

Financial Presentation

CertiVet project

2014-1-PL01-KA202-003624

Radom, 13.10.2014

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Based on Erasmus+ guide (June 2014)



Refreshing the BASIC RULES 1

- All the amounts must be in Euros
- All bank accounts should be open in Euros – **please send bank details**
- The exchange rate will be established by EC
- All the documents (timesheets/invoices) must be **signed and stamped by the legal representative** of your organisation

Refreshing the BASIC RULES 2

- All costs must be **related to the project**
- All costs must be made by a **project partner in an eligible country** of the programme
- Invoices and all other documents must be translated into English, Polish.
- All financial documents should have a **brief description** of the content in EN.

Refreshing the BASIC RULES 3

- Invoices named & addressed to core partner
- Reference on invoice: **CertiVet project** and project number **2014-1-PL01-KA202-003624**
- All required documents (invoices, timesheets) should be send to the coordinator **once for three months**

REQUIRED DOCUMENTS:

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

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



Please insert your organisation logo



MONTHLY TIMESHEET

September 2014

Project Title	Certified VET trainer in the construction sector
Project Beneficiary	ITeE-PIB
Project Number	2014-1-PL01-KA202-003624

Partner	0
Staff/expert name	0
Type of Staff	0

Day	Number of hours worked	Location	Intellectual output	Remarks (activities undertaken)
1				
2				
3				
4				
5				
6				
7				



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.

Budget items in the project

Flat-rate costs/lump sum (based on the reimbursement on the basis of unit costs) includes:

- **Project management and implementation**
- **Transnational project meetings**
- **Intellectual outputs**
- **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))
- **Learning/ teaching/ training activities**

Real costs

- **Special needs support**
- **Exceptional costs**

Budget items in the project: Flat-rate financing/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



Flat-rate financing/costs

Project management and implementation:

Funding will be expressed as the product of the number of months based on the duration of the Strategic Partnership and on the number of participating organisations involved and a lump sum of the unit rate of 500 EUR / month for the Coordinator and 250 EUR / month for participating organizations (up to 2750 EUR / month per project)

Required documents:

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

Flat-rate financing/costs
Transnational project meetings:

Funding will be expressed as the product of the participants' number and the flat-rate unit in the amount of:

- **For travel distances between 100 and 1999KM:
575 EUR per participant per meeting;**
- **For travel distances of 2000 KM or more:
760 EUR per participant per meeting**

Required documents:

- **Certificate of Attendance (from each meeting)**
- **Supporting documentation will have to be attached in order to demonstrate the fact that the trip actually took place (e.g. travel tickets, boarding passes, invoices, receipts, attendance list).**

Flat-rate financing/costs

Intellectual outputs:

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

Required documents:

- Timesheets for each employee
- Document confirming the form of employment
- Confirmation of the generated intellectual outputs

Flat-rate financing/costs

Multiplier events:

Funding will be expressed as the product of the number of participants from the outside of the beneficiary organization and partners organisation, and a flat rate per unit attributable to the participant in the amount of: **100 EUR** / local participant and **200 EUR** /participant of foreign (up to 30,000 per project).

Required documents:

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

Budget items in the project:

Real costs

Real cost are the following:

- they are incurred during the project lifetime (set out in the Grant Agreement);
- they are indicated in the estimated overall budget of the project;
- they are not covered by flat-rate costs,
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary.

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 (Maximum of 50.000 EUR per project (excluding costs for providing a financial guarantee)).

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.

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**
- **Activities connected with learning / teaching / training;**

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 (see above paragraph on Value Added Tax);**
- **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;**

Travel - and other Time

- Travel time can be included in the timesheets (actual travel time)
- For a two-day travelling you can write 16 hours
- For a two-day meeting you can write 16 hours

CONTRACT AND PAYMENT

I.2. Budget Summary

PIC of Organisation	Project Management and Implementation	Transnational Project Meetings	Intellectual Outputs	Multiplier Events	Learning/Teaching/Training Activities			Special Needs	Exceptional Costs	Total
					Travel	Subsistence	Linguistic Support			
949074191	12000.00	2300.00	63020.00	16000.00				7000.00	100320.00	
999879784	6000.00	4600.00	54116.00	3000.00				5000.00	72716.00	
949762309	6000.00	3450.00	45330.00	2000.00				5000.00	61780.00	
940734907	6000.00	2300.00	18519.00	2000.00					28819.00	
940377365	6000.00	2300.00	18223.00	2000.00					28523.00	
Total	36000.00	14950.00	199208.00	25000.00				17000.00	292158.00	

I.2.1. Project Total Grant

Grant Calculated	292158.00
Grant Requested	292158.00

CertiVet project was reduced by 15 810 Euro only in the item of Intellectual Outputs.

New budget is 276 348 Euro.

Till the date of 10 October 2014 ITeE has not received any financial confirmation of the budget.



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)

Thank you for your attention

