



INTERREG IIIB  
NORTHERN PERIPHERY PROGRAMME  
REPORTING

# REPORTING

## Progress reports

The project leader is to draw up a progress report and application for payment every six (6) months.

Reporting periods:

1 January – 30 June

1 July – 31 December

To be reported by:

31 August

28 February



# REPORTING

## **Final report / Preparatory Project report**

The project leader is to draw up a final report summarising the project activities and results of the whole project.

Final Certificate of expenditure and Application for payment (supported by financial package).

No later than 3 months after completion of project.



## REPORTING DOCUMENTS (1)

Progress report includes a **written report** and a **financial report**.

### **Written report:**

Use our template to update the Northern Periphery Programme about your status, activities and outcomes.

Please list all project outputs that you have met so far in your project implementation. (Datasheet 7).

If you like to be showcased, please send us an executive summary of your project to be presented on our website.



## REPORTING DOCUMENTS (2)

Progress report includes a **written report** and a **financial report**.

### **Financial report:**

- All partners:
  - Timesheets
  - Entries – Financial Reporting Summary and Summary of Exchange Rates (by Partner)
  - Copy of ledger from separate accounts (1st time only)
  - Independent Authorised Auditor's statement (annually) or use the system audit approach



## REPORTING DOCUMENTS (3)

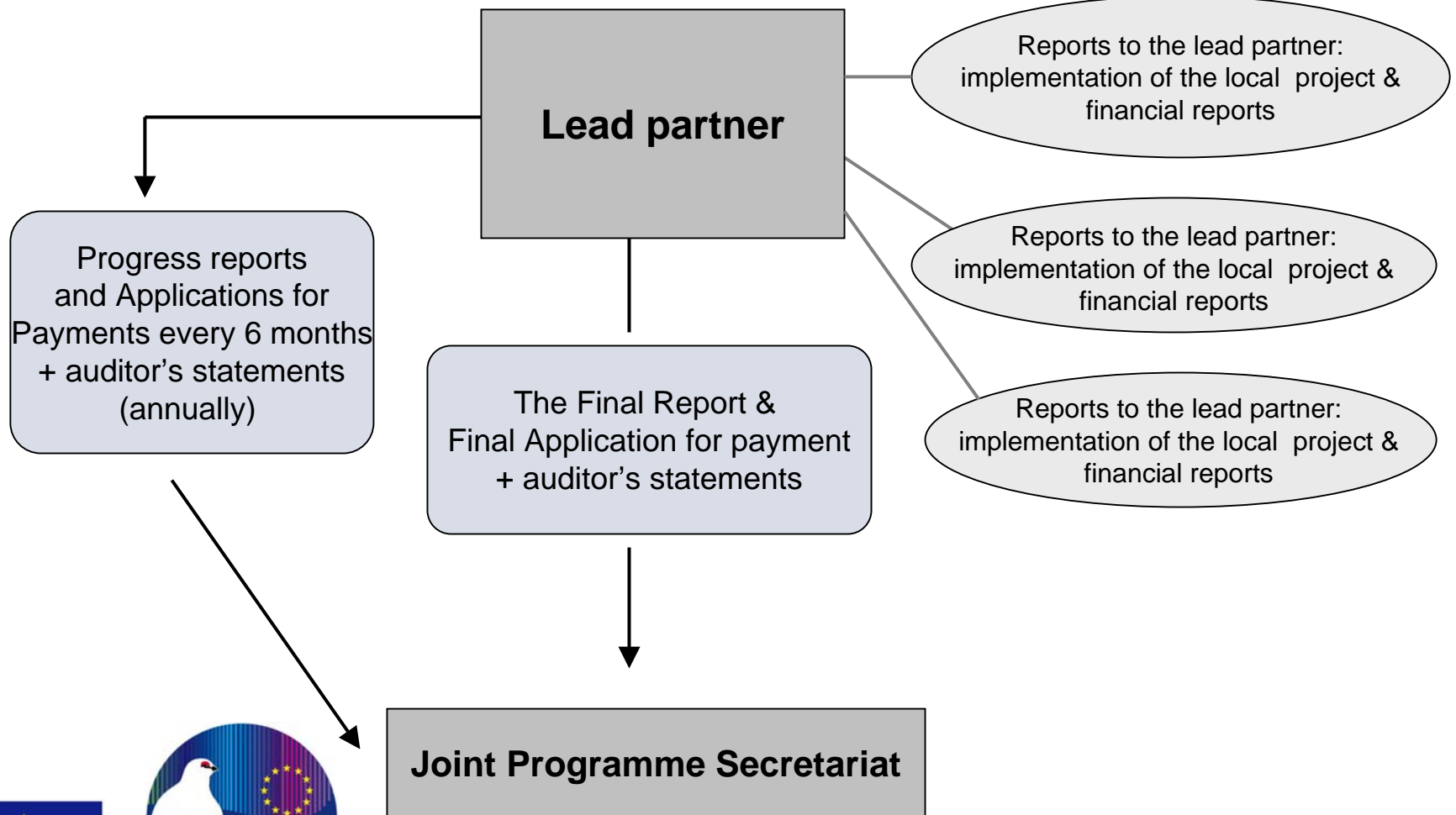
Progress report includes a **written report** and a **financial report**.

### **Financial report:**

- Lead Partner:
  - Summary of Exchange Rates (aggregated)
  - Financial Reporting Summary (aggregated)
  - Monitoring Tables of Budgetary Commitments
  - Independent Authorised Auditor's statement (annually)
  - Certificate of expenditure



# REPORTING



## INTERIM PAYMENT CLAIM (1)

An interim payment claim does not require a full progress report, just parts of the financial report.

An interim payment claim should include:

- Summary of Exchange Rates (aggregated)
- Financial Reporting Summary (aggregated)
- Monitoring Tables of Budgetary Commitment
- Certificate of expenditure
- Entries



## INTERIM PAYMENT CLAIM (2)

All projects will be asked to send in an interim payment claim no later than 15th of November for claim period until 2005-10-31.



## NOTE

Keep in mind when presenting your progress report:

Please make sure documents correspond

Include examples of information material i.e. Press releases and other promotional material

Indicate the right to recover VAT

Only include VAT when non-recoverable

Keep in line with annual spending targets

To send your original copy plus one photocopy for all reports



## OTHER REPORTING (1)

The Lead Partner should report to the NPP Secretariat in case of:

- difficulties of a technical nature
- problems or delays (annual spending targets)
- need for adjustments in project



## OTHER REPORTING (2)

Adjustments in the project need to be communicated to the Joint Programme Secretariat in writing i.e:

- Project extension in time
- Changes in project personnel
- Changes in co-financing commitments
- New project implementation model
- Changes in the outputs/indicators or the partnership
- Problems or delays (annual spending targets)

