

### ANNEX III

#### Technical implementation reports and financial statements to be submitted

The technical implementation reports, financial statements and other documents referred to in Article I.4 must be submitted in duplicate (1 original and 1 copy) within **three months** following the end date of the action as specified in Article I.2.2.

The final report consists of:

- a **final narrative report** on the implementation of the annual activities (Word file to be downloaded from the website of the Commission, DG Justice, Freedom and Security:  
[http://ec.europa.eu/justice\\_home/funding/jpen/funding\\_jpen\\_en.htm](http://ec.europa.eu/justice_home/funding/jpen/funding_jpen_en.htm);
- a **summary** of maximum two pages in English, French or German summarising the objectives, the context, the target groups, and the achievements of the annual activities (to be put on the website of the Commission, DG Justice, Freedom and Security within the framework of its information and dissemination activities);
- reports, surveys, CD-ROMs, DVDs and other documents produced within the framework of the annual activities; where courses, seminars, conferences, studies, etc. are concerned, **signed** attendance lists, agendas, results of the evaluation made by the participants and copies of the conclusions or proceedings.
- a **final financial statement**, dated and signed, drawn up in national currency, presented according to the same breakdown of revenue and expenditure as the one used for the detailed forward budget in Annex II of this Grant Agreement (Excel file to be downloaded from our website: [http://ec.europa.eu/justice\\_home/funding/jpen/funding\\_jpen\\_en.htm](http://ec.europa.eu/justice_home/funding/jpen/funding_jpen_en.htm);

The final financial statement must be completed in all its parts.

- a complete copy of extracts from the general ledgers detailing all the items of expenditure and including payment references;
- copies of the bank statements, receipts or other proof of payment corresponding to the items stated in the ledger and the budget of the project.

In accordance Art. II.10.2 of the Grant Agreement, the beneficiaries shall keep at the Commission's disposal all original documents, especially accounting and tax records, or, in exceptional and duly justified cases, certified copies of original documents relating to the agreement for a period of five years from the date of payment of the balance specified in Article I.4.

- An electronic version (diskette or CD-Rom) of the Narrative Report (Word document), the summary (Word document) and the Final financial statement (Excel document).
- A formal request for final payment (form to be downloaded from the website of the Commission, DG Justice, Freedom and Security An excel file will be sent to you upon request.
- In case of private institutions or bodies, a statement showing the amount of interest or equivalent benefits generated by pre-financing payment.
- In case of private institutions or bodies, an external audit of the accounts produced by an approved auditor shall be attached to the request for payment. Its purpose is to certify that the submitted accounts are sincere, reliable and substantiated by adequate supporting documents (*applicable when the cumulative amounts of requests for payment is at least €100.000 for*).