | 0 | | #DIV/0! | #DIV/0! |
| 17 | <i>Activity 2: Insert the description as mentioned in the budget in the contract</i> | | | | | | | | | |
| 18 | | | 1 | 0.00 € | | | | 0 | #DIV/0! | #DIV/0! |
| 19 | | | 1 | 0.00 € | | | | 0 | #DIV/0! | #DIV/0! |
| 20 | | | 1 | 0.00 € | | | | 0 | #DIV/0! | #DIV/0! |
| 21 | Total Activity 2 | 0.00 | | 0.00 € | Total Activity 2 | | 0 | | #DIV/0! | #DIV/0! |
| 22 | <i>Activity 3: Insert the description as mentioned in the budget in the contract</i> | | | | | | | | | |
| 23 | | | 1 | 0.00 € | | | | 0 | #DIV/0! | #DIV/0! |
| 24 | | | 1 | 0.00 € | | | | 0 | #DIV/0! | #DIV/0! |
| 25 | | | 1 | 0.00 € | | | | 0 | #DIV/0! | #DIV/0! |
| 26 | Total Activity 3 | 0.00 | | 0.00 € | Total Activity 3 | | 0 | | #DIV/0! | #DIV/0! |
| 27 | <i>Activity 4: Insert the description as mentioned in the budget in the contract</i> | | | | | | | | | |
| 28 | | | 1 | 0.00 € | | | | 0 | #DIV/0! | #DIV/0! |
| 29 | | | 1 | 0.00 € | | | | 0 | #DIV/0! | #DIV/0! |
| 30 | | | 1 | 0.00 € | | | | 0 | #DIV/0! | #DIV/0! |
| 31 | Total Activity 4 | 0.00 | | 0.00 € | Total Activity 4 | | 0 | | #DIV/0! | #DIV/0! |
| 32 | Bank charges | | | | | | | 0 | #DIV/0! | #DIV/0! |
| 33 | TOTAL spent | 0.00 | | 0.00 € | TOTAL spent | | 0.00 | | #DIV/0! | #DIV/0! |
| 34 | Balance of the Project | | | | Balance of the Project | | 0.00 | | #DIV/0! | #DIV/0! |

- Replace the red text with information of your original budget and contract
- Replace the yellow cells with information of the budget as stated in your contract
- Fill out the green cells with information about your invoices and receipts
- **Do not touch** the other cells !

The columns E, I, J and K and the lines 16, 21, 26, 31-34 are auto-calculated! Please do not touch them !