

Proof of Employment of Funds:

Note: In accordance with no. 10 VV to Section 44 BHO, the Proof of Employment of Funds shall consist of a substantive report, a statement of account and a tabular list of receipts (cf analogue no. 6 ANBest-P). There is no need to submit receipts in the first instance. If necessary, the auditing agency will ask for them when examining the Proof of Employment of Funds. Receipts must be retained for at least 5 years after submission of the Proof of Employment of Funds, unless other regulations to be observed by the recipient provide for a longer retention period.

Proof of Employment of Funds

(analogue no. 10 VV to Section 44 BHO, no. 6 ANBest-P)

relating to

Allocation Agreement

dated	◇
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Recipient of the allocation:

◇
◇

Type of allocation:

◇ Project promotion

Amount of allocation	◇	EUR
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Type of financing:

- ◇ Part funding
- ◇ Deficit financing
- ◇ Fixed-sum financing
- ◇ Full financing

Intended purpose of the allocation:

◇

Period authorized:

from	◇	to	◇
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Report

1.1 Project implementation:

(Information should be given about what measures were supposed to be implemented during the project phase (= promotion period) and what measures were in fact implemented. Express mention must be made of the use of financing instruments (own funds, Federal Foreign Office financing, funds from third parties, etc.).)



1.2 Achievement of the desired project aims:

(Here it should be stated whether and to what extent the project aims have been achieved. The desired and actual effects of the project on the target group should be described in quantitative terms where possible, otherwise in qualitative terms. If the project aims were only partially attained, reasons must be given.)



2. Statement of account

2.1 Income

Income	As per Financing Plan for the Allocation Agreement		Actual income (EUR)	
	EUR	Total income	EUR	Remarks
Own funds (1)				
External funds (2)				
Total Third-party funds				
Position 1				
Position 2				
Total Other funds				
Position 1				
Position 2				
Subtotal (1)+(2)				
Total allocation from the Federal Foreign Office (3)				
Total income (1)+(2)+(3)				

The total allocation from the Federal Foreign Office comprises the following part payments based on individual requests for funds:

	Date of payment	Amount of payment in local currency	Conversion rate
1st request for funds			
2nd request for funds			
3rd request for funds			
4th request for funds			
5th request for funds			
6th request for funds			

2.3 Comparison of income and expenditure eligible for allocations

Total income	_____EUR
Total actual expenditure eligible for allocations	_____EUR
◇ Saving ◇ Excess expenditure	=====EUR

Conclusion on _____

It is hereby confirmed that the expenditure was necessary, that the funds were used economically and that these figures coincide with those in the books (analogue No. 6.8 ANBest-P).

(place) _____, (date) _____

(legally binding signature(s) of the recipient(s) of the allocations)

If there is an internal audit, a certificate on the audit and its findings must be attached (analogue No. 7.2 ANBest-P).

Serial number	Date of payment	Recipient	Reason for payment	Amount in local currency	Conversion rate as per separate information	Amount in EUR
		◇ Balance brought forward	◇ Total expenditure within expenditure			

