

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

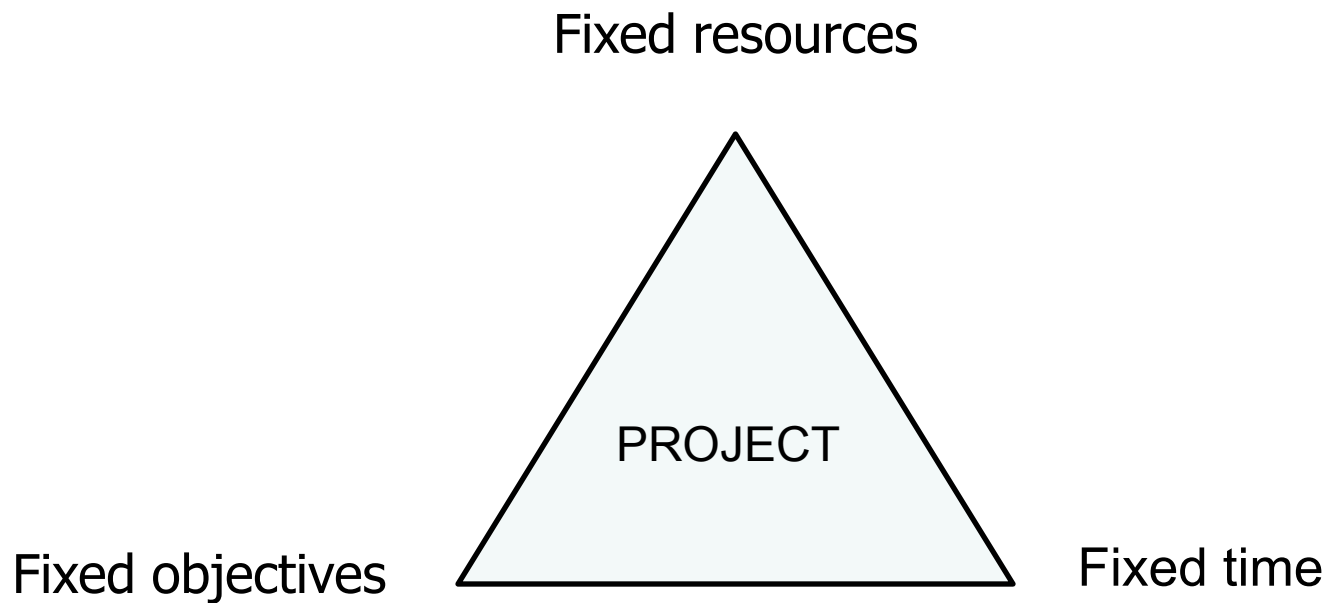


EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

WHAT IS A PROJECT



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

FINANCIAL IMPLEMENTATION OF THE PROJECT

- LP has the overall responsibility on the financial implementation of the project
 - > Training / monitoring of project partners (forecasts, planning of budget changes)
 - > Plan the processes from the beginning of the project



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

FINANCIAL IMPLEMENTATION OF THE PROJECT (2)

- 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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

FINANCIAL IMPLEMENTATION OF THE PROJECT (3)

- Project documents must be kept until 2025
 - > List of all bodies holding documentation related to project audit trail to be submitted to JTS



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



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 1 EUR= ?	Total amount paid	Work Package	Outside EU
									0,00		no
									0,00		no
									0,00		no
									0,00		no





CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

PROJECT LEVEL FINANCIAL REPORTING

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

- LP cannot submit project report before all partners have had their costs verified and LP has received FLC materials



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE

Reference number must be

- Identical in CL and PR/PC
- Different in different (versions of) reports



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013




PROGRESS REPORT
Central Baltic
INTERREG IV A P

Project number: _____
Date of approval: dd mm yyyy

CONFIRMATION LETTER OF THE PR/PC
Central Baltic
INTERREG IV A Programme 2007-2013

Form to be filled in and returned by post to:
Central Baltic INTERREG IV A Programme 2007-2013
Joint Technical Secretariat
Regional Council of Southwest Finland
P.O. Box 273 20101 Turku FINLAND

 EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE


European Territorial Cooperation Objective

Project identification	<i>Reference of the Lead Partner</i>	<input type="text"/>
Project number	Project acronym	
Project title		

Progress Report and Payment Claim to be filled in and sent by e-mail to:
report@centralbaltic.eu

Confirmation letter to be signed and mailed to:
Central Baltic INTERREG IV A Programme 2007-2013
Joint Technical Secretariat
P.O. Box 273
20101 Turku, FINLAND

1. Project identification	REFERENCE OF THE LEAD PARTNER	<input type="text"/>
1.1. Project acronym		

 EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



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					
ERDF support rate of project partner					
1. Office and Rent Costs	0,00				
2. Personnel	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				
3 Travel and accommodation	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				
4 External experts	0,00	0,00	0,00	0,00	0,00
Expert services	0,00				
Audit, First Level Control	0,00				
Evaluations	0,00				
5 Equipment	0,00				
6 Investments	0,00				
7 Other direct costs	0,00				
8 In kind contributions	0,00				
9 Income	0,00				
TOTAL	0,00	0,00	0,00	0,00	0,00

Location in adjacent
area: yes/no





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

Payment claim						
P1 Specification by budget lines □						
All figures in EUR						
Specification	Approved budget	Current period	Previously reported	Cumulative	Remaining	Realisation percentage
1 Office and Rent Costs		0,00		0,00	0,00	
2 Personnel	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	
3 Travel and accommodation	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	
4 External experts	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	
5 Equipment		0,00		0,00	0,00	
6 Investments		0,00		0,00	0,00	
7 Other direct costs		0,00		0,00	0,00	
8 In kind contributions		0,00		0,00	0,00	
9 Income		0,00		0,00	0,00	
TOTAL	0,00	0,00	0,00	0,00	0,00	
P2: Division of costs between work packages						
Work Packages	Approved budget	Current period	Previously reported	Cumulative	Remaining	Realisation percentage
1		0,00		0,00	0,00	
2		0,00		0,00	0,00	
3		0,00		0,00	0,00	
4		0,00		0,00	0,00	
5		0,00		0,00	0,00	
TOTAL	0,00	0,00	0,00	0,00	0,00	
P3: Total project financing						
	Approved financing	Current period	Previously reported	Cumulative	Remaining	Realisation percentage
Public funding (total)	0,00	0,00	0,00	0,00	0,00	
ERDF		0,00		0,00	0,00	
National public funding	0,00	0,00	0,00	0,00	0,00	
State co-financing		0,00	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	





CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

ATTACHMENTS TO THE PROJECT REPORT

- 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 (electronic)
 - List of bodies holding documentation related to project audit trail



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



ELIGIBILITY OF PROJECT COSTS (1)

- 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 3rd call. Definitions of 4th call Programme Manual that are favourable towards projects can be applied





CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

ELIGIBILITY OF PROJECT COSTS (2)

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

In case of differences – the strictest rule applies.



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



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?

Will it provide benefit to the programme area?





PUBLIC PROCUREMENT

- One of the most common reason for deductions by FLC is non-compliance with public procurement rules
- 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





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"/>									
Project partner:	<input type="text"/>									
Milestone	<input type="text"/>	Reporting period:		<input type="text"/>	<input type="text"/>	-	<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 offerer:	<input type="text"/>		The name of the offerer:	<input type="text"/>		The name of the offerer:	<input type="text"/>		
	Price:	<input type="text"/>		Price:	<input type="text"/>		Price:	<input type="text"/>		
		Selected	<input type="checkbox"/>		Selected	<input type="checkbox"/>		Selected	<input type="checkbox"/>	
	The name of the offerer:	<input type="text"/>		The name of the offerer:	<input type="text"/>		The name of the offerer:	<input type="text"/>		
	Price:	<input type="text"/>		Price:	<input type="text"/>		Price:	<input type="text"/>		
		Selected	<input type="checkbox"/>		Selected	<input type="checkbox"/>		Selected	<input type="checkbox"/>	





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





CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

PUBLICITY REQUIREMENTS

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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



PROJECT BUDGET LINES – SPECIFICATION OF COSTS

- Basic definitions for budget lines are available in the Programme Manual
- 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 ^e	Invoice no ^e	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 1 EUR = ?	Total amount paid	Work Package	Outside EU
									0,00		no
									0,00		no
									0,00		no
									0,00		no





CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



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

CALCULATION OF PERSONNEL COSTS	
Report	<input type="text" value="0"/> / 10
Project:	<input type="text"/>
Project number	<input type="text"/>
Organisation:	<input type="text"/>
Employee:	<input type="text"/>
Position:	<input type="text"/>
PERSONNEL COSTS (in EURO)	

TIME SHEET FOR PART-TIME EMPLOYEES												
Report		<input type="text" value="0"/>	/10		Month	<input type="text"/>	Year	<input type="text"/>				
Project acronym:		Work for the project					Other tasks		TOTAL <i>(calculated automatically)</i>			
Project Number		WP1	WP2	WP3	WP4	WP5	Total					
Organisation:												
Employee:												
Position:												
Daily working time		hh:mm										
DAY	Description of the implemented work	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	Description of the other tasks	hh:mm	Total	Daily target	Daily balance
1	1						0:00			0:00		
2	2						0:00			0:00		
3	3						0:00			0:00		
4	4						0:00			0:00		
5	5						0:00			0:00		
6	6						0:00			0:00		
7	7						0:00			0:00		

WP5	Project total	Other tasks	Total
(in EUR)	(in EUR)	(in EUR)	(in EUR)
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!





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): <input type="text"/>						
Month	Personnel costs				Total	
	Salary	Health charges	Social charges	Other (specify)		
	(nat. currency)	(nat. currency)	(nat. currency)	(nat. currency)	(nat. currency)	
1						0,00
Payment date (dd/mm/yyyy)						
Exchange rate (1EUR=?)						
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. lomarahä) must be reported separately and should not be marked to the Timesheet
- Always with difficult cases, please consult JTS





CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

BUDGET LINE 3 TRAVEL COSTS

- Relevant for the implementation of the project
- Reasonable and cost-effective

- Special attention on the travel costs
 - Outside programme area
 - Outside European Union
 - > Ineligible unless included in the approved application



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

BUDGET LINE 4 EXTERNAL EXPERTISE

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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

BUDGET LINE 5 EQUIPMENT

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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

BUDGET LINE 7 OTHER DIRECT COSTS

- Must be relevant for the implementation of the project plan



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

BUDGET LINE 9 INCOME

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



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

GOOD LUCK FOR THE PROJECT IMPLEMENTATION!



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE