

Trade Unions for a Fair Recovery

Instructions for Cascading Grants beneficiaries: filling-in the “Financial Statement” template

For the “Financial Statement” sheet, the national beneficiary needs to input data in the following cells:

- B2: Name national beneficiary
- H5: Begin and end date of reporting period DBE1
- M5: Begin and end date of reporting period DBE2
- R5: Begin and end date of reporting period DBE3 (if necessary)
- W5: Begin and end date of reporting period DBE4 (if necessary)
- AB5: Begin and end date of reporting period DBE5 (if necessary)
- C8, C9, C10, C11 for budget Heading 1 (figures to take from the approved estimated budget indicated in the signed Cascading grant agreement)
- C13, C14 for budget Heading 2 (figures to take from the approved estimated budget indicated in the signed Cascading grant agreement)
- C16, C17, C18, C19, C20 for budget Heading 3 (figures to take from the approved estimated budget indicated in the signed Cascading grant agreement)
- C22, C23, C24 for budget Heading 4 (figures to take from the approved estimated budget indicated in the signed Cascading grant agreement)

For each reporting period, the national beneficiary declares a DBE, starting with DBE1, next reporting period DBE2, etc. It is possible to make maximum 5 DBE (DBE1 to DBE5).

For each DBE, the national beneficiary needs to input following cells:

- B8:B19 Date of justification document (invoice/receipt)
- C8:C19 Description
- D8:D19 Amount in local currency
- E18:E19 Exchange rate (If local currency = EUR, exchange rate = 1,00)
- G8:W19 Breakdown of the justification document

There are already 12 lines created. Extra lines can be inserted if necessary (from line 20).

Only in DBE1 (not in DBE2 to DBE5), the national beneficiary needs to input the budget in following cells: G24 to W24.

All the rest is calculated automatically.