Guide for submitting a final statement to the Young Alumni Network

You can use the document below as a template for completing and submitting a final statement to the Young Alumni Network (JAN).

Once the template has been fully completed, it can be stored locally and sent as an attachment to jansubsidie@uu.nl.

# Terms and conditions for processing final statements

1. The statement must be complete with the file number allocated by the JAN (see reference on funding award letter).
2. The statement must be accompanied by a brief report of the activity or project. This must be submitted digitally, preferably by email. Try to include one or several photographs of the activity in the report.
3. The financial final statement is divided into ’budgeted’ and ’actual’. The items are the same as indicated on the budget submitted for the application.
4. The financial final statement must be submitted **within one year** after completion of the activity
5. Proof that JAN was promoted must be enclosed if this was done in a flyer or letter. If the promotion takes place via email, the Young Alumni Network must be included in the list of recipients (jansubsidie@uu.nl).
6. A list of participants, including e-mail addresses, must be sent to the University Fund to verify the number of participants and supplement the alumni database (jansubsidie@uu.nl)
7. Two high-resolution photographs of the activity must be sent to the University Fund (jansubsidie@uu.nl). These may be used in University Fund promotional materials, especially those intended for our donors.

N.B. The funding will be awarded based on the budget included in the application. Any substantial changes in the interim must be submitted to the Young Alumni Network for approval as soon as possible. This also applies to any changes in the nature of the activity or activities. Changes to expenditure or costings may result in the funding being reduced or withdrawn.

TEMPLATE FOR UNIVERSITY FUND FINAL STATEMENTS

## 1. General information

 **201X -**

File number

Activity:

Date of activity:

Organisation:

Contact person:

Address:

Postcode & Town/City:

Telephone number:

Email address:

Account number:

## 2. Brief report on activity

This report must be no longer than one sheet of A4.

## 3. Financial final statement

The final statement consists of the following parts:

1. Budget as submitted with application
2. Actual income and expenditure
3. An explanation of any deviating items

## 3.1.1 Explanation of any deviations in terms of income between budget and result:

### 3.1.2 Explanation of any deviations in terms of expenditure between budget and result: