



Financial reporting under Horizon 2020

BUS Contractors meeting 20 December 2020

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EASME

Overview

- Use of Resources (UoR) & Financial statement (FS) => Different cost categories.
- Adjustments to previous reports;
- Main sources of information;
- Quizz.

Financial reporting – Use of Resources & Financial Statement

REPORT ON EXPLANATIONS ON THE USE OF RESOURCES

Project Number	
Acronym	
Period Number	2nd
Period covered	From 1/May/2019 to 30/Jun/2020
Beneficiary Number	1
Beneficiary Short Name	
Direct personnel costs	
Direct personnel costs declared as actual costs	
WP	
WP	
WP	

UoR

Description of the Direct personnel costs, subcontracting costs, other direct costs

Energy Efficiency Call 2016-2017

FINANCIAL STATEMENT FOR BENEFICIARY " " "
FOR THE REPORTING PERIOD 2

Eligible ¹ costs (per budget category)								Receipts		EU contribution			
A. Direct personnel costs		B. Direct costs of subcontracting	C. Direct costs of fin. support	D. Other direct costs		E. Indirect costs ²	Total costs	Receipts	Reimbursement rate %	Maximum EU contribution ³	Requests credits		
Personnel (or equivalent) (personnel under direct control for providing access to infrastructure)	A.4 SME owners without salary A.5 Beneficiaries that are natural persons without salary			D.1 Travel D.2 Equipment D.3 Other goods and services	D.5 Cost of internally purchased goods and services			Receipts of the actions, to be reported in the last reporting period, according to Article 5.5.5					
Unit	Unit	Actual	Actual	Actual	Unit	Flat-rate ² 25%							
Total b		No hours	Total c	d	e	f	Total h	i = 0.25* (a+b+c+f-[g]+h-p)	k = a+b+c+d + [j] + f - [g] + b + i	l	m	n	o
9.07	0.00			0.00	0.00	908.44	0.00	9.469.38	47.346.89		70	33.142.82	33.142

Beneficiary hereby confirms that:
 receipts, reliable and true.
 (see Article 6).
 by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).
 that all the receipts have been declared (see Article 5.3.3).

that, even if they exceed the amounts indicated in the estimated budget (see Annex 2). Only amounts that were declared in your individual financial statements can be taken into account later on, in order to replace other costs that are found to be ineligible.

Conditions:
 that be free of any amounts covered by...
 of EU contribution that the system...
 direct costs, from which are excluded: direct...

that this reporting period, you cannot claim any indirect costs unless you can demonstrate that the EU contribution may be less.
 budget category F if they include indirect costs (see Article 6.2 E).

Financial Statement

Total amount per budget category

Financial reporting – UoR – cost category DPC

Beneficiary Number	12
Beneficiary Short Name	

Direct personnel costs

1. Direct personnel costs declared as actual costs

Person months	Associated WP
1.33	3
0.67	4
0.6	5
2.64	6

2. Direct personnel costs declared as unit costs

Person months	Associated WP
2.94	3
2.33	4
1.25	6

3. Use of in kind contribution from third party

No use of in kind contribution was specified for Direct Costs

- ✓ Actual costs
- ✓ Correct productive time
- ✓ Correct remuneration costs
- ✓ Correct hours worked on the project
- ✓ Reliable timesheets

Financial reporting – UoR – cost category Subcontracting

Direct costs of subcontracting			
Description	Foreseen in Annex 1	Explanations (if not foreseen in Annex 1)	Costs
Cost for video animation and narration for ... Video.	NO	... and quotations for the production of the animation video ... plus short ... (action). The ... economically ... Details: ... Attached ... animation ... e-invoice ... (Voice ... 5, 565.82 ...	5 565.82 €

Page 10 of 20

Description	Foreseen in Annex 1	Explanations (if not foreseen in Annex 1)	Costs
2 Supporting Roles - Communications Officer & Administration Officer	NO	Some ... as disclosed in ... supporting ... recruitment ... for the ... two posts ... used ... the ... but due ... the ... selected staff ... other ... had all applied for ... we ... to recruit and fill ... recruited these ... project ... we opted to ... and ... an ... employment ... as benefit of ... that interviewing ... contracted agency ... both roles ... effectively leading and ... the partnership. These 2 ...	34 205.67 €

- ✓ Foreseen in Annex I
- ✓ Adequate supporting documents
- ✓ Best value for money & avoid conflict of interests.

Financial reporting – UoR – cost category ODC

Costs for printing Project Flyers.	Other goods and services	5	YES	46.00 €
Costs for additional and delayed Equipment	Equipment	4	YES	258.04 €
Rehearsal review Meeting Athens - Greece 03 - 04 July 2019 SWT participants:	Travel	7	YES	1 619.54 €
Costs for Project brochures	Other goods and services	5	YES	141.00 €
5th Workshop Krakow - Poland -> Cancelled due to Covid 19 outbreak Cancellation fee for air tickets	Travel	7	YES	58.00 €
4th Workshop Trier - Germany 15 - 16 October 2019 SWT participants:	Travel	7	YES	689.55 €
Review Meeting Brussels - Belgium 08 July 2019 SWT participants:	Travel	7	YES	66.84 €

- ✓ Direct costs
- ✓ Related to the action
- ✓ Adequate supporting documents
- ✓ Average exchange rate over the period
- ✓ Covid19 intervention

Financial reporting – UoR & adjustment to previous periods - DPC

Beneficiary Number	12
Beneficiary Short Name	

Direct personnel costs

1. Direct personnel costs declared as actual costs

Person months	Associated WP
1.33	3
0.67	4
0.6	5
2.64	6

2. Direct personnel costs declared as unit costs

Person months	Associated WP
2.94	3
2.33	4
1.25	6

3. Use of in kind contribution from third party

No use of in kind contribution was specified for Direct Costs

Beneficiary Number	12
Beneficiary Short Name	(Adj. RP 1)

Direct personnel costs

1. Direct personnel costs declared as actual costs

Person months	Associated WP
-0.25	1
-0.23	2
-0.44	3
-0.01	6

2. Direct personnel costs declared as unit costs

Person months	Associated WP
1.02	1
2.71	3
0.18	4
1.49	6

3. Use of in kind contribution from third party

No use of in kind contribution was specified for Direct Costs

The PMs reported period + adjustment to previous periods = Total actual hours worked on the action.

Main sources of information



For any question on your grant agreement, don't hesitate to consult the Multi-Beneficiary General **Model Grant Agreement (MGA)** on the **Funding & Tender opportunities portal**:

https://ec.europa.eu/research/participants/data/ref/h2020/mga/gga/h2020-mga-gga-multi_v4.0_en.pdf

And the **online manual** on Grant management/Reports & payment requests:

https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/reports_en.htm

Still unanswered => contact your CO => consultation PA & FO

Quizz

Thank you



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