




**CENTRAL BALTIC  
INTERREG IV A  
PROGRAMME  
2007-2013**

FINANCIAL IMPLEMENTATION OF THE PROJECT

Economically competitive and innovative region  
Attractive and dynamic societies  
Safe and healthy environment




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FINANCIAL IMPLEMENTATION OF THE PROJECT

- LP has the overall responsibility on the financial implementation of the project
  - Training / monitoring of project partners
  - Plan the processes from the beginning of the project
- Each project partner is responsible for holding an accounting centre (code) separated from other book-keeping. Separate bank account can be opened for the project
  - > General ledger to be attached to the project reports
  - > All costs included in the project reports must have been paid out by the project partner
- Project documents must be kept until 2025
  - > List of all bodies holding documentation related to project audit trail to be submitted to JTS



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## PARTNER LEVEL FINANCIAL REPORTING

- Included in the Partner Payment Claim

**Specification of budget lines**

Project acronym:


Name of project:

Partner number and name:


Milestone and reporting period: 0 / 10   -

**Budget line 1: Office and Rent Costs**

Internal no*	Invoice no*	Invoice date	Payment Date	Specification of the invoice	Eligible net amount <small>(national currency)</small>	Eligible VAT <small>(national currency)</small>	Nat. Currency	Exchange Rate <small>1 EUR = ?</small>	Total amount paid	Work Package	Outside EU
									0,00		no
									0,00		no
									0,00		no
									0,00		no
									0,00		no




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## PROJECT LEVEL FINANCIAL REPORTING

- Progress report and Payment Claim
  - Financial data compilation: verified costs of each project partner
  - Payment Claim: summary information for the whole partnership



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**Summary of financial information for the payment claim**


**Summary by budgetlines for the reporting period**

Specification	Total	LP	P2	P3	P4
Partner organisation					
Country of project partner					
Project partner is located in the adjacent area	<input type="checkbox"/>				
ERDF support rate of project partner					
<b>1. Office and Rent Costs</b>	0,00				
<b>2. Personnel</b>	0,00	0,00	0,00	0,00	0,00
Personnel employed by the project	0,00				
Other partner personnel contributing to the project	0,00				
Unpaid voluntary labour	0,00				
<b>3. Travel and accommodation</b>	0,00	0,00	0,00	0,00	0,00
Travel costs in the programme area	0,00				
Travel costs outside the programme area	0,00				
<b>4. External experts</b>	0,00	0,00	0,00	0,00	0,00
Expert services	0,00				
Audit, First Level Control	0,00				
Evaluations	0,00				
<b>5. Equipment</b>	0,00				
<b>6. Investments</b>	0,00				
<b>7. Other direct costs</b>	0,00				
<b>8. In kind contributions</b>	0,00				
<b>9. Income</b>	0,00				
<b>TOTAL</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

Location in adjacent area: yes/no



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**Payment claim**

P1 Specification by budget lines

All figures in EUR

Specification	Approved budget	Current period	Previously reported	Cumulative	Remaining	Realisation percentage
<b>1. Office and Rent Costs</b>		0,00		0,00	0,00	
<b>2. Personnel</b>	0,00	0,00	0,00	0,00	0,00	
Personnel employed by the project		0,00		0,00	0,00	
Other partner personnel contributing to the project		0,00		0,00	0,00	
Unpaid voluntary labour		0,00		0,00	0,00	
<b>3. Travel and accommodation</b>	0,00	0,00	0,00	0,00	0,00	
Travel costs in the programme area		0,00		0,00	0,00	
Travel costs outside the programme area		0,00		0,00	0,00	
<b>4. External experts</b>	0,00	0,00	0,00	0,00	0,00	
Expert services		0,00		0,00	0,00	
Audit, First Level Control		0,00		0,00	0,00	
Evaluations		0,00		0,00	0,00	
<b>5. Equipment</b>		0,00		0,00	0,00	
<b>6. Investments</b>		0,00		0,00	0,00	
<b>7. Other direct costs</b>		0,00		0,00	0,00	
<b>8. In kind contributions</b>		0,00		0,00	0,00	
<b>9. Income</b>		0,00		0,00	0,00	
<b>TOTAL</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	

P2: Division of costs between work packages

Work Packages	Approved budget	Current period	Previously reported	Cumulative	Remaining	Realisation percentage
<b>1</b>		0,00		0,00	0,00	
<b>2</b>		0,00		0,00	0,00	
<b>3</b>		0,00		0,00	0,00	
<b>4</b>		0,00		0,00	0,00	
<b>5</b>		0,00		0,00	0,00	
<b>TOTAL</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	


  

P3: Total project financing



Public financing (total)	Approved financing	Current period	Previously reported	Cumulative	Remaining	Realisation percentage
ERDF	0,00	0,00	0,00	0,00	0,00	
National public financing	0,00	0,00	0,00	0,00	0,00	
State co-financing		0,00		0,00	0,00	
Transfer of funds to the project account		0,00		0,00	0,00	
In kind contribution		0,00		0,00	0,00	
Municipal co-financing	0,00	0,00	0,00	0,00	0,00	

P2: Division of costs between work packages

P3: Total project financing




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## ELIGIBILITY OF PROJECT COSTS

- Eligibility of costs starts on the date that has been defined as project start date in the Subsidy Contract
- Project implementation must follow the approved Application Form
- Basic definitions for eligibility of costs are available in the Programme Manual of the 2st call. Definitions of 3rd Programme Manual Issues that are favourable towards projects can be applied



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## ELIGIBILITY OF PROJECT COSTS (2)

- EU eligibility rules
- Programme eligibility rules
- National eligibility rules

In case of differences – the strictest rule applies.



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## ELIGIBILITY OF PROJECT COSTS (3)

Essential eligibility questions for each cost item:

- Is the cost claimed real?
- Is there evidence that it has been paid out?
- Is the price reasonable?
- Does it add value to the project?

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Will it provide benefit to the programme area?



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## PUBLIC PROCUREMENT

- Note possible stricter national rules
- Tendering limits
  - 0-500: no formal tendering; recommended to document the purchases, price offers
  - 501-1499: Price comparisons; documented
  - 1500- : tenders must be requested



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Support document to purchases: support document when reporting the purchases of the project

- Does not replace other tendering documentation (e.g. protocols etc)

SUPPORT DOCUMENT FOR PURCHASES				
Project acronym:	<input type="text"/>			
Project partner:	<input type="text"/>			
Milestone:	Reporting period:	<input type="text"/>	-	<input type="text"/>
Description of the purchased goods or services	Offer no 1	Offer no 2	Offer no 3	Justification of the decision
	The name of the offer: Price	The name of the offer: Price	The name of the offer: Price	
	Selected	Selected	Selected	
	The name of the offer: Price	The name of the offer: Price	The name of the offer: Price	
	Selected	Selected	Selected	

## VALUE ADDED TAX (VAT)

*“Article 7*

### **Eligibility of expenditure**

1. The following expenditure shall not be eligible for a contribution from the ERDF:

... d) recoverable value added tax.”  
(Regulation (EC) No 1080/2006)

- If the project partner has the possibility to recover the VAT → it will be deemed ineligible.

- Documentation





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## PUBLICITY REQUIREMENTS

- Apply to ALL:
  - Information materials
  - Information activities
  - Infrastructure investments
  - Equipment for project implementation

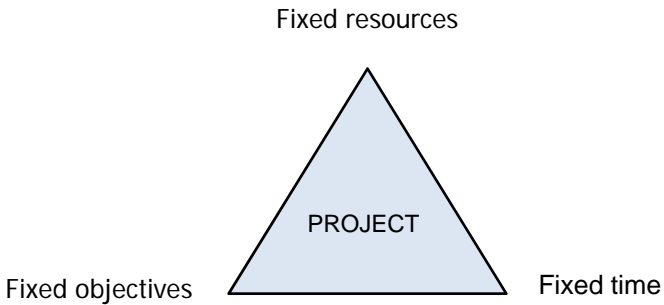


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## WHAT IS A PROJECT?




Fixed resources


PROJECT

Fixed objectives

Fixed time



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## SPECIFICATION OF PROJECT COSTS


In Partner Payment Claim the project partner is requested to fill in all costs included in the project accounting centre (code) on the budget lines used in the application

**Specification of budget lines**


Project acronym					
Name of project					
Partner number and name					
Milestone and reporting period	0 / 10				

**Budget line 1: Office and Rent Costs**

Internal no*	Invoice no*	Invoice date	Payment Date	Specification of the invoice	Eligible net amount <small>(national currency)</small>	Eligible VAT <small>(national currency)</small>	Nat. Currency	Exchange Rate <small>1 EUR = ?</small>	Total amount paid	Work Package	Outside EU
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									0,00		no
									0,00		no
									0,00		no




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## BUDGET LINE 1 OFFICE AND RENT COSTS

- General project and office administration costs (e.g. Office rent, electricity, heating, internet, copying, phone costs)
- Examples on calculation methods available in the Programme Manual
- Overhead costs are not eligible – all costs must be directly attributable to the project




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## BUDGET LINE 2 PERSONNEL

- Full and part time personnel of the project
- Unpaid voluntary labour (if applicable in the project partner's country and included in approved project plan)
- Overtime work is not eligible – timesheet can be used for reporting max 100% of working time
- Includes employee´s gross salary + compulsory employer´s charges



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## Part-time employees need to fill in timesheet on a daily basis

**CALCULATION OF PERSONNEL COSTS**

Report  / 10

Project:

Project number:

Organisation:

Employee:


Position:

Month	Project					Project total	Other tasks	Total
	WP1	WP2	WP3	WP4	WPS			
1	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!


**TIME SHEET FOR PART-TIME EMPLOYEES**

Report  / 10 Month  Year

DAY	Description of the implemented work	Work for the project					TOTAL (estimated estimate)	Other tasks		
		WP1	WP2	WP3	WP4	WPS		Total	Daily target	Daily balance
		in min	in min	in min	in min	in min				
1						0.00			0.00	
2						0.00			0.00	
3						0.00			0.00	



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**COMPILATION of PERSONNEL COSTS FOR PART TIME EMPLOYEES**  
Report 0 / 10

Project:  
Project number:  
Organisation:  
Employee:  
Position:  
Daily working time: hh:mm

**PLEASE FILL IN THE MONTHLY SALARY AND OTHER OBLIGATORY CONTRIBUTIONS OF THE EMPLOYER.**

Please note that the personnel costs are only eligible if the employer is legally bound to pay them and if a written agreement for transfer of the tasks in the project to the employee exists (e.g. working contract, job description)

If the employment for the project does not start with the beginning of the month or if the employment for the project does not end with the end of the month, the personnel costs have to be calculated proportionately.

Please round the exchange rate on 4 digits after the decimal point.

National currency (e.g. SEK):


Month	Personnel costs				Total
	Salary [nat. currency]	Health charges [nat. currency]	Social charges [nat. currency]	Other (specify) [nat. currency]	
1					0,00
7					0,0000
8					0,0000
9					0,00

Payment date (month/year):  
Exchange rate (EUR/ +7):

Subtotal (in EUR): 0,00 0,00 0,00 0,00 0,00 0,00

Whole salary paid to the person

- Additional mandatory holiday payments (e.g. lomarahha) must be reported separately and should not be marked to the Timesheet
- Always with difficult cases, please consult JTS



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### BUDGET LINE 3 TRAVEL COSTS

- Relevant for the implementation of the project
- Reasonable and cost-effective
- Special focus on the travel costs
  - Outside programme area
  - Outside European Union
  - > Ineligible unless included in the approved application



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### BUDGET LINE 4 EXTERNAL EXPERTISE

- External expertise included in the budget line and essential for the project implementation
- Remember tendering procedures



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### BUDGET LINE 5 EQUIPMENT

- Normal depreciation method of the organisation must be used
- Depreciation limit 1500€



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### BUDGET LINE 6 INVESTMENTS

- Detailed documentation of the implemented investment in relation to the project plan
- On-the-spot check will be conducted for all projects containing investments



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### BUDGET LINE 7 OTHER DIRECT COSTS

- Must be relevant for the implementation of the project plan




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### BUDGET LINE 8 IN-KIND CONTRIBUTIONS

- Amount of in kind contributions is fixed in the subsidy contract and cannot be exceeded
- Discuss with FLC documentation needed for reporting the in-kind contributions included in the project reports




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### BUDGET LINE 9 INCOME

- All incomes generated by the project must be deduced
- Projects containing incomes, please consult JTS concerning the income
- MA guidance note on revenue-generating-projects (available in the programme website)




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## ATTACHMENTS TO THE PROJECT REPORTS

- See the Practical Guide for Reporting
  - General ledgers (!)
- Documents that have to be submitted latest with first Progress Report and Payment Claim
  - Partnership Agreement
  - Communication Plan
  - List of bodies holding documentation related to project audit trail



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## GOOD LUCK FOR THE PROJECT IMPLEMENTATION!



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