

Project **SenGor** - Facilitating transnational low season tourism exchanges in Europe encouraging Senior Citizens to travel

Final financial reporting
period 01/09/2014-29/02/2015

Common adjustments on budget lines and
requirements on financial reporting



This project is co-funded by the European Commission

Heading 1.1 Staff assigned to the action

Partner No	Partner	Budget	Planned to spend	Deviations in EUR	Deviations in %
P1	LC	49066.55	46531.18	-2535.37	-5
P2	Eurogites	17380.00	18000.00	+620.00	+4
P3	Hanen	31153.57	31153.57	0	0
P4	LKTA	11534.55	11534.55	0	0
P5	Nationaal Ouderenfon	33147.48	36897.48	+3750.00	+11
P6	ANCeSCAO	7796.68	7796.68	0	0
P7	Toerisme Vlaams-Brabant	10777.85	13777.85	+3000.00	+27
Total		160856.68	165691.31	+4834.63	+3

Heading 1.2 a Travel and subsistence

Partner No	Partner	Budget	Planned to spend	Deviations in EUR	Deviations in %
P1	LC	6988.00	7509.00	+521	+7
P2	Eurogites	5980.00	6500.00	+520	+7
P3	Hanen	8324.02	8324.02	0	0
P4	LKTA	5505.68	5505.68	0	0
P5	Nationaal Ouderenfon	4500.00	4500.00	0	0
P6	ANCeSCAO	1811.06	1811.06	0	0
P7	Toerisme Vlaams-Brabant	4250.00	1950	-2300	-54
Total		37358.76	36099.76	-1259	-3

Heading 1.2 b Equipment

Partner No	Partner	Budget	Planned to spend	Deviations in EUR	Deviations in %
P1	LC	4650.00	4650.00	0	0
P2	Eurogites	3700.00	3500.00	-200.00	-5
P3	Hanen	1118.15	1118.15	0	0
P4	LKTA	695.09	695.09	0	0
P5	Nationaal Ouderenfon	1500.00	1500.00	0	0
P6	ANCeSCAO	0	0	0	0
P7	Toerisme Vlaams-Brabant	0	0	0	0
Total		11663.24	11463.24	-200.00	-2

Heading 1.2 c Other costs

Partner No	Partner	Budget	Planned to spend	Deviations in EUR	Deviations in %
P1	LC	14024.81	14024.81	0	0
P2	Eurogites	5397.51	5200	-197.51	-4
P3	Hanen	13293.58	13293.58	0	0
P4	LKTA	4170.53	4170.53	0	0
P5	Nationaal Ouderenfon	2148.00	2148.00	0	0
P6	ANCeSCAO	0	0	0	0
P7	Toerisme Vlaams-Brabant	8650.00	8650.00	0	0
Total		47684.43	47486.92	-197.51	-0.4

Heading 1.3 Services subcontracted

Partner No	Partner	Budget	Planned to spend	Deviations in EUR	Deviations in %
P1	LC	16500.00	19000.00	+2500.00	+15
P2	Eurogites	14500.00	10500.00	-4000.00	-28
P3	Hanen	11000.00	11000.00	0	0
P4	LKTA	5200.00	5200.00	0	0
P5	Nationaal Ouderenfon	3750.00	0	-3750	-100
P6	ANCeSCAO	0	0	0	0
P7	Toerisme Vlaams-Brabant	8904	9036	+32.28	+2
Total		59854.00	54736.28	-5117.72	-9

Project total direct costs

Partner No	Partner	Budget	Planned to spend	Deviations in EUR	Deviations in %
P1	LC	91229.36	91714.99	+485.63	+0.5
P2	Eurogites	46957.51	43700.00	-3257.51	-7
P3	Hanen	64889.31	64889.31	0	0
P4	LKTA	27105.84	27105.84	0	0
P5	Nationaal Ouderenfon	45045.48	45045.48	0	0
P6	ANCeSCAO	9607.74	9607.74	0	0
P7	Toerisme Vlaams-Brabant	32281.85	33413.85	+1132.00	+4
Total		317117.10	315477.21	-1639.89	-0.5

Documentation for reporting 1

- **Annex VI Model financial statement** (already filled in for the period 01.09.2014-31.08.2015)
will be sent by LP to all partners by the end of the project
- All costs should be reported in EUR

Please, use monthly accounting InfoEURO rate on the final day of action (29.02.2016)

<http://ec.europa.eu/budget/inforeuro/index.cfm?fuaction=home&SearchField=&Period=2010-6&Delim=,&Language=en>

Documentation for reporting 2

Staff costs

- copies of employment contracts, salary slips (one per person per year, two per project totally) – if not sent already
- monthly time-sheets - **originally signed by post** (template can be found in Google clouds)

Documentation for reporting 3

Travel&Subsistence costs

- copies of airplane tickets, boarding passes, invoices of hotels etc. as well as proof of payments

Equipment and Other expenditure

- invoices, proofs of payments

Services subcontracted

- offers, contracts, delivery statements, invoices, proofs of payments

Documentation for reporting 4

- Please, number and organize supporting documents **per heading** and **per cost line** inside each heading
- If amounts in the copies of documents are not originally in EUR, please, underline amounts and provide also amounts recalculated in EUR.
- If copies of documents are not in English, please, **provide a short description in English.**

Reporting deadlines

- Annex VI Model financial statement and copies of supporting documents (also monthly time-sheets for checking) sent to LP by e-mail- not later than **on 10th March 2016**
- Monthly time-sheets –originals sent to LP by post not later than **on 18th March 2016**
- Consolidated Annex VI Model financial statement and copies of supporting documents as well as monthly time-sheets – originals will by submitted to EC not later than on **31th March 2016**