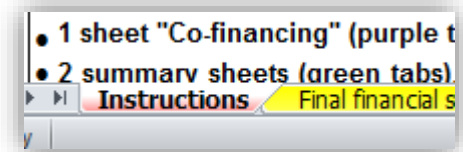


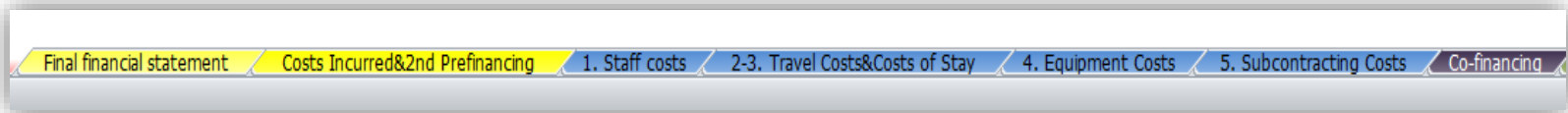


# Financial report (1)

- Read carefully instructions to avoid problems (find them in lower left corner)



- We have filled in first two parts, start with blue



- Fill in the purple «co-financing» as well (just for information)

# Financial report (2)

- You should:
  - Fill in blue cells
  - Don't copy-paste from other sources
  - Don't leave blank blue cells
  - If there's an error – see what's wrong and fix it
  - Use buttons «Add row», «Delete row» and «Duplicate row».

# Step-by-step staff costs [1]

- Contract
- Work and fill timesheets
  - Separate categories
  - WP goes together
  - WP`s separated in Financial statement
  - For reporting period
  - Signed (original, not for yourself)

# Step-by-step staff costs [2]

- Convention - a new form “JOINT DECLARATION”
  - For reporting period
  - Separate categories
  - WP goes together
  - WP`s separated in Financial statement
  - Use existing ones
  - Signed (originals, not for yourself)

# Step-by-step staff costs [3]

- Make a pack
  - Timesheets + convention
  - Make sure days in timesheet = days in convention
- Register in Financial statement (FS)
  - Make sure period in convention = period in FS
  - Separate WP in different rows
  - Make sure that total of days in WP = days in convention
  - Use the same Supporting doc. No. (next in order)
  - Name each page
  - Scan it and name the .pdf the same

# Staff costs (1)

Fill in all the blue cells

Work Package	Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.
Management	P1	Riga Technical University	Latvia	P1-SC-1

↑  
Dropdown list

↑  
Automatically

Formula for supporting document numbers

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

+

Budget category (SC, TC, EC, SUB)

+

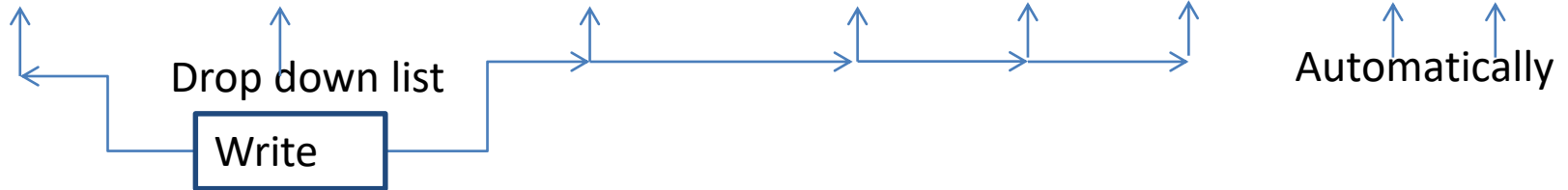
Number in a row (1, 2, 3 ...)

Write the same number on every this position supporting documents

# Staff costs (2)

Fill in all the blue cells

Name of Staff Member	Staff category	Short description of tasks	From (dd/mm/yy)	To (dd/mm/yy)	Number of days (A)	Maximum Unit cost per day (in EUR) (B)	Total Calculated (in EUR) (A x B)	Check Data Encoding
Anatolijs Zabašta	Teacher/Trainer/Researcher	Organized first meeting	15.10.15	15.10.15	1	74.00	74.00	



There shouldn't be an error

Check Data Encoding
Error



# Keep in mind

- You need to have a contract
- Make sure you pay people, which you declare

Better to clearly indicate the time you spend for project and avoid double financing

# Step-by-step travel costs [1]

- Have a contract (work/ study for partner)
- Have a planned meeting in Physics project
- Costs of stay = actual days
- Keep all documents and proofs of travel
  - Boarding passes, internal documents, invoices etc.
- Make ITR and add all documents you have
- Name each page
- Scan it and name the .pdf the same

# Travel costs & Costs of stay (1)

Work Package	Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.
Management	P1	Riga Technical University	Latvia	P1-TC-1

↑  
Dropdown list



↑  
Automatically

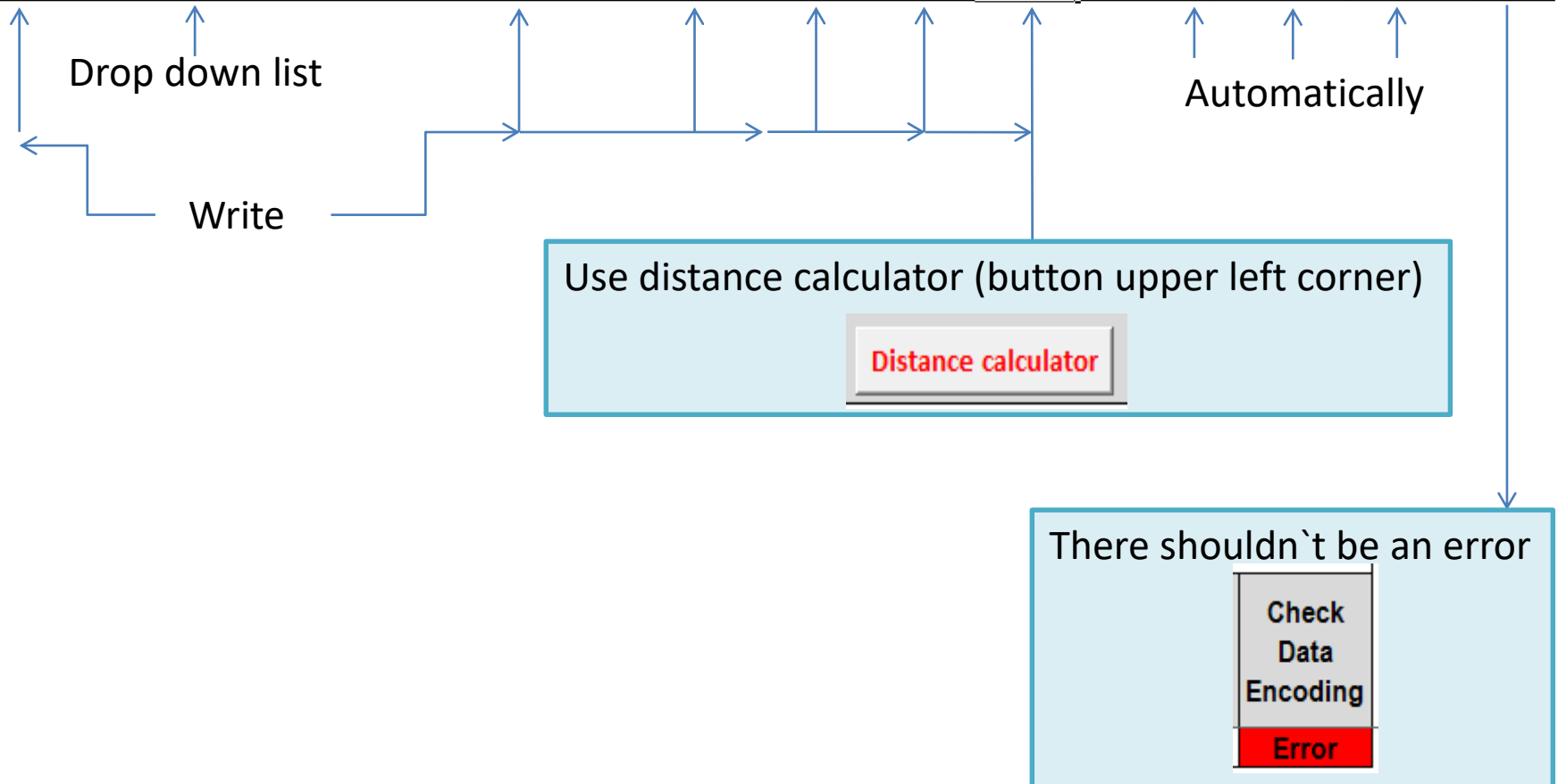


↑  
The same formula  
as staff costs

- Write the same number on every this position supporting documents

# Travel costs & Costs of stay (2)

Name of the Person travelling	Student/ Staff	City and Country of Departure	City and Country of Destination	Departure Date (dd/mm/yy)	Return Date (dd/mm/yy)	Number of days for Costs of Stay	Travel Distance (In KM)	Maximum Travel Costs calculated (EUR)	Maximum Costs of Stay calculated (EUR)	Total calculated (EUR)	Check Data Encoding
Anatolijs Zabašta	Staff	Riga, Latvia	Minsk, Belarus	16.12.15	19.12.15	4	402	180	480.00	660.00	



## **Keep in mind**

- We will send info about WP for each travel so for all partners the WP is the same

# Equipment costs (1)

Work Package	Partner N°	Name of Partner benefitting from the equipment (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.
Development	P7	Belarusian State Technological University	Belarus	P7-EC-1

↑  
Dropdown list



Automatically

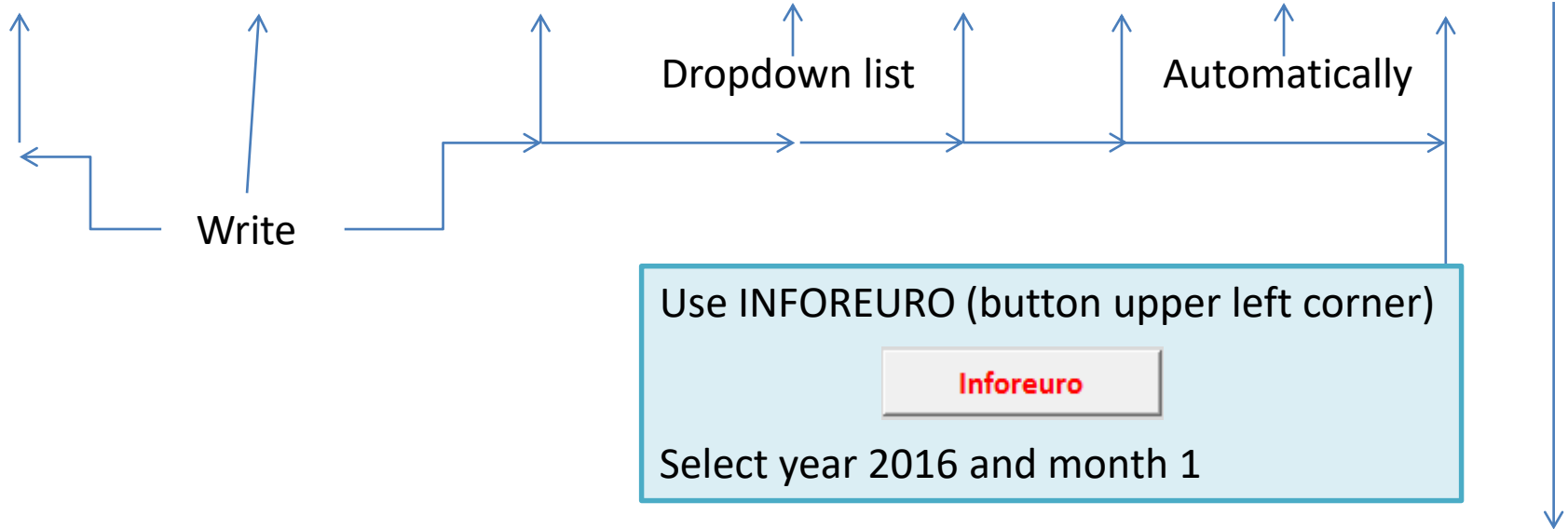


↑  
The same formula  
as staff costs

- Write the same number on every this position supporting documents

# Equipment costs (2)

Invoice Date (dd/mm/yy)	Nature, type and specifications of the item	Providing company	VAT and Taxes charged to the project?	Amount indicated on the invoice	Currency indicated on the invoice	Exchange Rate Used	Amount charged to the project (in EUR)	Check Data Encoding
27.10.16	Something for something	The Company	N	50 000 000.00	BYR	19328.00396	2 586.92	



There shouldn't be an error

Check Data Encoding
<b>Error</b>

# Subcontracting Costs (1)

Work Package	Partner N°	Name of Partner who paid for the subcontracting (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.
Development	P1	Riga Technical University	Latvia	P1-SUB-1

↑      ↑      ↑      ↑      ↑

Dropdown list      Automatically      The same formula as staff costs

- Write the same number on every this position supporting documents



# Subcontracting Costs (2)

Invoice Date (dd/mm/yy)	Nature, type and specifications of the item	Providing company	VAT and Taxes charged to the project?	Amount indicated on the invoice	Currency indicated on the invoice	Exchange Rate Used	Amount charged to the project (in EUR)	Check Data Encoding
27.10.16	Something for something	The Company	Y	2 000.00	EUR	1.00000	2 000.00	

Dropdown list

Automatically

Write

Use INFOREURO (button upper left corner)

**Inforeuro**

Select year 2016 and month 1

There shouldn't be an error

Check  
Data  
Encoding

**Error**

# Co-financing

Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)
P1	Riga Technical University	Latvia

\* e.g.: Equipment, Staff costs, travel costs and/or costs of stay, printing & publishing

\*\* e.g.: governmental grant, organisation/institution's own resources

\*\*\* e.g.: printing course material (200 copies); renting conference premises (2 days, 100 participants); etc.

Budget Heading*	Source of Co-financing**	Nature, type and specifications of the item***	Amount (in EUR)	Check Data Encoding
Other	Organisations own resources	Post expenditure	27.89	

# Keep in mind

- Declare all expenditure which is relevant to project and that you can't declare in other positions
- Try to stick with the plan

# Financial report (3)

- All the rest is filled in automatically
- This form is mainly for coordinator to follow up expenditure in project
- Please send all the supporting documents as it was asked before and identify them with numbers according to formula

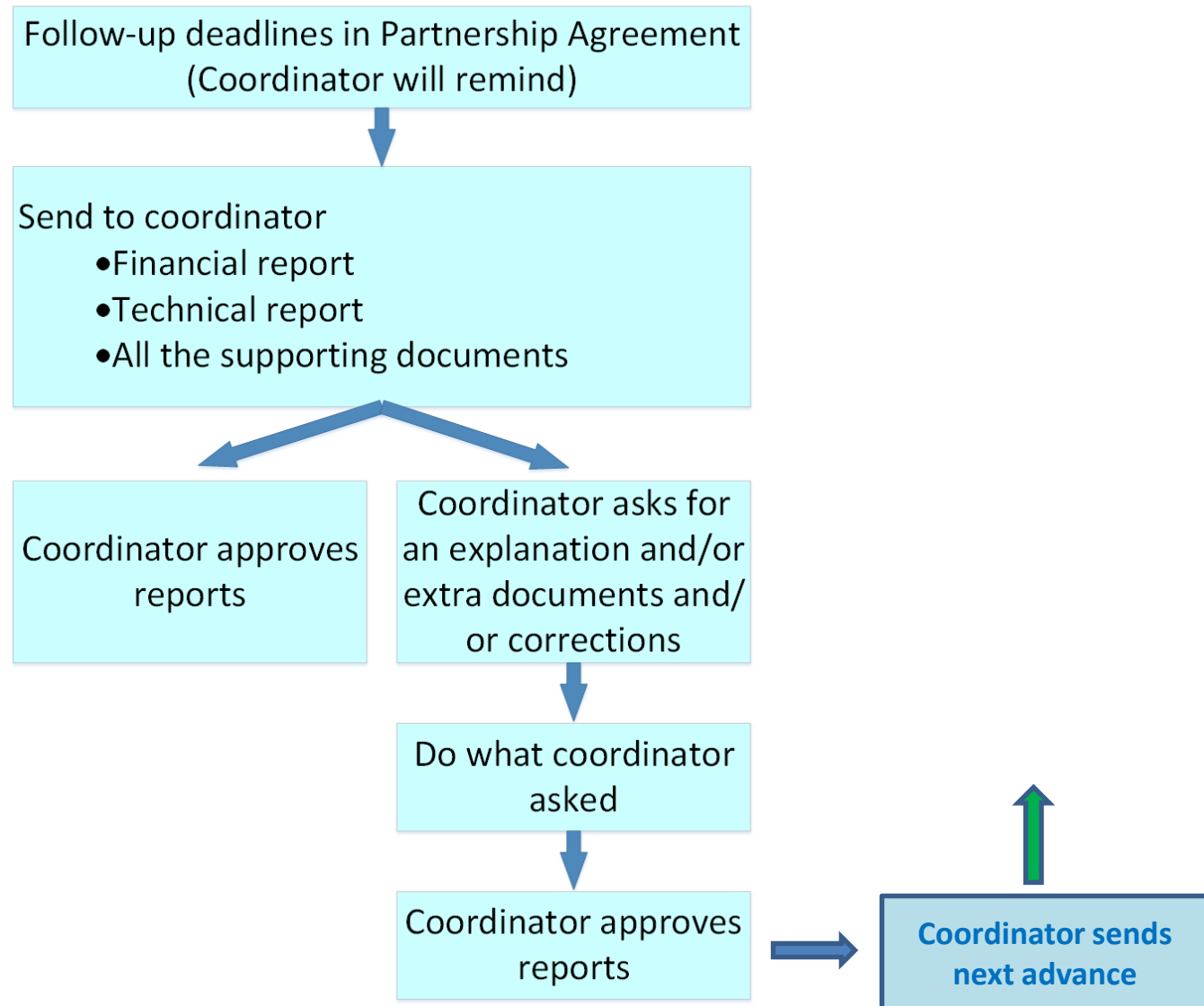
Partner No. (P1, P2, P3 ...)  
+  
Budget category (SC, TC, EC, SUB)  
+  
Number in a row (1, 2, 3 ...)

E.g. P1-SC-12  
P5-TC-4  
P3-SUB-2  
etc.

Budget heading	Minimum of documents to be sent with Financial report to RTU* (approved readable copies)
<b>Staff costs</b>	Formal employment contracts Time sheets Staff conventions Salary slips*
<b>Travel costs and costs of stay</b>	Individual travel report (ITR) Travel documents (invoices, receipts, boarding passes) Agendas Attendance / Participant lists Internal documents proving fact of travel and level of expenditure*
<b>Equipment</b>	Tendering procedure: The Rules of tender, Announcement of tender; 3 offers from suppliers, Decision of the Tender committee. Contract with supplier Invoices Bank statements Proof that the equipment is recorded in the inventory of the institution*
<b>Subcontracting</b>	Tendering procedure (if applicable according to national legislation) Subcontracts Invoices Bank statements
Other	An official document from the competent authorities proving that the VAT, duties and charges cannot be recovered

*\*All original documents related to declared expenditure should be kept in each beneficiary organization, even if not demanded by coordinator*

# System of reporting



If any questions, please contact us:

Project manager:

Anatolijs Zabasta

[anatolijs.zabasta@rtu.lv](mailto:anatolijs.zabasta@rtu.lv)

Financial specialist:

Linda Sterna

[linda.sterna@rtu.lv](mailto:linda.sterna@rtu.lv)