

Guidelines for the financial statement and final report of development cooperation projects

Provincial law no. 5 of 19.03.1991
„Promoting cooperation activities and a culture of peace and solidarity“

At the end of the project and no later than the date stipulated in the agreement, the proposer is required to submit the following documentation to the provincial office in charge in order to receive the final payment:

- **request for payment of the balance of the provincial government funding**
- **final report form** to be drawn up on the basis of the approved activities and with reference to the expected results of the project
- **own contribution declaration form** to be drawn up on the basis of the approved budget

The own monetary contribution must amount to at least 3% of the total expenditure (it may consist of own revenues or funding from private and public bodies other than the Autonomous Province of Bozen/Bolzano).

In the case of voluntary work - if provided for in the project or agreement - this must be quantified by reference to the number of persons employed and the calculated hourly rate (16.00 Euro)
The applicant must keep a time sheet of the volunteer hours performed countersigned by the individual volunteers (**voluntary record form**).

In case of valuation of assets, this must be based on estimates by suitable experts according to the regulations of the partner country or depreciation tables and may not be based on estimates made by the proposer

- **accounting records** (according to the choice indicated in the project agreement)
 - reporting with expenditure list:
 - **Excel summary of expenditures** (list of expenses signed by the legal representative as well as in Excel format)
 - **declaration of possession and retention of expenditure documentation** (signed by the legal representative). The declaration shall state that the expenses have been incurred and that the original or certified copy of the expenditure documentation shall be retained by the proposer for at least 10 years from the date of payment of the last instalment of the grant. In the event of a sample check, the original documentation shall be delivered to the Office
 - reporting with original receipts
 - **Excel summary of expenditures** (list of expenses signed by the legal representative as well as in Excel format)
 - **original receipted accounting documentation** (with a copy of the documentation in the case of a request to return the originals)
Invoices and expenditure documents must:
 - be in the name of the proposer or the local partner indicated in the agreement
 - quote the CUP (as well as header, date of issue, name and address of issuer, subject, price and quantity/quantity of goods/performance). The CUP must also be indicated on bank transfer payments.
 - accompanied by bank transfers in connection with the invoices, or bank statements. If bank statements are sent, payments related to the project must be highlighted and the sequential number of the invoice must be indicated next to the relevant payment
 - be ordered following the progressive number of the list of expenses form
 - indicate the sequence number corresponding to the items on the list of expenses form on each receipt

- for personnel expenses in South Tyrol/Italy attach hourly cost calculated by accountant or labour consultant, pay slip, bank statement, receipted F24

In the case of electronic invoices: In the case of spot checks for both those reporting with the expenditure list and those reporting with originals, the office can request the XML format of the invoice at any time

- **bank transfers** from the proposer to the local partner. The bank account must be in the name of the local partner
- **countersigned attendance lists** in case of trainings/courses/events - with the corresponding cost entry as per agreement.
- **3-10 digital photographs** representative of the activities implemented and the local context (in JPEG format)

All forms can be downloaded from our website.

For further information:

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