



Erasmus+ Capacity Building in the field of Higher Education

PROJECT MANAGEMENT

PART F – REPORTING

Grant Holders' Meeting Brussels, 27-28 January 2020

- Part A – Introduction
- Part B – Project Management
- Part C – Budget (staff, travels and costs of stay)
- Part D – Budget (equipment and subcontracting)
- Part E – Changes to the Agreement
- Part F – Reporting

Part F - Reporting

- 1. FINANCIAL MONITORING AND REPORTING**
- 2. CALCULATION OF THE FINAL GRANT**
- 3. GOOD PRACTICES**
- 4. NARRATIVE PART OF THE REPORT**
- 5. AUDITS**

1. Financial Monitoring and Reporting

eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en



Financial statement (Excel spreadsheet)



Reporting



Progress Report

Final Report

Statement on the use of the previous pre-financing and request for second pre-financing

To submit together with an *Audit Certificate (Report of Factual Findings on the Final Financial Report - Type II)*



Financial monitoring tool

When? During project implementation

1.1. Financial Statement

- It must be signed by the **legal representative** of the coordinating institution
- It must be submitted by the coordinating institution, but all beneficiaries listed in Annex IV of the Grant Agreement are **responsible for information and data declared**
- Information included should be **correct, clear, complete and detailed** (clear description of activities performed by staff members, details of subcontracted activities etc.)

ANNEX VI - FINAL FINANCIAL STATEMENT

Project Number

Budget Headings	1. Grant Awarded (in EUR)	Please fill in the Project Number	Budget Spent (in EUR)
1. Staff Costs	0,00		0,00
2. Travel Costs	0,00		0,00
3. Costs of Stay	0,00		0,00
4. Equipment Costs	0,00		0,00
5. Subcontracting Costs	0,00		0,00
6. Exceptional Costs	0,00		0,00
Total Grant requested from the European Union	0,00		0,00

DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)

Partner N°	Name of Partner	Country	Role Code	Programme Country / Partner Country	1. Staff Costs	2. Travel Costs
P1					-	-
P2					-	-
P3					-	-
P4					-	-
P5					-	-
P6					-	-
P7					-	-
P8					-	-
P9					-	-
P10					-	-
P11					-	-
P12					-	-
P13					-	-

1.2. Costs and Activities

- Costs declared in the Financial Statement must be incurred (and related activities must be necessary for the project) during **project eligibility period**
- They should be verifiable and **recorded in the accounting records** of each beneficiary
- For each cost claimed, corresponding **supporting documents** must be available upon request
- Costs must be incurred and declared **only by beneficiaries** listed in Annex IV of the Grant Agreement

2. Calculation of the Final Grant

Assessment:

- A) financial statements
- B) eligibility of activities implemented
- C) eligibility of declared expenses

Assessment:

potential penalties applied on maximum grant

Final Grant =

LOWEST VALUE between maximum grant reduced by penalty(ies) and result of examination 1

Positive value:
BALANCE PAYMENT

FINAL GRANT **MINUS** PRE-FINANCINGS

Negative value:
RECOVERY

Grant **will never exceed maximum amount** indicated in Grant Agreement

2.1. Which type of penalties can be applied and how?

POOR, PARTIAL OR LATE IMPLEMENTATION

- REDUCTION RATE UP TO 75% DEPENDING ON THE SCORING AT FINAL REPORT ASSESSMENT STAGE



Co-funded by the
Erasmus+ Programme
of the European Union

NON-COMPLIANCE WITH EU VISIBILITY REQUIREMENTS

- REDUCTION RATE OF 20%

BREACH OF CONTRACTUAL OBLIGATIONS

- REDUCTION RATE OF 20%

3. Good Practices

3.1. Payments

- Within the framework of the project, all payments should be made via the **banking system (no cash payments!)** and should be traceable
- Transfers between project beneficiaries have to be made to **institutional bank accounts** of the beneficiary institutions listed in Annex IV of the grant agreement
- Direct payments from the coordinating institution to staff members of other institutions **are not permitted**

3.2. Supporting documents for the final report

- For all costs incurred, each beneficiary must keep all relevant supporting documents with its records and must have **a proper and ordered archiving system**
- In case of **sampling of supporting documents** requested by the Agency, the coordinator has to provide copies of documents following a coherent referencing
- Documents have to be submitted numbered and **divided per budget heading and per partner organisation**



EXCHANGE RATE WRONGLY APPLIED



BUDGET TRANSFERS EXCEEDING 10% WITHOUT AMENDMENT



PURCHASE OF EQUIPMENT AT THE END OF THE PROJECT



MISSING SUPPORTING DOCUMENTS



MISSING DOCUMENTS ON VAT (IF APPLICABLE)



MISSING OR UNCLEAR PROOFS OF EMPLOYMENT

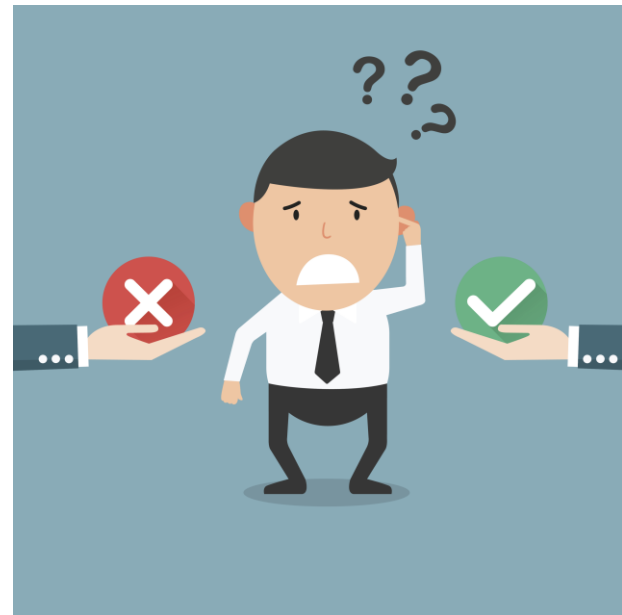


MISSING DOCUMENTS ON TENDERING PROCEDURES



TRAVELS OUTSIDE COUNTRIES OF THE PARTNERSHIP WITHOUT PRIOR AUTHORISATION FROM THE AGENCY

3.3 Main recurrent mistakes



4. Narrative Part of the Report

4.1. Progress + Final Report

- All documents available on Agency website in **Beneficiaries' Space**
- Narrative files: **Technical implementation report** (e-report) and **Table of achieved / planned results**
- **Guiding questions** in « CBHE e-reports explanatory note »
- **Reports prepared jointly** by the consortium members
- **Submitted by the coordinating institution** to the Agency

4.2. Recommendations for Good Narrative Reports

- **Answer the questions** of the « CBHE e-reports explanatory note »
- Concentrate on **what has been achieved** (no copy-pasting from the application!)
- Provide clear information on achieved **results** (with links to outputs with open access)
- Be precise and use **clear indicators** (nr of courses, credits, students, participants, etc) -> with reference to Logical Framework Matrix
- Give concrete information on **sustainability** of project results

4.3. Erasmus+ Project Results Platform

- **Obligation to publish project results** on the Erasmus+ Project Results Platform (at final report stage)
- **Results** = tangible outputs of project activities
e.g. courses, curricula, teaching materials, databases
- These **are not results**: descriptions of project activities, internal project documents, promotion materials,...
- Results **reviewed by the Agency** before publication
- Approval of results is a **condition for approving the final report**

5. Audits

- Projects may be audited by external auditors for A period up to 5 years from the project closure
- Auditors will perform audits on the premises of the project coordinator or other beneficiaries
- Auditors will check in detail that all relevant supporting documents (originals) are available, that costs are recorded in the accounting records and that payments have been made correctly

IN CASE OF UNJUSTIFIED COSTS AND PAYMENTS A RECOVERY ORDER IS ISSUED!

Final Remarks

- **Start filling the financial statement** from the start of the project!
- **Collect copies of supporting documents** on a regular basis!
- Respect **eligibility rules!**
- Pay attention to the **quality of the narrative reporting!**



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Any Questions?

Contact our team:

EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu

Don't forget to mention your project number!