

Part E-1
COST STATEMENT SUMMARY (euro/currency)

for the period from _____ to _____ (reporting period No. __)

Cost basis¹:

Project Title:

Contract No:

Name of principal contractor / assistant contractor²:

Currency (euro/currency) in which account is kept³:

Exchange/conversion rate in euro³: _____

Contact person for this cost statement ⁴ :	Telephone:
E-mail address:	Fax:

Categories of eligible costs	Amount for the period ⁵	
	Euro ³	Currency ³
Direct Costs		
1. Personnel		
2. Durable equipment		
3. Subcontracting		
4. Travel and subsistence		
5. Consumables		
6. Computing		
7. Protection of <i>knowledge</i>		
8. Other specific costs		
Subtotal		
Indirect Costs		
9. Overheads		
Adjustments		
10. Adjustments to costs previously reported ⁶		
Total		
% ⁷ Community financial contribution:		

Contractor's certificate⁸

We certify that

- the above costs are derived from the resources employed which were necessary for the work under the contract,
- such costs have been incurred and fall within the definition of eligible costs specified in the contract,
- any necessary permissions of the Commission have been obtained, and
- full supporting documentation to justify the costs hereby declared, including time sheets as referred to in Article 23(1)(a), third subparagraph of Annex II to the contract, is available for audit by the Commission and its authorised representatives or the Court of Auditors and reflects the costs actually incurred.

We certify that any necessary adjustments, for any reason, to costs reported in previous cost statements have been incorporated in the above statement⁶.

Date:

Date:

Name of person in charge of the work:

Name of duly authorised responsible Financial Officer:

Signature of person in charge of the work:

Signature of duly authorised responsible Financial Officer:

1. Insert as appropriate: FC (Full costs); FF (Full costs - Flat-rate); AC (Additional costs).
2. Delete as necessary.
3. The cost statement must be drawn up in euro and in the currency used in the accounting of the contractor.
Except where a special condition applies, the exchange/conversion rate is that indicated in Article 4(2)(a) of Annex II to the contract. See website europa.eu.int/comm/dg19/infoneuro/en/index.htm
4. One of the persons whose signatures must appear on this form.
5. Net amounts only. Do not include amounts of any indirect taxes, sales taxes or customs duties. Separate details are required for some of the categories specified in the pages which follow.
6. Not applicable for the first cost statement. Any necessary adjustments, for example to reflect actual costs instead of budgeted costs, must be made in subsequent statements. Details and reasons for any adjustments must be provided.
7. Insert the percentage of the Community's financial contribution. See Article 3(2) of the contract.
8. The person in charge of the work (see Article 2(2)(a) of Annex II to the contract) and the duly authorised responsible Financial Officer of the contractor must sign the certificate.