



FINANCIAL AND DISCURSIVE REPORTING

When giving the report of the activities involved in a project, please remember to state the name, date and place of the project, as well as the name of the person in charge.

EVALUATION PROJECT

The final report must address the objectives formulated in advance of the project, and contain information on its results and their evaluation.

PUBLIC

Please indicate the number of participants to the project and comment their achievements.

COSTS STATEMENT

For the financial report, taking the submitted budget as your baseline, add a column breaking down the cost statement and explain all variations of +/- 20% to a specific item, or the total.

EXAMPLE

FINANCIAL REPORT (date)		
CAPITAL EXPENDITURE		
Description	Provisional cost estimate on(date)	Cost Statement on (date)
Total Capital Expenditure		
CAPITAL EXPENDITURE		
Description	Provisional cost estimate on(date)	Cost Statement on (date)
Total Capital Expenditure		
GRAND TOTAL		
FINANCING PLAN		
Description	Provisional income estimate on(date)	Income Statement on (date)
GRAND TOTAL		

CONCLUSIONS

Please also include a paragraph containing conclusions on the implementation and validity of the project, and an appraisal of whether it worth continuing with, or closing, the project.