

Fact Sheet 21: Final reporting

Version	Valid from	Valid to	Main changes
Version 1	00.00.00	00.00.00	n/a

CORE MESSAGE

The final report is filled in once during the lifetime of the project. It contains one form for the final progress on activities and one form for the final progress on the finances. This fact sheet covers the final reporting procedure.

Background

This fact sheet provides an overview of the procedures for final reporting on activities and finances. More detailed information on the procedures, documents, checklists, reporting forms, etc. referred to in this fact sheet can be found in the guidance section on the website, including eligibility of cost, control of partner expenditure, and reporting, as well as in the Online Monitoring System.

Final reporting

All projects must provide a final progress report package, including a report on activities and a finance report (statement of expenditure). The final report has to be submitted no later than three months after the project has ended¹. The final report on activities replaces the project's last periodic report on activities. Part of the report, therefore, covers the last six months of implementation, which is the period that has not been covered by previous periodic reports. This is valid for the section on work package completion. Other parts of the report relate to the entire lifetime of the project. (Please see the sections below for more details on this.)

Each partner completes an activity report and statement of expenditure covering its own activities and costs.

Content of final activity report

Reporting in the final report is twofold. The project needs to report on:

- the last months of implementation not covered by previous reports
- overall achievements of the project

¹ The end date of the project can be found in the latest approved application form and project contract.

The Joint Secretariat will make use of the information provided in the final report to evaluate whether the project has successfully implemented its activities as described in the application form. The information will also be used to communicate project achievements to European stakeholders. Therefore, the final report should be written in clear, simple language, avoiding administrative details, jargon, abbreviations, and technical terms.

The Joint Secretariat is less interested in partners' individual activities than the overall achievements and impacts resulting from transnational cooperation at the project level. The project should focus on compiling the achievements on a project level in the final activity report. This report on activities consists of the sections listed below. The final activity report, like all preceding periodic reports, is submitted via the Online Monitoring System.

- Summary
- Challenges
- Work plan progress
- Project results
- Overview of indicator achievement
- Target groups
- Website content
- Communication
- Impact challenge
- Transnationality
- Knowledge transfer and synergies
- Capitalisation and enduring impacts
- Long-term plans
- Project in broader context

Content of final finance report

The final report on finances requires, in principle, the same information as the periodic reports on finances. There are no major differences between the periodic and the final reports on finances. A statement of expenditure will, in all cases, accompany a final activity report. Before they can be included in the project-level statement of expenditure, all costs declared by all partners are subject to control – and documented in a control report per partner as has been in the case for all previous finance reports.

Budgets will be checked for overspending, both at partner and project level. Any overspending will be deducted from the final reimbursement. The Joint Secretariat advises projects to submit a final adjustment change prior to the final report in order to deal with any overspending on individual partner budgets. Please get in touch with the Joint Secretariat about this as far in advance of your final report submission as possible.

Requirements for final reporting

- Reports must be submitted online through the Online Monitoring System by the project-level Authorised Signatory.
- All mandatory sections of the report must be completed before the form can be submitted.
- The final claim for payment should include a finance report from every partner in the project – even if no funding is claimed. Partners submitting a zero claim must enter this information in the Online Monitoring System and the lead partner must repeat the explanation in the project-level report.
- The control report must be filled out correctly and in full. An incomplete control report will be rejected and reopened for the partner and controller to adjust. (Please see Fact Sheet 23 on Control of partner expenditure for more information about the control requirements.)
- If the controller makes any deductions, the controller checklist must include a statement that lists the deducted amounts. Each partner's controller should also maintain a record of all ineligible expenditure that was deducted from the statement of expenditure in case there is a second (or third) level control done on the partner's finances.

Retaining documents

All supporting documents must be kept for a full five years from 31 December of the year in which the final payment is made to the project. An exception to this rule relates to Norwegian partners and partners under a State aid scheme: all supporting documents pertaining to partners from Norway, including activities in which they are involved, plus supporting documents for partners involving any grant of State aid (including to final recipients) must be kept for ten full years from 31 December of the year in which the final payment is made to the project. You will be informed about the exact date when your project ends.

Factsheet 13 outlines the requirements for the safekeeping of accounting and other important documents.