

Project SAFETUR
“Practice based training tool for safety and security
in European rural tourism”
2012-1-LV1-LEO05-03389
4th partner meeting, Bergen
26.05.2014

Project final report – financial issues

Instructions and checklist

Reporting period and deadlines

- Costs should be reported for the whole project period **01.10.2012-31.10.2014**
- Until **30.09.2014** – brief reporting by budget lines in order to avoid underspending of project budget

Reporting period and deadlines

Example of brief reporting by budget lines

Budget lines	Budget	Costs planned to spend until 31.10.2014
Staff costs	10 000	11 000
Travel&subsistence costs	7 000	6 000
Subcontracting costs	5000	4000
Other costs	2000	3000
Overheads	1800	1800

Reporting period and deadlines

- Until **15.11.2014** – final reporting of project costs and delivering of supporting documentation as annexes
- The same reporting template as for Interim report
- All requested documents have to be sent as PDFs by e-mail to **Kristine Petersone (kristine@celotajs.lv)** until **15th of November,2014**
- Final financial report have also to be sent as excel sheet by e-mail to **Kristine Petersone (kristine@celotajs.lv)** until **15th of November,2014**

Annexes to the Financial report

STAFF COSTS

- Please, use the following names of files for sending of supporting documentation:

**Abbreviation_of
organization_final_report_Staff_costs_Safetour_staff_
member**

- (as example
LC_final_report_Staff_costs_Safetour_Kristine_Peterson
e)
- This file has to include:
 - 1. Labour contracts and orders of project staff member (if not sent with Interim report)
 - 2. Time-sheets of project staff member (if not sent with Interim report)

Annexes to the Financial report

- 3. Pay slips and proofs of payment of project staff member (if not sent with Interim report)

Annexes to the Financial report

TRAVEL AND SUBSISTANCE COSTS

- Please, use the following names of files for sending of supporting documentation:

**Abbreviation_of
organization_final_report_Travel_costs_Safetour_staff_member_destination_dates**

- (as example
LC_final_report_Travel_costs_Safetour_Kristine_Petersone_Bergen_26-29.05.2014)
- This file has to include all supporting documents of particular travel (flight/train/bus tickets, boarding passes, invoices of hotels, invoice of travel insurance etc. as well as proof of payment of all travel and subsistence costs) (if not sent with Interim report)

Annexes to the Financial report

SUBCONTRACTING COSTS

- Please, use the following names of files for sending of supporting documentation:

**Abbreviation_of
organization_final_report_Subcontracting_costs_Safetour
_type_of_subcontract**

- (as example
LC_final_report_Subcontracting_costs_Safetour_Translation)
- This file has to include all supporting documents of particular subcontract (agreement, invoice, delivery statement as well as proof of payment) (if not sent with Interim report)

Annexes to the Financial report

OTHER COSTS

- Please, use the following names of files for sending of supporting documentation:
Abbreviation_of organization_final_report_OTHER_costs_Safetour_type_of_costs
- (as example LC_final_report_Other_costs_Safetour_Catering_partners_meeting_26.05.2014)
- This file has to include all supporting documents (invoice, delivery statement (if available) as well as proof of payment) (if not sent with Interim report)

Annexes to the Financial report

- OVERHEADS

No documentation and proof of payment has to be sent, but they have to exist in Your bookkeeping and be ready to delivered if requested

Exchange rate

- **All the declared amounts** must be expressed in euros and the exchange rate has to be specified in all the cases
- Rate of exchange – as on **16th October, 2012** set by **Nacional Bank** of the country (if the fixed rate is used, apply the fixed rate)
- UK 1 EUR=0.8088 GBP
- NOR 1 EUR=7.3910 NOK
- BL 1 EUR=1.9558 BGN
- LTL 1 EUR=3.4528 LTL