**PERIODIC EXPENDITURE REPORT**

 Project number: Name of the Project

Name of the Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the organization [Short name]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Budget as stipulated in the Agreement: \_\_\_\_\_\_\_\_\_\_ Agreement signed on: \_\_\_\_\_\_\_

 FOR PERIOD FROM\_\_\_\_\_\_\_\_\_\_\_\_TO\_\_\_\_\_\_\_\_\_\_\_\_

| **Describe the costs category** | **Initially approved budget** | 1. **Tranche**
 | **Costs** | **Balance** |
| --- | --- | --- | --- | --- |
| Human resources/work |  |  |  |  |
| Trainings/seminars/workshops |  |  |  |  |
| Contracts |  |  |  |  |
| Equipment/Furniture |  |  |  |  |
| Others (specify) |  |  |  |  |
| Various  |  |  |  |  |
| **Total** |  |  |  |  |

Total approved funds: \_\_\_\_\_\_\_\_

Funds transferred so far: \_\_\_\_\_\_\_\_\_\_\_

Total costs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance (if applicable): \_\_\_\_\_\_\_\_\_\_\_

Funds to be transferred to the Beneficiary account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Authorized person: Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative \_\_\_\_\_\_ [Short name] Representative \_\_\_\_\_\_ [Short name]

Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is responsible for collection and insurance of the accompanying documentation and information pertinent to the Agreement on the request issued by the Municipality \_\_\_\_\_\_\_\_\_\_\_.