

Financial Presentation II

CertiVet project

2014-1-PL01-KA202-003624

Paris, 10 - 11 June 2015

Katarzyna Sławińska, ITeE-PIB



Refreshing the BASIC RULES 1

- **All the amounts** must be in Euros
- **All the documents** (timesheets/invoices) must be **signed and stamped by the legal representative** of your organisation
- All costs must be **related to the project**

Refreshing the BASIC RULES 2

- **Invoices** and all other documents must be **translated into English, Polish.**
- All financial documents should have a **brief description** of the content in EN.
- Invoices named & addressed to core partner
- Reference on invoice: **CertiVet project** and project number **2014-1-PL01-KA202-003624**



EXCHANGE RATE POLICY

For the conversion of all costs incurred in other currencies into EUR, the beneficiary will apply daily exchange rate of the European Central Bank, available at:



<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

on the date of signing of the Grant Agreement by the last of the two parties **25 November 2014**



REPORTS

- All required documents (invoices, timesheets) should be send to the coordinator **once for three months**
- Provide the Coordinator with all information and documents required by the Coordinator for the purposes of the Project management on his request

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1																		
2		Erasmus+																
3																		
4																		
6																		
7																		
10	Timesheet																	
11														Rates per day :				
12	Beneficiary:													Status	Code	Rate (Euro)		
13	Project number:													Administrator	A	131		
14	Forename and surname													Manager	M	280		
15	Status in the project:													researcher/trainee	R	214		
16														Technical	T	162		
17																		
18	Month/ Year:																	
19																		
20	Date	Days of work (fractions)	Status Code	Rate for this activity	Sum	Type of Activity		Detailed description of the implemented activity/task										
21																		
22				#N/D!	€ -													
23				#N/D!	€ -													
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
32	SUM:	0			0													
33																		
35																		
36	SWORN STATEMENT of person submitting the timesheet:						SWORN STATEMENT of statutory body of the beneficiary / person											
37	By signing below I certify that, to the month, I carried out the activities referred to in this timesheet and the data given						As a beneficiary, I declare that the information given in the timesheet are true, real and correct.											
38	Date:						Date:											
39	Name and surname of person submitting the timesheet:						Name and surname of statutory body of the beneficiary / person authorized to act on behalf of the beneficiary:											
40																		
41	Signature of person submitting the timesheet:						Signature of statutory body of the beneficiary / person authorized to act on behalf of the beneficiary and stamp:											

Erasmus+		Erasmus+				INSERT	
YOUR LOGO							
Progress report – [Period - time]							
Project Code		MOBILITY REPORT					
		Beneficiary: Name of the organisation, a address					
Project Title		Forename and surname / profile in the project:					
		Type of mobility:		Transnational project meeting			
		Distance Band:					
Partner institution / Recipient of the grant		Rate by distance band:		575 EUR			
Name of the institution		Transport (tick the appropriate box):					
		plane <input type="checkbox"/>					
		train <input type="checkbox"/>					
		bus <input type="checkbox"/>					
		car <input type="checkbox"/>					
Person submitting the progress report		Place of departure:					
Name and surname		Place:		Start Date:			
		Place of meeting:		End Date:			
Implementation of activities		Purpose of mobility:					
<small>Please indicate what activities you have implemented to the identification number referred to in the Grant agreement and the number of man-days per staff category.</small>		Brief description of project activities implemented during the mobility					
		Appendices:					
		Mobility report prepared on: dd.mm. yyyy					
		All amounts to be indicated in EUR					
		Submission of financial report					

Mobility Report – within 1 week after the meeting plus Boarding cards and Scan of certificates

Budget items in the project - Flat-rate costs/lump sum (fixed sum):

1. Project management and implementation – don't prepare timesheets for this item. It is an established sum of money per one month: **coordinator = 500 Euro/month** and **partners = 250 Euro/month**

2. Transnational project meetings - 575 euro per one mobility per person – evidence: tickets, boarding cards, invoices for tickets, etc.

3. Intellectual outputs – Funding will be expressed as the product of the number of days of the work and a flat-rate unit.

- No manager in the project
- Timesheets for each employee for each month
- Don't combine two positions in the project for one employee within the same month
- **Rates: PL and RO: R = 74€; T = 55€; A = 39 €**
FR: R = 214€; T = 162€; A = 131€

Required documents:

- **Description of all realized activities and produced outputs – in the final report**
- **Evidence of outcomes produced during the project realisation**

Budget items in the project: Real costs - Exceptional costs

- **Contribution to real costs related to subcontracting or purchase of goods and services.**
- **Subcontracting has to be related to services that cannot be provided directly by the participating organisations for duly justified reasons.**
- **Equipment cannot concern normal office equipment or equipment normally used by the participating organisations.**
- **75% of eligible costs (FR=1667€; RO=1667€; ITeE=166€ partner's financial contribution)**

Required documents:

- **invoices / bills or other documents together with proof of payment; proof of purchase, hire or leasing of equipment, consistent with the annual financial statements prepared on the basis of the beneficiary's accounting records +short description in EN/PL + project title or number +signature +exchange rate if necessary**

Budget items in the project - Real costs - Multiplier events

- national and transnational conferences, seminars, events sharing and disseminating the intellectual outputs realised by the project (excluding costs for travel and subsistence of representatives of participating organisations involved in the event)
- Funding per participant in the amount of: **100 EUR - local participant** and **200 EUR - foreign participant** (only RO has 5 foreign)
- **Each organisation will have 20 participants per event**

Required documents:

- **Description of the realized activity in the final report;**
- **Participant list - signed;**
- **Agenda/programme/photos of the event and other relevant documents.**
- **Financial documents**

Budget items in the project:

- All costs must be done during **the project contractual period**: 01-09-2014 till 31-08-2016 (based on the duration of the Strategic Partnership)
- Must be **necessary** for the project implementation or **produced** by the project
- Calculated amounts of lump shares within the cost category must submit to **identification** and **verification**, in particular, must be supported by appropriate records, ie. recording in the accounting system and source documentation, as specified in the Grant Agreement



The beneficiary will be able to make the following transfers:

1. Increase up to **20%** of the category:

- International meetings;
- The results of intellectual work;
- Dissemination events of the intellectual outputs

INELIGIBLE COSTS

The following costs shall not be considered eligible:

- **return on capital;**
- **debt and debt service charges;**
- **provisions for losses or debts;**
- **interest owed;**
- **doubtful debts;**
- **exchange losses;**
- **VAT, when it is considered as recoverable under the applicable national VAT legislation**
- **costs declared by the beneficiary and covered by another project or work programme receiving an EU grant (see also above paragraph on eligible indirect costs);**
- **excessive or reckless expenditure;**
- **in the case of renting or leasing of equipment, the cost of any buy-out option at the end of the lease or rental period;**



IMPORTANT!

Changes in the programme can lead to changes in the budgets.

Actions which result in contract amendments (ex. duration, reporting, budget) must be approved by NA before executed.

Keep records for five years after approval Final Report
(until 2021)



MISSING DOCUMENTS:

- 1. Permanent or temporary individual job contract with a partner of the consortium - ALL**
- 2. Working hours per week full-time (annual time/hours) – ALL**

Documents must be signed and stamped. Please send them by email to

katarzyna.slawinska@itee.radom.pl

A change in salary or contract → please send new documents



Erasmus+



Budget allocation - KBiN

September 2014 - April 2015

Lp.	TOTAL in EUR	1st payment in EUR	Management and implementation	Transactional meetings	Intellectual outputs	Multiplier events	Exceptional costs	
	28 358		6 000	2 300	18 058	2 000	0	
1 report		4 604	2 250	0	6 898	0	0	9 148
Remain	23 754		3 750	2 300	11 160	2 000	0	

2nd payment - 3618 euro is postponed until Coordinator receives financial documents

Budget allocation - UDJG

September 2014 - May 2015

Lp.	TOTAL in EUR	1st payment in EUR	Management and implementation	Transactional meetings	Intellectual outputs	Multiplier events	Exceptional costs	
	63 284		6 000	4 600	49 684	3000	5000	
1 report		10 351	2 000	1 150	14 189	0	0	17 339
Remain	52 933		4 000	3 450	35 495	3 000	5 000	

2nd payment - 10 838 euro is postponed until Coordinator receives financial documents

Budget allocation - ITeE				September 2014 - May 2015				
Lp.	TOTAL in EUR	1st payment in EUR	Management and implementation	Transnational meetings	Intellectual outputs	Multiplier events	Exceptional costs	
	84 485		12 000	2 300	54 185	16 000	7 000	
1 report			4 500	0	24 978	0	0	29 478
Remain	55 007		7 500	2 300	29 207	16 000	7 000	
Budget allocation - CCCA-BTP				September 2014 - March 2015				
Lp.	TOTAL in EUR	1st payment in EUR	Management and implementation	Transnational meetings	Intellectual outputs	Multiplier events	Exceptional costs	
	60 159		6 000	3 450	43 709	2 000	5 000	
1 report		9 356	1 750	1 150	4 887	0	1 820	9 607
Remain	50 803		4 250	2 300	38 822	2 000	3 180	
2nd payment - 12 670 euro is postponed until Coordinator receives financial documents								



MISSING DOCUMENTS from ZZ Budowlani

- 1. Confirmation of 1st payment**
- 2. Timesheets from September 2014 – March 2015**
- 3. Progress Reports from September 2014 – March 2015**
- 4. Financial Reports from September 2014 – March 2015**



Total expenditure:

First payment from Polish NA: 221.078,40 Euro

4 partners spent: 65.572 Euro /30%



INTERIM REPORT – 31.08.2015

- 1. All partners are obliged to send third report for April-July 2015 to the deadline: 10.07.2015**
- 2. Mobility report – 26.06.2015**
- 3. Dissemination activities perform by your institution – 10.07.2015**

Thank you for your attention

