



**SETOF**

**Soil Erosion and TOrrential Flood**  
*Prevention: Curriculum Development at the*  
*Universities of Western Balkan Countries*

## ***ERASMUS + KA2–Capacity Building in the field of Higher Education***

# Financial plan and supporting documents

Innsbruck, 15-17 May 2019



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## SETOF budget info

The grant shall be of a maximum of **EUR 865,070.00** and shall take the form of:

|                               |                       |
|-------------------------------|-----------------------|
| ➤ Staff costs:                | <b>285,700 EUR</b>    |
| ➤ Travel costs:               | <b>202,170 EUR</b>    |
| ➤ Costs of stay               | <b>199,260 EUR</b>    |
| ➤ Equipment costs:            | <b>148,210 EUR</b>    |
| ➤ Subcontracting:             | <b>30,130 EUR</b>     |
| <br>                          |                       |
| ➤ Total project expenditures: | <b>865,070.00 EUR</b> |



## Which exchange rate should be applied?

1) From start of eligibility period until receipt of second pre-financing:  
monthly rate of reception of FIRST PRE-FINANCING

2) From date of receipt of second pre-financing until end of eligibility period:  
monthly rate of reception of SECOND PRE-FINANCING

Rate to apply:

[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)

### EXAMPLE

1<sup>st</sup> Pre-financing: 23 Dec 2018 – 2<sup>nd</sup> Pre-financing: 22 Aug 2019

Invoice date: 09 January 2019    Applicable monthly rate: December 2018



**All transactions must be declared in EUR in the Final Report**



## Installments from EACEA to the Project coordinator

- pre-financing payment of 50% of the maximum amount upon entry into force of the Agreement
- second payment of 40% of the maximum amount if:
  - at least 70% of the previous pre-financing installment is spent
  - the statement of costs incurred and the request for payment is sent to EACEA
  - the progress report on the implementation of the Action (Intermediate report) is sent to EACEA
- balance of 10% upon the approval of the Final Report





## Staff costs

### Budget Line Staff Costs has four categories

| Country                   | Manager | Teacher/<br>Trainer/<br>Researcher | Technical | Administr |
|---------------------------|---------|------------------------------------|-----------|-----------|
| Austria                   | 294     | 241                                | 190       | 157       |
| Italy                     | 280     | 214                                | 162       | 131       |
| Serbia                    | 108     | 80                                 | 57        | 45        |
| Bosnia and<br>Herzegovina | 108     | 80                                 | 57        | 45        |
| FYR Macedonia             | 88      | 74                                 | 55        | 39        |
| Bulgaria                  | 88      | 74                                 | 55        | 39        |

*One working day defined according to applicable national legislation*

*Declared working days per individual will not exceed 20 days per month or 240 days per year*



**Financial control/audit declared unit costs supported with proofs of activities implemented**





## Staff Costs - Supporting documents

To keep with project accounts (requested in case of financial check):

- STAFF CONVENTION (ANNEX II) for each person employed ORIGINAL
- TIME-SHEETS (attached to each staff convention), indicating number of days worked for corresponding month/year, description of tasks , outputs produced and related work package ORIGINAL
- ANY EVIDENCE allowing to verify that declared workloads correspond to actual activities/outputs (e.g. attendance lists for lectures given, tangible outputs / products, salary slips, etc.) Certified copy
- EMPLOYMENT CONTRACT Certified copy
- PROOF OF PAYMENT (net + taxes) Certified copy
- TAX STATEMENT (if applicable by national law) Certified copy





## Travel cost and cost of stay

*travel distance of a one-way travel!*

Calculate a distance

Belgrade, Serbia

Vienna, Austria

--- Distance in a straight line : 489.57 km

| No. of days   | Eligible cost/day staff/students |
|---|----------------------------------|
| Up to the 14th day of activity +                    | 120/55                           |
| Between 15th and 60th day of activity +             | 70/40                            |
| Between 61th day of activity and up to the 3 months | 50/ not eligible                 |

| Distance         | Eligible cost |
|------------------|---------------|
| 10-99 km         | 20 Eur        |
| 100 – 499 km     | 180 Eur       |
| 500 – 1999 km    | 275 Eur       |
| 2000 – 2999 km   | 360 Eur       |
| 3000 – 3999 km   | 530 Eur       |
| 4000 – 7999 km   | 820 Eur       |
| 8000 km and more | 1100 Eur      |





## Travel costs and Costs of stay - Supporting documents

For the purposes of any financial evaluation and/or audit, beneficiaries will have to be able to justify / prove the following elements:

- **the journeys are directly connected to specific and clearly identifiable project-related activities**
  - **the journeys actually took place**
- (original boarding pass, original hotel invoices, attendance list, agendas, etc.).**







## Travel costs and Costs of stay - Supporting documents

- **individual travel report (ITR) - SIGNED & filled - ORIGINAL**
- **table of specification of travel and stay costs Certified copy**
- **travel order/decision (if applicable) Certified copy**
- **proof that the trip actually took place (e.g. **travel tickets, boarding passes, invoices, receipts, attendance list**) Certified copy**
- **proof of payment for travel costs (bank statement) Certified copy**
- **proof of payment for stay cost (bank statement) Certified copy**
- **proof of payment for taxes (if any) Certified copy**





| Add Row          |       | Delete Row     |              | PROJECT TIMESHEET                                   |  |
|------------------|-------|----------------|--------------|---|--|
| Project number : |       |                |              |   |  |
| Surname :        |       |                |              |   |  |
| First Name :     |       |                |              |   |  |
| Institution :    |       |                |              |   |  |
| Country :        |       |                |              |   |  |
| Position :       |       |                |              |   |  |
| Staff Category : |       |                |              |   |  |
| Year             | Month | Number of Days | Work Package | Description of tasks performed and outputs produced |  |
|                  |       |                |              |   |  |
|                  |       |                |              |   |  |
|                  |       |                |              |   |  |
|                  |       |                |              |   |  |
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|                  |       |                |              |   |  |
|                  |       |                |              |   |  |
|                  |       |                |              |   |  |

**INDIVIDUAL TRAVEL REPORT** for travel costs and costs of stay  
*To be filled in by each participant*  
*In case of circular/multiple travels, please fill in separate Individual Travel Reports.*

Ref. No. .... Project No. ....  
 The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

**(1) PERSONAL DATA**  
 Surname: ..... Forename: .....  
 Home institution: .....  
 Staff position/student year of study at home institution: .....

**(2) TYPE OF ACTIVITY** (Tick as appropriate)

| STAFF   | STUDENTS  |
|---|---|
| <input type="checkbox"/> Teaching/training assignment                                   | <input type="checkbox"/> Study period   |
| <input type="checkbox"/> Training and retraining purposes                               | <input type="checkbox"/> Participation in intensive courses   |
| <input type="checkbox"/> Updating programmes and courses                                | <input type="checkbox"/> Practical placements, internships in companies, industries or institutions     |
| <input type="checkbox"/> Practical placements in companies, industries and institutions | <input type="checkbox"/> Participation in short term activities linked to the management of the project |
| <input type="checkbox"/> Project management related meetings                            |   |
| <input type="checkbox"/> Workshops and visits for result dissemination purposes         |   |

**(3) DETAILS OF THE TRAVEL**

| PERIOD*                                    | From (Depart date)     | To (Return date) |
|--|------------------------|------------------|
|  | (dd/mm/yy)             | (dd/mm/yy)       |
| PLACE OF DEPARTURE**                       | HOME INSTITUTION ..... |                  |
|  | COUNTRY..... CITY..... |                  |
| PLACE OF DESTINATION/ LOCATION OF ACTIVITY | HOST INSTITUTION ..... |                  |
|  | COUNTRY..... CITY..... |                  |
| TRAVEL DISTANCE***                         | Km .....               |                  |

\*Please indicate period of travel from departure to return to place of origin  
 \*\*If difference from Home institution please enclose authorization from the Agency  
 \*\*\*Travel distance in Km (One-way travel) using distance calculator: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.html](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.html) from place of departure to location of activities

**(4) DETAILS OF THE ACTIVITY**

DATES (excluding travel) From (date): ..... To (date): .....

DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed)  
 .....  
 .....  
 .....  
 .....

**SIGNATURE OF THE PARTICIPANT**  
 I hereby declare that I have been carrying out the above-mentioned activities.  
 Date: ..... Signature: .....





# Equipment

*Relevant to the objectives of the project  
and foreseen in the application*

- **Total purchase cost** (no depreciation)
- Exclusively for **Partner Country Higher Education Institutions**
- Recorded in the **inventory** of the institution
- Labelled with **E+ stickers** (to be printed by beneficiaries)

[https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos\\_en](https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos_en)

- Purchased and installed **as soon as possible** in order to be **used during project implementation**





## Equipment - Supporting documents

The following should be retained with the project accounts:

- **Invoice(s)** for all purchased equipment (please note that order **forms, proforma invoices**, quotations or estimates are not considered as proof of expenditure). *Certified copy*
- **VAT exemption statement** *Certified copy*
- Documentation on the **tendering procedure** and three quotations (for more than 25000 Euros) *Certified copy*
- Proof of payment (bank statement) *Certified copy*
- **When the threshold of EUR 25 000 is exceeded, documentation on the tendering procedure and three quotations are needed. In such cases, the beneficiaries may not split the purchase of equipment into smaller contracts with individual amounts lower than the EUR 25 000 threshold.**





## Sub-contracting *(only for Partner countries)*

Typical activities which may be sub-contracted (provided they are not carried out by beneficiaries' staff):

- Evaluation activities and auditing
- IT courses
- Language courses
- Printing, publishing and dissemination activities
- Translation services
- Web design and maintenance
- **Invoices, subcontracts and bank statements** *Certified copy*

*Not foreseen in the application/budget? Prior written  
-> authorisation from Agency*





| Grant management cycle     | UNIT COST<br>Staff cost and cost of stay ad travel | ACTUAL COSTS<br>Equipment and sub-contrating |
|----------------------------|--|--|
| Grant allocation           | Based on <u>estimated work programme</u>           | Based on the <u>estimated budget</u>         |
| Grant Implementation       | Beneficiary's own <b>FINANCIAL "RECIPE"</b>        | Record <u>costs actually incurred</u>        |
| Justification of the Grant | Based on <u>activities actually implemented</u>    | Based on <u>costs actually incurred</u>      |





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## EACEA DOCUMENTS RELATED TO SETOF PROJECT FINANCIAL MANAGEMENT

All the documents pertaining to the FM of the project are available here:

[https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-the-field-of-higher-education\\_en](https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-the-field-of-higher-education_en)

- **SETOF web application (Exel table) where the data will be related to financial management**



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All partners should upload **scanned versions of** all financial documentation (Staff Conventions, ITRs, all listed supporting documents) at their section.

All partners are also required to **keep** the updated version of their financial Excel table at their section as well as in the archives of their institutions for **5 year**.

All the partners are required to keep a **clear record of all the expenditure incurred** (in accordance with the ERASMUS+, the national and institutional rules), to responsibly manage the project funds allocated to each of them, and to submit the supporting documents on validation of expenditure to the coordinator, **in the form and within the deadline** set by the coordinator.

**Hard copies** of signed and stamped Staff Conventions and signed Individual Travel Reports should be sent by mail to the Coordinator institution to the address:

University of Belgrade,  
International Relations Office,  
1 Studentski trg, 11000 Belgrade, Serbia







# Financial Reporting

**Financial statements (Excel) main financial reporting tool:**

- Statement on the use of the previous pre-financing and request for second pre-financing***
- Financial reporting with final report (request of final grant)***
- Financial reporting during project implementation (monitoring budget consumption)***

***Reporting of Actual costs Equipment and Sub-contracting***

***Reporting of Unit costs Staff, Travel costs and Costs of stay***





# Financial reporting

## Instructions

Key Action 2: Cooperation for innovation and the exchange of good practices  
Capacity Building in the field of higher education

## Final financial statement

STATEMENT OF THE COSTS INCURRED AND REQUEST FOR PAYMENT (SECOND PRE-FINANCING)

Project Number [redacted] to encode in the final financial statement sheet

Co-financing (for information only) 0.00

## Costs incurred & 2<sup>nd</sup> Prefinancing

|                                   | Budget Spent (in EUR) |
|-----------------------------------|-----------------------|
| 1. Staff Costs                    | 0.00                  |
| 2-3. Travel Costs & Costs of Stay | 0.00                  |
| 4. Equipment Costs                | 0.00                  |
| 5. Subcontracting Costs           | 0.00                  |
| A. Grant for Project Activities   | 0.00                  |

|                               |       |
|-------------------------------|-------|
| Amount of 1st Prefinancing    | 0.00  |
| % Spent on 1st Prefinancing   | 0.00% |
| Eligible for 2nd Prefinancing | NO    |
| Amount of 2nd Prefinancing    | 0.00  |

## 2-3. Travel Costs & Costs of Stay

| ANNEX VI - STATEMENT OF THE COSTS INCURRED (in EUR) |       |                |                 |                  |                    |                         |                      |   |   |
|---|-------|----------------|-----------------|------------------|--------------------|-------------------------|----------------------|---|---|
| Country   | PR/PA | 1. Staff Costs | 2. Travel Costs | 3. Costs of Stay | 4. Equipment Costs | 5. Subcontracting Costs | Total Costs (in EUR) |   |   |
|   |       | -              | -               | -                | -                  | -                       | -                    | - | - |
| P3  |       | -              | -               | -                | -                  | -                       | -                    | - | - |
| P8  |       | -              | -               | -                | -                  | -                       | -                    | - | - |
| P12   |       | -              | -               | -                | -                  | -                       | -                    | - | - |
| P17   |       | -              | -               | -                | -                  | -                       | -                    | - | - |

## 4. Equipment Costs

## 5. Subcontracting Costs

## Co-financing

## Breakdown and Project Funding

## Breakdown Staff and Travel Costs





European  
Commission

| Reimbursement basis | Budget Headings                 | Documents to retain with project accounts   | Documents to be sent with the Final report   |
|---------------------|---------------------------------|---|--|
| <b>ACTUAL</b>       | <b>Equipment</b>                | <ul style="list-style-type: none"> <li>Invoices</li> <li>Bank statements</li> <li>Tendering procedure for expenses exceeding 25.000€</li> <li>Proof that the equipment is recorded in the inventory of the institution</li> </ul>   | <ul style="list-style-type: none"> <li>Invoices and three quotations from different suppliers for expenses exceeding 25.000€</li> <li>Any prior authorisation from the Agency</li> </ul>               |
|                     | <b>Subcontracting</b>           | <ul style="list-style-type: none"> <li>Subcontracts</li> <li>Invoices</li> <li>Bank statements</li> <li>Tendering procedure for expenses exceeding 25.000€</li> <li>Tangible outputs/products*</li> </ul>   | <ul style="list-style-type: none"> <li>Subcontracts, invoices and three quotations from different suppliers for expenses exceeding 25.000€</li> <li>Any prior authorisation from the Agency</li> </ul> |
| <b>UNIT</b>         | <b>Staff</b>                    | <ul style="list-style-type: none"> <li>Formal employment contract</li> <li>Staff convention</li> <li>Time sheets</li> <li>Salary slips*</li> <li>Agendas*</li> <li>Attendance / Participant lists*</li> <li>Tangible outputs/products*</li> <li>Minutes of meetings*</li> </ul> | <ul style="list-style-type: none"> <li>No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency</li> </ul>                                     |
|                     | <b>Travel and Costs of Stay</b> | <ul style="list-style-type: none"> <li>Individual Travel Report (ITR)</li> <li>Invoices, receipts, boarding passes*</li> <li>Agendas*</li> <li>Attendance / Participant lists*</li> <li>Tangible outputs/products*</li> <li>Minutes of meetings*</li> </ul>                     | <ul style="list-style-type: none"> <li>No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency</li> </ul>                                     |

For all grants, a Certificate on the action's financial statements and underlying accounts ("Report of Factual Findings on the Final Financial Report – Type II") must be sent with the Final report (see Annex VII of the Agreement).

\* Examples of supporting documents. Please note that in the case of unit costs this list cannot be exhaustive as it depends on the actual outputs of the project and the quality of the documentation provided. As a general rule, please keep all possible results to be able to show-case your activities.





## Penalties

Grant Agreement defining the **penalties for poor, partial or late implementation of project activities** (Article I.10.6, II.17) and **visibility obligations** (Articles I.10.9 and I.10.10) with the purpose of sound financial management and to avoid any possible risks.





# Penalties for weak implementation

## Assessment of project performance

(during project monitoring, progress and final reports)

Based on same criteria and same scoring scale as those used at application stage:

- *Relevance (max. 30 pts)*
- *Quality of the project implementation (max. 30 pts)*
- *Quality of the project team and cooperation arrangements (max. 20 pts)*
- *Impact and sustainability (max. 20 pts)*

## Impact of weak performance

EACEA will apply the following reduction of the project maximum grant

*25% : performance score between 40 points and 50 points / 100*

*35% : performance score between 30 points and 40 points / 100*

*55% : performance score between 20 points and 30 points / 100*

*75% : performance score below 20 points / 100*





## QUESTION!

THE ACTUAL COSTS FOR TRAVEL "X" ARE 30% HIGHER THAN THE VALUE OF THE UNIT COST

- a. The EACEA should be informed so as to authorise a higher grant contribution
- b. You can increase the UC value by 30% and justify it in your final report
- c. You have to balance this loss with savings made under other activities funded by UC and/or with co-funding provided by the partnership

