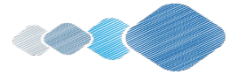




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European
Policy
Institute.
Skopje

Financial Reporting for Small Organizations

23 April, 2025

Eligible costs/ non eligible costs

Eligible costs

- Costs approved by the donor in the budget plan and in the contract are eligible costs

Non-eligible costs

- Debts and interest payments – Including any charges related to debt servicing.
- Land/building purchases
- Credits or loans to third parties
- Costs which are not in your approved budget
- VAT is not eligible cost (different procedures for VAT exemption in countries)

Financial reporting

- ❑ Entries should be in a chronological order! (by dates of bank statements)
- ❑ Date format should always be the same (e.g., 01.07.2025)
- ❑ One entry = One Excel row = One budget item (file name)
- ❑ Field for bank statement should contain one number of bank statement

Reporting template

Financial Report_template_DR.xlsx - Excel

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F6 Budget line

Budget per contract					Reporting form							
Budget line	Unit	# of units	Unit value (EUR)	Total (EUR.)	Budget line	Unit	# of units	Unit value (EUR)	Total (Eur)	Balance	BS number	Document
(Interim/ Final report) Financial report: (dd/mm/yyyy-dd/mm/yyyy)												
1. Human Resources												
1.1. Project Manager	per month	7	680	4,760	1.1. Project Manager	per month	3	680	2,040	2,720	BS7; BS18; BS26	Contract
1.2. Project Assistant	per month	7	680	4,760	1.2. Project Assistant	per month	3	680	2,040	2,720	BS7; BS18; BS26	Contract
1. Total				9,520						5,440		
2. Office costs												
2.1. Office rent	per month	2	450	900	2.1. Office rent	per month	1	450	450	450	BS14	Contract
2.2. Office supplies	per month	3	120	360	2.2. Office supplies	per month	2	120	240	120	BS14; BS19;BS21	Invoice
2. Total				1,260						570		
3. Other costs												
3.1. Local Transportation	per month	5	50	250	3.1. Local Transportation	per month	1	50	50	200	BS18	Invoice
3.2 Translation	per page	220	15	3,300	3.2 Translation	per page	75	15	1,125	2,175	BS14	Contract
3. Total				3,550						2,375		

Financial report | Detail report

Ready 85 %

Detail report

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C4

	A	B	C	D	E	F	G	H
1	Document date	Document number	Supplier	Budget line	Description of the cost	Amount in local value (Den)	Exchange rate	Amount in EUR
2	16.06.2025	03-14/1	Name Surname	2.1	Office rent	28000	61.46	456
3	12.05.2025	044/2025	Company	2.2	Office supplies	7420	61.46	121
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								

Financial report Detail report

Ready 115 %

Salaries

- ❑ The gross salary should be paid exactly as specified in the designated budget line
- ❑ PDF file per person per month
- ❑ PDF file should contain:
 - Employment contract
 - Salary slip
 - Bank statement
 - Time sheet

Experience

- **VAT exemption procedure**
- **Communication**
- **Cash payments**
- **Respect the dates for Financial and narrative reports**
- **Documentation folder, original invoices (signed), bank statements, salary slips, timesheets...**

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THANK YOU