**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 | <> |

Recipient of the allocation:

|  |
| --- |
| <> |
| <> |

Type of allocation:

<>Project promotion

|  |  |  |
| --- | --- | --- |
| Amount of allocation | <> | EUR |

Type of financing:

<> Part funding

<> Deficit financing

<> Fixed-sum financing

<> Full financing

Intended purpose of the allocation:

|  |
| --- |
| <> |

Period authorized:

|  |  |  |  |
| --- | --- | --- | --- |
| from | <> | to | <> |

**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** |  |  |  |

**2.2 Expenditure**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Expenditure as per project tasks** | **As per Financing Plan for the Allocation Agreement** | **Actual expenditure** | **Excess/shortfall expenditure** | **Excess expenditure in percent** | **Remarks**  **(reasons for information in columns 1-5)** |
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| **Total expenditure** |  |  |  |  |  |

A detailed statement of expenditure is given by the list of receipts (Annex 1). It is not necessary to draw up a list of receipts for interim Proofs.

**2.3 Comparison of income and expenditure eligible for allocations**

|  |  |
| --- | --- |
| Total income  Total actual expenditure eligible for allocations  <> Saving <> Excess expenditure | EUR  EUR  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).

**List of receipts**

In the list of receipts expenditures should be listed by type (in accordance with the Financing Plan) and individual measures should be listed in chronological order (by the date on the receipt).

**Type of expenditure as per approved item of the Financing Plan:**

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

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