

# Financial information on your project administration

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## Contractual obligations

- Reporting (by coordinator to agency)
- The money €€€€€
- Budget shifts & amendments
- Hour registration:
  - Project Management & Implementation
  - Intellectual outputs
- Costs registration:
  - Partner meetings (travel, subsistence)
  - Exceptional costs (budgeted, like expert costs)

## The money €€€ - (pre)payments:

The maximum amount of the grant is:  
**€ 346.899,00**

- First 2 years prepayment: **35%**
- Last year prepayment: **35%**, based on budget activities and work done, after approval of interim report and 70% of costs made
- 3<sup>rd</sup> and final payment: **30%** after project ending, after approval of final report.



## Reporting (by coordinator)

The Project runs for **36 months** starting on 1-9-2018 and finishing on 31-8-2021

- Progress report: **30-09-2019** = implementation of the Project's first year
- Interim Report: **30-09-2020** or once at least 70% of the first pre-financing payment has been used = implementation of the Project's first two years
- Final Report: **31-10-2021** = 60 days after the end date of the Project (covering 36 months); including upload of all project results.

## Final payment :

**Final report** = request for payment of the balance of the grant.

Last payment of the National Agency to Stivako and from Stivako to the partners:

- Final payment NA to Stivako: under normal circumstances latest 60 days after submission of final report and its approval (max = **31-12-2021**).
- Last payment Stivako to partners: latest 60 days after payment NA to Stivako (max = **01-03-2022**).
- Stivako has to send proof of all payments to NA.

## Budget shifts:

Transfer of 20% is allowed between the different budget categories without requesting an amendment, as follows:

<u>From:</u>	<u>To:</u>
Project management and implementation	Transnational Project Meetings
Transnational Project Meetings	Intellectual Outputs
Intellectual Outputs	Multiplier Events
Multiplier Events	
Exceptional costs	

Shifting budget to Project management and implementation and to Exceptional costs is **not allowed**.

## Amendement

- Change of partners
- Major changes in workplan
- other specific (organisational) changes
- submission is latest one month before the end of the project, with consent of all partners.



## Justification of staff employment:

proof of the nature of the relationship between the person and the beneficiary concerned:

- type of employment contract: temporary, indefinite, 0-hour contract, voluntary, SME ownership, etc.
- Proof of contract: only on request of coordinator



## Justification of staff / hour registration:

Proof of the staff time invested in the production of the intellectual output in the form of:

- Time sheet(s) per person, identifying:
  - \* the name of the person,
  - \* the category of staff (in this project: teacher/trainer/researcher
  - \* the dates and worked hours per day
  - \* description of activities per days worked
  - \* total of days worked per intellectual output and management.
- Time sheets of employees only (next slide)

TABLE A – INTELLECTUAL OUTPUTS (AMOUNTS IN EURO PER DAY)

This funding can only be used for staff costs of organisations participating in the project for the production of Intellectual outputs<sup>97</sup>. The amounts depend on: a) profile of staff involved in the project and b) the country of the participating organisation whose staff is involved.


	Manager	Teacher/Trainer/Researcher/ Youth worker	Technician	Administrative staff
	B1.1	B1.2	B1.3	B1.4
– 1) Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	294	241	190	157
– 2) Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	280	214	162	131
– 3) Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78
– 4) Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia, Turkey	88	74	55	39



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# STIVAKO OPLEIDINGEN EN TRAININGEN

<b>KA2 Call 2018</b>		 erasmus+ changing lives, opening minds		<b>Partner organisation</b>	
				Stivako	
<b>Startdate</b>	<b>Enddate</b>				<b>Project number</b>
1-9-2018	31-8-2021				2018-1-NL01-KA202-038887
<b>First name employee</b>	<b>Last name employee</b>	<b>Category of staff</b> <i>(employees may use different categories; in that case more timesheets are necessary)</i>	<b>Country category (as specified in Annex III)</b>	<b># working hours per day (based on fulltime)</b>	
Eva	Bouwman-van Gelder	Teacher/Trainer/Researcher/Youth worker	Tariff group 1	7,6	
<b>Date</b>	<b># hours</b>	<b># days</b>	<b>Output</b>	<b>Tasks</b>	
28-10-2018	8	1,05	Management	technical work conference - prepare the kick off	
29-10-2018	8	1,05	Management	travel time	
2-11-2018	2	0,26	Management	write and publish article on social media	
10-11-2018	4	0,53	Output 1	prepare the outlines for the ict tools	
20-11-2018	2	0,26	Output 1	prepare and discuss the outlines of the research with spain (Skype)	
26-11-2018	4	0,53	Output 1	desk research for learning materials	



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	28	3,68		
	Output ID	Output name	#days	Grant
Output 1	O1	exchange platform	1,32	€ 317,11
Output 2	O2	intake application	-	€ -
Output 3	O3	barter system	-	€ -
Output 4	O4	search robot	-	€ -
Output 5			-	€ -
Output 6			-	€ -
Output 7			-	€ -
Output 8			-	€ -
Output 9			-	€ -
Output 10			-	€ -
Output 11			-	€ -
Output 12			-	€ -
Output 13			-	€ -
Output 14			-	€ -
Output 15			-	€ -
Management			2,37	Lump sum
			<b>3,68</b>	<b>€ 317,11</b>

Name employee	Signature	Date
ouwman-van Gelde		

Name employer	Signature	Date
Stivako		

\* Timesheets are available with 50, 100 & 200 lines

\* Except for a description of tasks, a further detailed categorizing of IO's is not necessary.

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## Travel & subsistence (lump sum)

- Proof of costs made: only on request of coordinator
- travel as cheap as possible (1<sup>st</sup> class train or plane not accepted)

### Register the costs:

- Own transportation – declare per km with prints of Maps (A to B); use the amount p/km as used in your institute.
- Invoices with boarding passes/tickets (prints)
- Internet prints on public transportation (train/bus/etc.)
- Travel costs is from home to end destination.
- Keep all receipts (restaurants etc.)

## Format costs registration:

Register per partner meeting per participant:

- travel costs (from door to door transport costs)
- Subsistence costs (local travel, food & beverages, hotel)
- Meeting group costs divided and invoiced by Stivako
- Total amount in excel (example next slide)

# STIVAKO OPLEIDINGEN EN TRAININGEN

DESCRIPTION		M1-ES-BCN 6-10-2018 FRANK	M1-ES-BCN 6-10-2018 EVA	M2-NL 3&4-12-2018 FRANK	M2-NL 3&4-12-2018 EVA	M3- date FRANK	M3- date EVA
km's							
tol							
tickets & hotel on 1 invoice		254,00	254,00				
return airplane tickets							
Parking Schiphol Airport		47,50					
Travel airport to hotel							
Travel hotel to airport							
hotel							
Uitgaven in hotel		43,00	43,00				
parking local hotel							
local travel		18,23	18,23				
local travel		6,90	6,90				
food & beverages		25,00	25,00				
food & beverages		10,35	10,30				
food & beverages		15,35	15,40				
food & beverages		1,67	1,50				
food & beverages							
food & beverages							
group costs (Stivako invoice)							
<b>GRAND TOTAL</b>	<b>796,33</b>	<b>422,00</b>	<b>374,33</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

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## Exceptional costs:

- Subcontracting as approved by the NA, but is **not covered in this project**
- Other costs (out of pocket) as approved by the NA being:
  - \* Expert costs
  - \* Equipment / tools purchase, rental or lease costs for technical assistance, including software licenses, etc. only the amount corresponding to the project



## General regulations for costs:

- Justification for all (out of pocket) costs made
- Invoices/declarations other than in NL/UK/DL: short translation
- Invoices/declarations other than Euro-€ : convert with correct exchange rate; The average of the daily exchange rates is published on:  
<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>
- Or at the average of the monthly rate published on:  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)
- VAT-liable partners may not claim VAT
- copy of document of exemption in case of non-VAT liability



## Costs

**Keep a clear record with documentation to support the costs declared.**

Each beneficiary must provide the following if requested:

- For actual costs (out of pocket): adequate supporting documents to prove the costs declared, such as contracts, invoices.
- For lump sum costs or lump sum contributions: keep all adequate supporting documents to prove the costs (receipts, boarding passes).

## Checks & audits:

**All partners may be subject to checks and audits (local NA)!**

- For the final report: supply copies of supporting documents to the NA of all exceptional costs of all partners.
- If selected for a further desk check or on-the-spot check: submit supporting documents for all budget categories.



GOOD LUCK!!!

*The End*