

# **3<sup>rd</sup> Financial report:**

## **15.01.2018**



# What we expect:

A pack of documents

sent electronically

till 15.01.2018.

- Financial report (.xls + .pdf with signatures)
- Supporting documents (.pdf )

**costs** incurred till **31.12.2017**.

To: [linda.sterna@rtu.lv](mailto:linda.sterna@rtu.lv)  
[anatolijs.zabasta@microdators.lv](mailto:anatolijs.zabasta@microdators.lv)

# **This is important:**

KEEP ALL ORIGINALS and approved copies of everything you send to us!  
Keep them well ganized and collected in one place!



# Supporting documents (unit costs)

## Staff costs

- Time sheets (not more than 20 days/ month)
- Joint declaration (Staff convention)  
(seperate for each staff category)
- In case of check – employment agreement

## Travel costs + costs of stay

- Individual travel report
- All documents you have, which proves the fact that the travel and the activity actually took place (boarding passes, tickets, hotel invoices, agendas, lists of participants etc.)

All certified copies, marked with supporting document number!

Staff and students that uses travel costs+ costs of stay, should have a contract/provable link with the partner!

# Supporting documents (actual costs)

## Equipment

- Tender
- Contract
- Invoices
- Proof that the equipment is recorded in the inventory of the institution
- Proof of payment

## Subcontracting

- Tender
- Contract
- Invoices
- Acceptance Act
- Proof of payment

All certified copies, marked with supporting document number!

Clearly shown connection to project and its activities (in tender, contract, invoice)

# This is also important:

Mark each document according to position in report which it supports!

Mark on the paper and name the electronic document accordingly!

Formula for supporting document numbers

Partner No. (P1, P2, P3 ...)

+

Budget category (SC, TC, EC, SUB)

+

Number in a row (1, 2, 3 ...)



## **Don't forget to show Co-financing, if you have!**

- According to the European Union Financial Regulation grants shall always involve co-financing
- No proofs of expenditure or supporting documents will be required by the Agency
- Nevertheless, for statistical purposes only, we need to provide an indication on the level and source of co-financing.

# Previous experience – not less important!

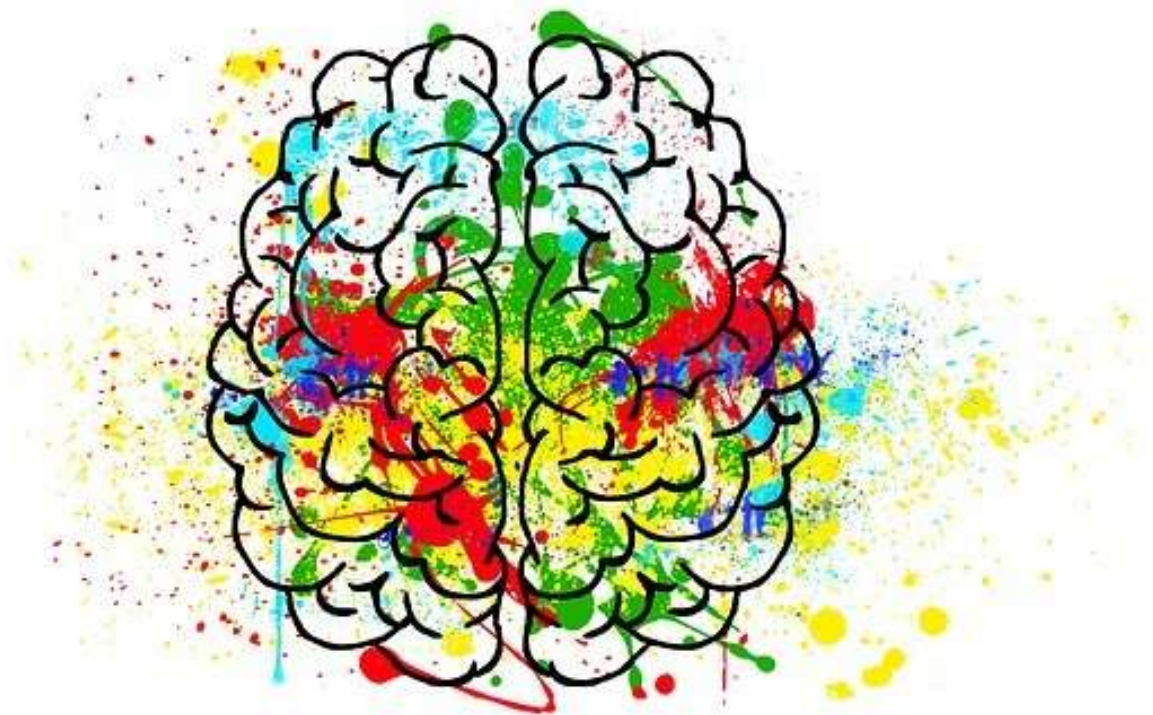
- Tasks performed should match the staff category and days worked should match the result!
- Use the correct exchange rate
  - For all real costs **till 10.08.2017**. not in EUR. -> **January,2016**
  - For all real costs **from 11.08.2017**. not in EUR -> **August,2017**
  - Use InforEuro ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm))
  - Invoice date will be taken into account
- VAT is not eligible unless you prove it is NOT deductible
- Keep all documents and accounting records!
  - for now we don't need them but we might need! If you will not have documents necessary, we might have ineligible costs.



# About staff categories... BE CAREFUL!

- **Managers** (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities.
- **Researchers, teachers and trainers** (RTT) typically carry out academic activities related to curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings.
- **Technical staff** (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy, in-house translation activities.
- **Administrative staff** (including office and customer service clerks) carries out administrative tasks such as secretarial duties.
- **The Staff category to be applied will depend on the work to be performed in the project and not on the status or title of the individual. Staff carrying out an administrative task should be reported under the category "Administrative staff".**

Keep this in mind and  
revise before preparing the report!



Thank you for your attention!

