
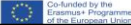


Financial Reporting

Preparation for mid-term report
Samara Segal



Timeline

- ▶ July 15, 2020 – Mid-term report due
 - Will be based on data to April 30, 2020
- ▶ **January 15, 2020 – Next financial reporting date.**
 - Data from July 1 – Dec 31, 2019
 - Or from after whatever the last date you previously reported to in summer 2019
- ▶ **May 15, 2020 – final financial reporting date before mid-term**
 - Data from Jan 1 – April 30, 2020
- ▶ **Audit taking place June 15, 2020 – All reporting must be submitted on time as we have a tight timeline!**



General Do's & Don'ts

- ▶ **Do**
 - Provide descriptive filenames on uploads so it's easy to identify what is being received
 - "Staff name" timesheet July-Dec 2019
 - "Staff name" travel to Brno Dec 2019
 - Upload data in appropriate batches not individual documents. E.g ITR plus all related travel backup as 1 pdf file, timesheet and joint declaration as 1 pdf file
- ▶ **Don't**
 - Send meeting agendas for any consortium events as we have them already ☺
 - Send pictures with no context – must include event and date in filename
 - Send files with a non-descriptive filename e.g "scanner5678" is not helpful to properly file

Staff Costs

- ▶ Timesheets – complete 1 per staff member/function for the reporting period. Do not complete a separate one for each month.
- ▶ Joint declaration – summary of the timesheet for that reporting period.
 - Ensure that the description is a brief summary of the related timesheet
 - Ensure that the days reported is identical to the total days on the timesheet

Staff Costs

- ▶ Double check days being claimed to days allowed per budget, especially days per **workpackage**.
- ▶ Staff function is unrelated to their official position at the institution. It is based on the activity being performed.
- ▶ Description of tasks performed **MUST** be filled in on budget spreadsheet. Can copy and paste from timesheet
- ▶ Workpackage number & activity must be indicated. Not enough to just write "preparation". Need to write WP1, Activity 1.2
 - Note that this is a new reporting requirement as of 2019 projects.



Work	WP	Activity	Personnel Category	Country	Manager	Total cost (€)	Number of days	Number of staff	Number of days	Total cost (€)	Number of days	Total cost (€)	Number of days
Preparation	WP1	Activity 1.1	PI	COBAGS	Israel	100.00	100.00	1	100.00	100.00	1	100.00	100.00
Development	WP1	Activity 1.2	PI	COBAGS	Israel	2,490.00	24.00	3	24.00	2,490.00	24.00	2,490.00	24.00
Quality Check	WP1	Activity 1.3	PI	COBAGS	Israel	100.00	100.00	1	100.00	100.00	1	100.00	100.00
Dissemination &	WP1	Activity 1.4	PI	COBAGS	Israel	100.00	100.00	1	100.00	100.00	1	100.00	100.00
Management	WP1	Activity 1.5	PI	COBAGS	Israel	100.00	100.00	1	100.00	100.00	1	100.00	100.00



Staff Name	Workpackage & Activity	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Manager	Teacher	Technical	Administrative	Description of tasks performed
	WP1, Activity 1.1							do not fill regarding actual classroom. Not on WILLIAM website



Travel Costs

- ▶ Travel distances – calculate starting point from your institution, not from your home. All staff from the institution should have identical distances to the same location.
- ▶ Documents to provide;
 - ITR
 - Boarding pass
 - Hotel invoice
 - Any pictures from the meetings (optional)
- ▶ Reminder – Please scan all the above into **one pdf** for each person travelling for each trip



Travel costs

- ▶ Budget for travel is only received if you attend an event. If you don't attend an event or send fewer people the **budget money is lost and can't be used as a reserve for other travel.**
- ▶ Workpackage number & activity **must** be indicated. See following slide.
 - ▶ *Note that this is a new reporting requirement as of 2019 projects.*

12	Departure City	Destination	Travel Distance (km Distance Calculator Allowed)	Number of Days	Travel Costs (EUR) Used Cost	Costs of Stay (EUR) Used Cost	Actual Travel Costs	Under/Over Difference between Used and Actual Cost
13								VALUE!
14								VALUE!
15								VALUE!
16								VALUE!
17								VALUE!
18								VALUE!
19								VALUE!
20								VALUE!
21								VALUE!
22								VALUE!
23								VALUE!
24								VALUE!
25								VALUE!
26								VALUE!
27								VALUE!
28								VALUE!
29								VALUE!
30								VALUE!
31								VALUE!
32								VALUE!
33								VALUE!
34								VALUE!
35								VALUE!
36								VALUE!
37								VALUE!
38								VALUE!
39								VALUE!
40								VALUE!
41								VALUE!
42								VALUE!
43								VALUE!
44								VALUE!
45								VALUE!
46								VALUE!
47								VALUE!
48								VALUE!
49								VALUE!
50								VALUE!

Equipment

- ▶ **MUST BE PURCHASED BEFORE MID-TERM REPORT**
- ▶ Reminder that we must spend 70% of the first grant payment before we can request the second payment.
- ▶ We would like to request the second payment at the mid-term report

Questions?

