

B A L A N C E

Reporting

- **is based on the project description in the approved application form**
- **takes the set of work packages and milestones as key elements**
- **the project's achievements are compared with the planned activities and outputs in relation to financial resources applied**

Reporting

- Is submitted after every milestone
- reporting periods: 01.01. – 30.06. and 01.07. – 31.12.
- deadlines for reports: 1st of August and 1st of February (LP to JS) – and we (BS) need time to compile contributions from partners etc.
- LP collects and submits the progress reports to the JS
- JS provides each project a prefilled activity and financial report generated from its database

Reporting

→ Progress Report

- consists of an Activity Report and a Financial Report submitted at the same time
- both paper and electronic version should be sent to the JS including:
 - coversheet signed and stamped by the LP
 - activity report
 - financial report

Reporting

- **Monitoring of the progress report**
 - **achievement of the planned activities and outputs**
 - **financial progress, its relation to stated activities**
 - **deviations, reasons and solutions for them**
 - **balanced contribution of partners/regions**
 - **true transnational activities, co-operation and solutions**

Activity Reports

- **Activity Reports means for JS and also for the projects to monitor progress**
 - means of knowing projects and their activities better
 - is based on the project description in the approved application form emphasis being on work package
 - highlights project's achievements in relation to planned work packages and milestones
 - Activities
 - Outputs
 - Results
 - is the base for evaluating the expenditure incurred

Financial Reports

- **The Financial Report (FR) has to provide information about:**
 - **allocated costs per work package (FR I)**
 - **used financial sources and the confirmation by an independent auditor (FR II)**
 - **other costs, equipment and in kind contribution (FR IIIa)**
 - **small scale investments carried out in the reporting period (FR IIIb)**
 - **division of eligible expenditures by PP and reporting period/MS**

Financial Reports

- **To avoid irregularities, the reported expenditures...**
 - **have to be paid within the reporting period concerned**
 - **have to be in accordance with the approved application**
 - **have to be eligible (according to BSR INTERREG III B rules, EU rules and national rules)**
 - **have to be assigned to the correct BL and WP (according to BSR INTERREG III B rules)**
 - **have to be documented (in particular personnel costs: time sheets and overhead costs: calculation scheme)**
 - **have to be audited by an independent external/internal auditor**

Auditing

- **The auditors role and tasks**
 - **Certifying the financial expenditure by checking the validity and the correctness of the invoices**
 - **Declaring the proper use of funds (eligibility etc)**
 - **Confirming the disbursement of the national pro-rata co-financing**

HOW?

- **on-the-spot checks**
- **verify that the activities have actually taken place**
- **goods and services have been delivered to project**

Auditing

- **Experiences gained lessons learnt (by JS):**
 - **Contacting the auditor well in advance & providing the auditor with all the relevant documents!**
 - **Reserving enough time for auditing – ensuring the quality!**
 - **Independency of the auditor should be absolutely clear!**
 - **No changes or additional remarks are allowed in the confirmation!**
 - **No signing of the confirmation if there are mistakes, information is missing or not consistent!**

Payment

→ General procedures:

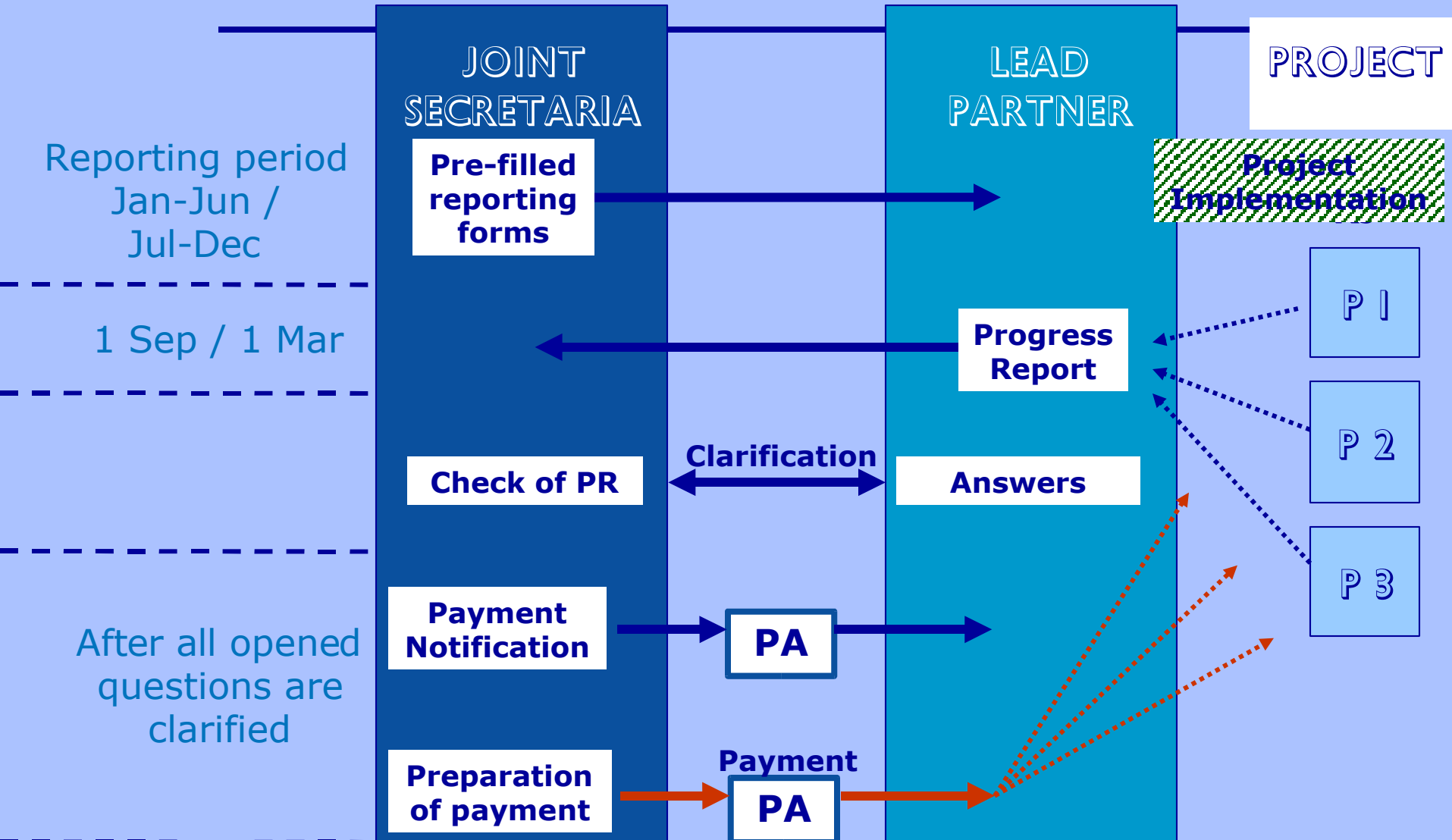
- No advance payment will be made to the projects.
- Payment requests must be based on reported expenditures and will be calculated automatically (Financial Report form).
- Project costs will be reimbursed only.
- Payment requests will be managed by the JS together with the 6-months Progress Reports.
- Note by BS: “One out, all out”-principle

Payment

→ Payment procedure:

- **After acceptance of the Progress Report, payment will be made in one sum directly to the bank account of the LP.**
- **The money will be transferred in EURO. All exchange risks has to be borne by the LP.**
- **If the LP account is not an EURO account, the corresponding exchange will be done by the local bank.**
- **The LP will be informed by the Paying authority via e-mail (payment notification letter) about the executed payment.**

Reporting / Payment procedure



Project implementation

EUROPEAN COMMISSION

Joint Secretariat / PA
submit
Payment Request

Europ. Commission
effects
payment to PA

JOINT SECRETARIAT / PA

Lead Partner submits **activity**
and
audited financial report

Paying Authority effects
payment to Lead Partner

LEAD PARTNER

Submit **activity** and
audited financial reports
to Lead Partner

Lead Partner effects
**payments to Project
Partners**

PROJECT PARTNERS

Budget changes ...

→ Budget changes:

- only in well justified cases (in order to achieve the planned outcome and results in a more efficient and suitable way)
- up to 20% of the total eligible BSR INTERREG III B project budget
- only once during the project period (it is recommended to have the re-allocation at the end of the project)
- between BLs (Budget lines) and WPs (Work packages) and
- will enter into force only after a written approval by the SC/JS

Thank you for your attention

