



Facilitating transnational low season tourism exchanges in Europe encouraging Senior Citizens to travel

75/G/ENT/CIP/13/B/N03S01



Definition of a grant

1. Financial contribution from the EU budget
2. Nothing in return (not as a procurement)
3. Costs actually incurred



Reporting and payments

1. Pre-financing 50 %
2. Every 6 months : interim report (techn/financ)

01/09/2014-28/02/2015

01/03/2015-31/08/2015

3. Final report to allow the final payment

01/09/2014-29/02/2016



Reporting Principles

- The coordinator collects all the documents
- Templates to be followed (operational and financial)
- Consolidated tables in EUR /exchange rate to be used (Article I.12 Special Conditions):

monthly accounting InforEuro rate on the final date of the action

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

▪ Presentation:

- paper file of supporting documents to be collected
- numbered and organised per heading & per partner inside each heading
- following the order reported in the financial statement provided for each report



Budget

Direct eligible costs : 3 Headings :

1.1. Staff assigned to the action

1.2. Other costs necessary to implement the action

1.2.a. Travel and subsistence

1.2.b. Equipment

1.2.c. Other expenditure

1.3. Services subcontracted

Indirect eligible costs

flat rate of the eligible costs (7%) in accordance with the estimated budget



Eligibility of costs : general criteria

1. **connected with the project** & included in the estimated budget
2. **necessary** for the performance of the action of the agreement
3. **reasonable and justified**
(sound financial management – value for money – cost-effectiveness)
4. **generated during the lifetime of the action**
5. **actually incurred by beneficiary/cobeneficiaries**
(supporting documents)
6. **identifiable and verifiable** (recorded in beneficiaries accounting systems)



Not eligible costs :

1. **debts**, provisions for losses, etc.
2. **VAT, unless proof that recovery of VAT is not possible**
= official document from the tax department for each partner involved, not just a declaration of the beneficiary
VAT paid by a public body is not eligible.
3. **exchange losses**
4. **costs covered by another** action or work programme receiving a **Community grant**
5. **excessive expenditure**



Heading 1.1 Staff assigned to the action

Only costs of staff working for the lead organisation and its partners

Costs = actual salary + social security contributions + other statutory costs

Calculated according to time spent working on the project & rate

- names and functions of the persons working on the project →
- employment contracts + salary slips**
- **monthly timesheets (duly filled in, dated & signed)**
- week-ends and overtime are not eligible**
- **table showing elements & results of rate calculation**



Heading 1.1 Staff assigned to the action

TIME REPORTING

Report time spent in hours

data expressed in **hours** = easier to compile, calculate and check

CONVERSION TO EURO

For Staff paid in a currency other than EUR, use this currency for all calculations (including rate calculations) and **only convert to EUR in the related column of Form 3 “Internal staff”.**

COSTS OF EXTERNAL SERVICE PROVIDERS

Should be reported in Heading 1.3 :
Services subcontracted to implement the action



Heading 1.2.a. Travel & subsistence

- Travel/missions of internal staff
- Travel costs = in line with the **beneficiary's usual practices**
travel by the most direct and most economic route
- Subsistence costs:
 - real costs on the basis of supporting documents
 - flat-rate (= per diem = daily allowance)
 - The flat rate amount should be in line with the **beneficiary's usual practices**.

The flat rate covers all subsistence expenses during missions, including hotels, meals and local transport (taxi and/or public transport)



Heading 1.2.b : Equipment

- Only equipment purchased for the purposes of carrying out the project
- costs eligible only if written off in accordance with tax and accounting rules
- only portion of equipment's depreciation corresponding to duration of project and rate of actual use for the project
- Indicate methods for the calculation / the depreciation rates
- **Use of existing equipment and beneficiary's installations : covered via the indirect costs**



Heading 1.2.c : Other Expenditure

- Materials used-up by the end of the action
- only costs identifiable and assigned to the action can be reported as direct costs.
- postage, supplies and petty office equipment ...are covered by indirect costs

Examples :

- Leaflets, CD ROM
- promotional material for dissemination (posters, banners, TV/radio campaigns, ...)



Heading 1.2.c : Other Expenditure

Additional **costs not falling under previous categories** and directly linked to the implementation of the project

Examples :

- subscription fees to conferences or events
- workshop, conference organisation costs (catering, rent of meeting room...)



Heading 1.3 : Services subcontracted

Examples :

- consultancy fees,
- external staff (experts, consultants, technicians, translators, ...)
- travel costs for external staff, etc.

Rules / thresholds to observe

Only tasks that are not core activities (no management activities)



Heading 1.3 : Services subcontracted

- Thresholds applicable for tender procedures :

each organisation national/internal thresholds

Commission low-value thresholds (for information) :

1 offer for amounts up to 15.000,00 €

3 offers for amounts up to 60.000,00 €



Indirect costs

Flate-rate of 7% of the eligible costs

- **No supporting documents needed**

communication and connection costs, postage, supplies and petty office equipment , ...

structural and support costs of administrative, financial, technical and logistical nature (hiring, water, gas, electricity, insurance,...)

Expenditure & Revenue tables in Form 1 must be in balance

Expenditure

=

Revenue

A	B	C	D	E	F
1	Grant agreement number / title:	XXXXXXXXXX			
2	Reporting period:	From dd/mm/yyyy to dd/mm/yyyy			
3					Form 1
4					
5					
6					
7	EXPENDITURE				
8	a. Costs eligible for action grant				
9	DESCRIPTION	Estimated budget	Adjusted estimated budget (*)	Adjustement % (**)	Actual costs
10	1.1 Personnel (staff) costs	100.000,00	100.000,00	0,00%	16.046,35
11	1.2 1 - Travel and subsistence	15.000,00	14.410,00	-3,93%	491,13
12	1.2 2 - Equipment	5.500,00	5.700,00	3,84%	5.630,39
13	1.2 3 - Consumables	3.900,00	4.290,00	10,00%	11.738,81
14	1.2 4 - Miscellaneous	0,00	0,00	0,00%	0,00
15	1.3 Services subcontracted	130.000,00	130.000,00	0,00%	120.000,00
16	2 Indirect costs	17.780,00	17.780,00	0,00%	10.772,77
17				0,00%	
18				0,00%	
19	(A) Total eligible costs	272.180,00	272.180,00	100,00%	164.669,45
20	b. Non-eligible costs				
21	DESCRIPTION	Forward expenditure			Actual costs
22	3 Non eligible costs	0,00			0,00
23	4 Contributions in kind	0,00			0,00
24	(B) Total non-eligible costs	0,00			0,00
25					
26					
27	(C) TOTAL COSTS (C) = A + B	272.180,00			164.669,45
28					
29					
30	* : Indicate budget transfers between cost categories (headings) if allowed by the grant agreement.				
31	** : The adjustment (transfer) per heading cannot exceed the percentage allowed in the grant agreement (usually 10%).				
32	Form 1 Summary Financial Statement / Form 2 Expenditure Summary / Form 3 Internal Staff / Form 4				

34	REVENUE		
35			
36	a. Revenue linked to eligible costs		
37	DESCRIPTION	FORWARD REVENUE	ACTUAL REVENUE
38	1 Co-financing by the beneficiary	81.654,00	49.400,84
39	2 Other co-financers		
40	3 DG ENTR financial contribution already received		47.631,50
41	4 Direct revenues generated by the action		
42	(D) TOTAL REVENUES LINKED TO ELIGIBLE COSTS	81.654,00	97.032,34
43			
44	b. Requested EU contribution		
45	DESCRIPTION	FORWARD EU CONTRIBUTION	ACTUAL EU CONTRIBUTION REQUESTED (gross amount)
46	(E) DG ENTR contribution requested by beneficiary (E) = C-D-F	190.526,00	67.637,11
47			
48	c. Revenue linked to non eligible costs		
49	DESCRIPTION	FORWARD REVENUE	ACTUAL REVENUE
50	1 Contributions in kind	0,00	0,00
51	2		
52	3		
53	4		
54	(F) TOTAL REVENUES LINKED TO NON ELIGIBLE COSTS (F) = (B)	0,00	0,00
55			
56	(G) TOTAL REVENUE (G) = D + E + F = (C)	272.180,00	164.669,45
57			
58			
59	Bank interests generated by pre-financing (***)		0,00
60	***: To be declared only if pre-financing was higher than € 50,000 and not paid to Member State		
61	Form 1 Summary Financial Statement / Form 2 Expenditure Summary / Form 3 Internal Staff		
62	Ready		



Payments :

Prefinancing : to start the action after the signature of the grant agreement

Final payment : at the end of the project
after receipt and approval of :

- 1) **final payment request**
- 2) **final operational and financial report**
- 3) **supporting documents**



Final payment request data : (see guidelines)

Title « Final payment request », reference No & date

Beneficiary's name, contact person, address and VAT No

Grant agreement No & project title

Name & address of the European Commission (grant agreement)

Requested amount : xx % (see Article I.3 of the special conditions) of total actually incurred eligible costs minus prefinancing already received

Complete IBAN/account No, bank name & address

Project responsible's signature





After the final payment

- All documents (originals of supporting documents) related to grant to **be kept during 5 years** after date of final payment (Art.II.20 of grant agreement)
- As lead beneficiary, **make arrangements with your partners** to ensure that you have all documents at your disposal during this whole period.



Amendments

- Minor (small technical adjustments/budget transfers below 10 %)

No prior agreement

- Major (change of staff/activities, new bank account, budget transfers above 10 %, new partner)

To be notified (on due time) to the European Commission in order to get a prior agreement



DO NOT FORGET

➤ Each problem has a solution :

To be found in the special/general conditions

➤ We have the same goal :

Success stories



For further assistance :

Entr-dire-financial-team@ec.europa.eu

**Thank you
for your attention and cooperation !**