# Instructions and annual report template for activities funded by the Nordic Council of Ministers by way of framework contracts

## The purpose and structure of annual reports

All administrative bodies whose activities are funded by the Nordic Council of Ministers by way of a framework contract must submit an annual report to the Nordic Council of Ministers by 15 February. The audit report can be submitted at a later date. The annual report must contain an income statement for the previous year’s activities, and a statement on the utilisation of the funds provided by the Nordic Council of Ministers.

The purpose of the annual report is to demonstrate what activities have been carried out as described in and funded in accordance with the framework contract. This is an important tool for the Secretariat to the Nordic Council of Ministers in the performance of its duties in respect of the committees of senior officials and the councils of ministers. However, the annual report is also a central element for the work of the Nordic Committee for Co-operation, the Nordic Council of Ministers for Nordic Co-operation, and the Danish National Audit Office in reviewing, following up on, and controlling the component of the Nordic budget for the funding of activities with framework contracts.

This annual report template has been drafted to make the annual report as clear and uniform as possible for all the users mentioned above. For this purpose, the income statement of the annual report is separated into an activity section and a financial section.

### The activity section of the annual report

The activity section serves as a comparison with the contract documents (budget and description of activities) submitted as an appendix to the framework contract for the current financial year. This means that the description in the table may vary between different activities depending on the individual project description. The crucial thing is that the annual report reflects what is described in the contract and contract documents in terms of both content and level of detail, and that all sections (objectives, results, budget, utilisation, and comments on any deviations in relation to the budget) are included. In addition, a brief report must be included on how the activities have contributed to *Our Vision 2030* and to cross-sectoral Nordic strategies, as well as a report on Nordic participation.

### The financial section of the annual report

Administrative expenses must be reported separately in the first table of the financial statement. “Administrative expenses” refers to all expenses for the operation and administrative functions of the activities, i.e. all expenses not directly linked to a specific initiative or project.

The financial statement’s second table for unused funds provide a summary of how much of the funds granted by the Nordic Council of Ministers has not been spent in relation to the budget. The table covers three years as funds from the Nordic Council of Ministers may be used over a maximum of three years under the financial regulations. FIFO (first in, first out) is a principle applied to the consumption of NCM funds (DKK) during the period 2021–2023. The principle requires that funds initially budgeted and allocated for a specific year shall be used before later allocated funds. For each year (2021, 2022, 2023), the budgeted NCM funds and the actual unused contract funds for that year are specified. The "unused NCM funds" therefore represent the available funds that have not been used by the end of each respective year.

The administrative body may, if stated in the contract, carry unspent funds forwards for use during the next contract year. The administrative body has an obligation to ensure that the obsolescence rule is considered. This applies also to underlying allocations where a project or initiative is managed by an external party. However, the guideline is to set as precise a budget as possible and to plan activities so that the budget is used during the contract year. The purpose of the table is, therefore, to show how much of the funds allocated for the year were not spent in accordance with the budget.

### Other

If the contribution from the Nordic Council of Ministers exceeds DKK 200,000 and the administrative body is not subject to an audit by a national audit office in any of the Nordic countries, a state authorised or certified (registered) auditor must audit the annual report’s financial statement. Audit instructions and the template for the audit declaration can be found at [www.norden.org/en/information/about-funding-nordic-council-ministers](http://www.norden.org/en/information/about-funding-nordic-council-ministers)

## Annual report template

|  |  |
| --- | --- |
|  **(TO BE COMPLETED BY THE ADMINISTRATIVE BODY)** |  **TO BE COMPLETED BY THE SECRETARIAT TO THE NORDIC  COUNCIL OF MINISTERS** |
|  Administrative body:  |  Project name and number in Unit4: |
|  |  Public360 number: |
|  |  Budget item: |
|  Project manager: |  Advisor:  |

ACTIVITY REPORT (TO BE COMPLETED BY THE ADMINISTRATIVE BODY)

|  |
| --- |
|  **OBJECTIVES FOR THE YEAR’S ACTIVITIES** |
| [Describe objectives for the activities during the current year] |
| **RESULTS FOR THE YEAR’S ACTIVITIES** |
| [Provide a detailed description of the achieved results during the year] |
| **BUDGET (FUNDS FROM THE NORDIC COUNCIL OF MINISTERS) FOR THE YEAR’S ACTIVITIES** | **UTILISATION IN RELATION TO BUDGET** |
| [Specify the allocated contract funds from the Nordic Council of Ministers for this year's activities] | [Percentage indication of consumption in relation to allocated budget to assess economic efficiency]% |
| **COMMENTS ON ANY DEVIATIONS FROM THE BUDGET** |
| [Any deviations from the budget can be explained here] |
| **STATE HOW THE YEAR’S ACTIVITIES HAVE CONTRIBUTED TO OUR VISION 2030** |
| [Describe how this year's activities have supported the Nordic Council of Ministers' vision for 2030] |
| **STATE HOW THE YEAR’S ACTIVITIES HAVE CONTRIBUTED TO CROSS-SECTORAL PERSPECTIVES: (GENDER EQUALITY, SUSTAINABLE DEVELOPMENT, CHILDREN AND YOUNG PEOPLE’S PERSPECTIVE)** |
| [Explain how this year's activities have impacted the cross-sectoral perspectives: including gender equality, sustainable development, and the perspective of children and young people] |

Indicate Nordic participation

[ ]  Denmark [ ]  Finland [ ]  Iceland [ ]  Norway
[ ]  Sweden [ ]  Faroe Islands [ ]  Greenland [ ]  Åland
[ ]  Estonia [ ]  Latvia [ ]  Lithuania [ ]  Other country

FINANCIAL REPORT (TO BE COMPLETED BY THE ADMINISTRATIVE BODY)

|  |  |
| --- | --- |
| **OPERATING INCOME FROM FUNDS FROM THE NORDIC COUNCIL OF MINISTERS (DKK)** | **BUDGET YEAR 2023** |
| Funds from the Nordic Council of Ministers from the budget for the financial year | [Specify this year's contracted funds] |
| Unspent funds from the Nordic Council of Ministers brought forwards from previous years | [Specify the total unspent NCM funds transferred to 2023 (this information can be found in the 2022 annual report)] |
| Total income from funds from the Nordic Council of Ministers in 2023 | [The sum of the above] |
| **OPERATING EXPENSES PAID FOR BY FUNDS FROM THE NORDIC COUNCIL OF MINISTERS (DKK)** |
| Of which administrative expenses | [Specify the actual administrative expenses] |
| Of which other expenses | [Specify the actual other expenses] |
| Total expenses | [Specify the sum here] |
| **Total outcome**  | [The calculation is done as follows: The sum of revenues from NCM funds in 2023 minus the sum of costs.] |

(TO BE COMPLETED BY THE ADMINISTRATIVE BODY)

|  |
| --- |
|  **UNUSED FUNDS FROM THE NORDIC COUNCIL OF MINISTERS (DKK) 2021-2023[[1]](#footnote-1)** |
| Budgeted funds from the Nordic Council of Ministers in 2021 | [Specify Budgeted NCM Funds 2021 (Contract funds 2021 + unused funds from 2020)] | Unused funds from the Nordic Council of Ministers in 2021 | [Specify unused funds from 2021 that have not yet been used] |
| Budgeted funds from the Nordic Council of Ministers in 2022 | [Specify Budgeted NCM Funds 2022 (Contract funds 2022 + unused funds from 2021)] | Unused funds from the Nordic Council of Ministers in 2022 | [Specify unused funds from 2022 that have not yet been used] |
| Budgeted funds from the Nordic Council of Ministers in 2023 | [Specify Budgeted NCM Funds 2023 (Contract funds 2023 + unused funds from 2022)] | Unused funds from the Nordic Council of Ministers in 2023 | [Specify unused funds from 2023 that have not yet been used] |
| Total unused funds from the Nordic Council of Ministers that the administrative body wishes to carry forwards to 2024 | ["Total unused NCM funds that the administrative body wishes to carry forward to 2024", enables the transfer of the desired unused funds from 2023 to the upcoming year, 2024. It is important to note that the amount transferred must be the same as the "Unused NCM Funds 2023" and "Total Outcome" to ensure accuracy and compliance with the FIFO principle.] |

Signatures

Operations manager Finance manager
DD/MM/YYYY DD/MM/YYYY

1. The principle of FIFO (first in, first out) is applied to the consumption of NCM funds (DKK) during the period 2021–2023. The principle requires that funds initially budgeted and allocated for a specific year shall be used before later allocated funds. For each year (2021, 2022, 2023), the budgeted NCM funds and the actual unused contract funds for that year are specified. The "unconsumed NCM funds" thus represent the available funds that have not yet been used by the end of each respective year. [↑](#footnote-ref-1)