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Kolarctic CBC Project: Financial reporting

- Templates for Financial report
- Requirements of Financial report
- Controls of expenditure
- Common errors in reports
- Final payment and Recovery
- Q&A

16.9.2021





Updated templates for the financial reporting



<https://kolarctic.info/materials-info/>

STANDARD PROJECTS: Documents for the Financial part of Interim Report (last update 3 September 2021)

- Checklist for Interim/Final report 3.9.2021
- Annex 1. Financial report with General ledger specification 9.12.2019
- Annex 2. Personnel cost specification 29.5.2020
- Annex 3. List of Purchases
- Annex 4. Preparatory costs (to be reported in the first interim report)
- Annex 5. Templates for the last interim report
- Annex 6. Timesheet
- Annex 7. Consolidated financial report 8.7.2019
- Annex 8. Financial report for Norwegian partners 12.9.2019

STANDARD PROJECTS: Documents for Expenditure and Revenue verification (last update 15 May 2020)

- EV1 Expenditure and revenue verification procedure
- EV1 Expenditure and revenue verification procedure (Russian unofficial translation)
- EV2 Service contract for the expenditure and revenue verification (update Sep 2020)
- EV3 Expenditure and revenue verification report (update 15 May 2020)
- EV3/NO Expenditure and revenue verification report (For Norwegian LP interim report)
- EV4 Checklist for the expenditure verification (update 15 May 2020)
- EV5 List of factual findings (update 8.7.2019)
- EV6 Report on suspected fraud and/or established fraud

Each annex has sheet "Instructions" – read them!

Project Implementation Manual (update 6.9.2021)- detailed instruction, chapters 8 and 9.2



Templates for the financial reporting



<https://kolarctic.info/materials-info/>

STANDARD PROJECTS: Documents for the Financial part of Interim Report (last update 3 September 2021)

- Checklist for Interim/Final report 3.9.2021
- Annex 1. Financial report with General ledger specification 9.12.2019
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- Annex 6. Timesheet
- Annex 7. Consolidated financial report 8.7.2019
- Annex 8. Financial report for Norwegian partners 12.9.2019

CHECKLIST FOR INTERIM/FINAL REPORT

Project ID	KOxxxx
Project name	
Name of partner	
Reporting period	
Filled in (date)	

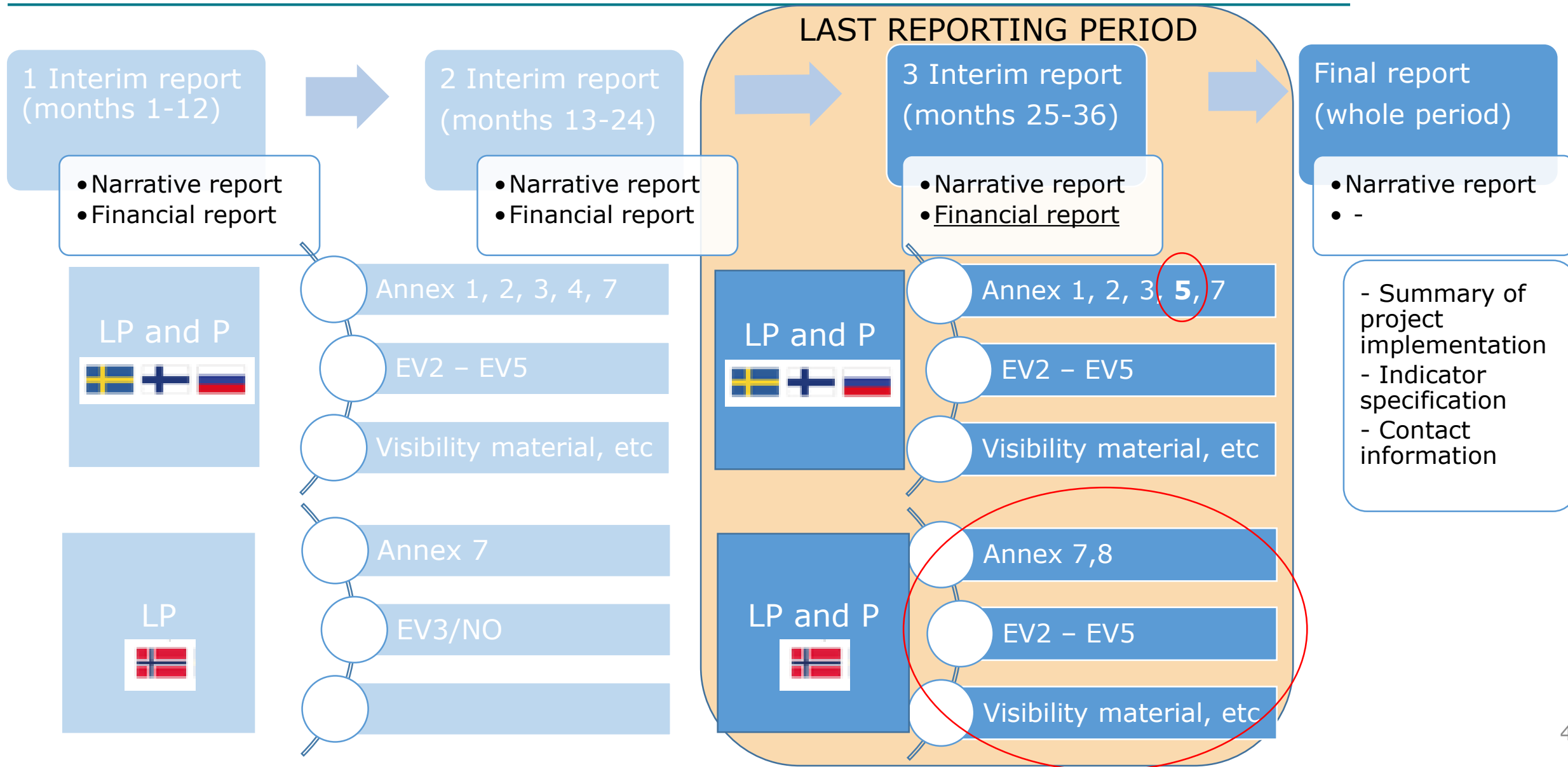
PROMAS: All uploaded documents have to be in **PDF/JPEG** format with good quality (easy to read). In the file's name indicate the **name of document** and **name of the partner** (e.g. *Annex 1_Lapin Liitto*)

Following documents attached to the Interim Report in PROMAS	Yes, No, N/A	Comments
DOCUMENTS FOR NARRATIVE REPORT		
PQM questionnaire (pdf)		
Photos of produced material, publications, news releases and other documentation of relevant outputs (pdf/jpg)		
ANNEXES OF FINANCIAL REPORT (from each partner) scanned signed documents		
Annex 1 Financial Report with General ledger specification (pdf)		
Annex 2 Personnel cost specification (pdf)		
Annex 3 List of Purchases (pdf), if applicable		
Annex 4 Preparatory costs (to be reported in the first interim report) (pdf), if applicable		
Annex 5 Templates for the last interim report (pdf)		
Annex 7 Consolidated financial report (pdf)		
Annex 8 Financial report for Norwegian partners (pdf), if applicable		
EV DOCUMENTS (from each partner) scanned signed documents		
EV2 Service contract for the expenditure and revenue verification (pdf)		
EV3 Expenditure and revenue verification report		



Reporting: standard project

Example: project 3 years (36 month)



LAST REPORTING PERIOD:

Annex 1: 1.1. Financial report



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Annex 1 Financial report with general ledger specification 7.2.2019 - Excel

1.1. Financial report

Project ID:

Project name:

Name of the Lead Partner:

Project implementation period:

Reporting period:

Filled in (date):

Name of the Partner:

Filled in EUR

(Sells in blue color contain formulas and filled in automatically)

Budget line	Partner's Total budget, incl. amendments	Previously approved	Currently reported	Total reported so far	% of Total reported so far	Remaining budget
	Total costs EUR (a)	Total costs EUR (b)	Total costs EUR (c)	Total costs EUR (d)=(b)+(c)	Total costs EUR (e)=(d)/(a)*100	Total costs EUR (f)=(a)-(d)
1. Personnel						
1.1. Salaries				0,00	0,00 %	0,00
Full time employees:				0,00	0,00 %	0,00
				0,00	0,00 %	0,00
				0,00	0,00 %	0,00
Part-time employees:				0,00	0,00 %	0,00
				0,00	0,00 %	0,00
				0,00	0,00 %	0,00
1.2. Social security charges				0,00	0,00 %	0,00
				0,00	0,00 %	0,00
				0,00	0,00 %	0,00
*) If needed insert more rows above this row						
Subtotal Personnel	0,00	0,00	0,00	0,00	0,00 %	0,00
2. Travel						
Preparatory costs (from Annex 4)				0,00	0,00 %	0,00
Traveling tickets				0,00	0,00 %	0,00


- If amendments were done fill in approved **updated budget**.
- Add amounts of earlier approved costs by MA (*Approval of financial report*)
- Add amounts of the current reporting period
- Add Indirect costs according to approved % in the budget (*Budget by partners*)

LAST REPORTING PERIOD:

Annex 3. List of purchases



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A	B	C	D	E	F	G	H																																			
Annex 3. List of purchases																																										
<div>  <div> <p>Annex 3: List of Purchases</p> <p>Project ID: <input type="text"/></p> <p>Project name: <input type="text"/></p> <p>Name of the Lead Partner: <input type="text"/></p> <p>Project implementation period: <input type="text"/></p> <p>Reporting period: <input type="text"/></p> <p>Filled in (date): <input type="text"/></p> <p>Name of the Partner: <input type="text"/></p> </div> </div>																																										
<p>List all equipment and purchases bought or leased for the project with the value over 300 EUR/ 21000 RUB/ 3000 SEK/ 3000NOK</p> <p>Fill in this template cumulatively from the whole project implementation period.</p> <p>Filled in currency of the accounting records</p> <p>Name of currency (EUR/RUB/SEK/NOK): <input type="text" value="SEK"/></p> <p>(Sells in blue color contain formulas and filled in automatically)</p> <table border="1"> <thead> <tr> <th>Reporting period</th> <th>Date of invoice/ receipt in accounting records</th> <th>Item with identification details (name, serial number)</th> <th>Supplier</th> <th>Total value</th> <th>Bought / Leased</th> <th>Method of tender (Choose from the list)</th> </tr> </thead> <tbody> <tr> <td>1.8.2018-31.7.2019</td> <td>4.10.2018</td> <td>Computer Dell, #2565852 to Project Manager</td> <td>Datacompany AB</td> <td>24 000,00</td> <td>bought</td> <td>Framework contract of partner organisation</td> </tr> <tr> <td>1.8.2018-31.7.2019</td> <td>8.10.2018</td> <td>Office desk for Project Manager</td> <td>Company AB</td> <td>3 120,00</td> <td>bought</td> <td>Request for several offers</td> </tr> <tr> <td colspan="4">*) If needed insert more rows above this row</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Total costs</td> <td>27 120,00</td> <td></td> <td></td> </tr> </tbody> </table>								Reporting period	Date of invoice/ receipt in accounting records	Item with identification details (name, serial number)	Supplier	Total value	Bought / Leased	Method of tender (Choose from the list)	1.8.2018-31.7.2019	4.10.2018	Computer Dell, #2565852 to Project Manager	Datacompany AB	24 000,00	bought	Framework contract of partner organisation	1.8.2018-31.7.2019	8.10.2018	Office desk for Project Manager	Company AB	3 120,00	bought	Request for several offers	*) If needed insert more rows above this row							Total costs				27 120,00		
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Other, what?	Please, specify the method																																									


- List with the items for the whole project implementation
- Filled **in only equipment, machines and countable items**. *Purchases of services and non-countable materials, which cannot be verified afterwards, are not indicated in the list.*
- All equipment and purchases with value over **300 € /21000RUB/3000SEK/3000NOK** to be listed here

LAST REPORTING PERIOD:

Annex 5. Templates for the last interim report



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A	B	C	D	E	F	G	H	I	J	K	L	
1	Annex 5. Templates for the last interim report											
2	5.1. Final costs											
3												
4	Project ID: <input type="text"/>											
5	Project name: <input type="text"/>											
6	Name of the Lead Partner: <input type="text"/>											
7	Project implementation period: <input type="text"/>											
8	Reporting period: <input type="text"/>											
9	Filled in (date): <input type="text"/>											
10	Name of the Partner: <input type="text"/>											
11												
12												
13	If applicable, the annex submitted within the Interim Report for the <u>last reporting period</u> .											
14	List the salary costs of the personnel finalizing the final reports, costs of final expenditure verification and final evaluation of the project.											
15	If the expenditure is not verified by the auditor please annex also Annex 6. Timesheets, Annex 2.2. Salary specification and copy of the invoices with the proof of payments.											
16												
17	(Sells in blue color contain formulas and filled in automatically)											
18	FINAL COSTS											
19	Budget line	Document reference number	Date of invoice/receipt in accounting records	Name of currency (EUR/RUB/SEK/NOK)	Total amount in currency (a)	Monthly EUR exchange rate (b)	Total amount in EUR (a)*(b)	Description of the item (Answer to the questions: What?, Who?, When?, Why?)	Cross if checked	Auditor's remarks		
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30	*) If needed insert more rows above this row											
31	Total costs				0,00		0,00					
32												
33												
34	Date: <input type="text"/>											
35	Signature of the auditor: <input type="text"/>											
36												
37												
38												
39												

Instructions

5.1. Final costs

5.2. Interest

+

5.1. Final costs

- Cost after the end date of the project
- Costs related to the preparation of the final report:
 - ✓ Salary costs, mainly related to the preparation of the final report
 - ✓ Audit costs of the last interim report
 - ✓ Evaluation costs if planned to be done
- If the costs are not verified by auditor the copy of the invoices and the proof of payments must be submitted to the MA

LAST REPORTING PERIOD:

Annex 7. Consolidated financial report



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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
13																
14																
15																
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18																
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52																
53																
54																

Filled in EUR

(Sells in blue color contain formulas and filled in automatically)

Budget line	Total Budget FI+RU+SE incl. amendments	FINLAND			RUSSIA			SWEDEN			Total reported FI+RU+SE	% of the total budget FI+RU+SE	Remaining budget FI+RU+SE
		Previously approved	Currently reported	Total	Previously approved	Currently reported	Total	Previously approved	Currently reported	Total			
	Total costs EUR (a)	Total costs EUR (b)	Total costs EUR (c)	Total costs EUR (d)=(b)+(c)	Total costs EUR (b)	Total costs EUR (c)	Total costs EUR (d)=(b)+(c)	Total costs EUR (b)	Total costs EUR (c)	Total costs EUR (d)=(b)+(c)	Total costs EUR (e=sum d)	Total costs EUR (f)=(e)/(a)*100	Total costs EUR (g)=(a)-(e)
1. Personnel				0,00			0,00			0,00	0,00	0,00 %	0,00
- Final costs (from Annex 5.1.)				0,00			0,00			0,00	0,00	0,00 %	0,00
2. Travel				0,00			0,00			0,00	0,00	0,00 %	0,00
- Preparatory costs (from Annex 4.)				0,00			0,00			0,00	0,00	0,00 %	0,00
3. Equipment and purchases				0,00			0,00			0,00	0,00	0,00 %	0,00
4. Office costs				0,00			0,00			0,00	0,00	0,00 %	0,00
5. External services, sub-contracting				0,00			0,00			0,00	0,00	0,00 %	0,00
- Final costs (from Annex 5.1.)				0,00			0,00			0,00	0,00	0,00 %	0,00
6. Infrastructure investments				0,00			0,00			0,00	0,00	0,00 %	0,00
7. Subtotal direct eligible costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00 %	0,00
8. Indirect costs:	0,00 %			0,00			0,00			0,00	0,00	0,00 %	0,00
9. Total eligible costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00 %	0,00
10. Revenues				0,00			0,00			0,00	0,00	0,00 %	0,00
11. Net eligible costs, total	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00 %	0,00

Budget line	Total Budget NO incl. amendments	NORWAY		
		Previously approved*	Currently reported*	Total
	Total costs EUR (a)	Total costs EUR (b)	Total costs EUR (c)	Total costs EUR (d)=(b)+(c)
1. Personnel				0,00
- Final costs (from Annex 5.1.)				0,00
2. Travel				0,00
- Preparatory costs (from Annex 4.)				0,00
3. Equipment and purchases				0,00
4. Office costs				0,00
5. External services, sub-contracting				0,00
- Final costs (from Annex 5.1.)				0,00
6. Infrastructure investments				0,00
7. Subtotal direct eligible costs	0,00	0,00	0,00	0,00
8. Indirect costs:	0,00 %			0,00
9. Total eligible costs	0,00	0,00	0,00	0,00
10. Revenues				0,00
11. Net eligible costs, total	0,00	0,00	0,00	0,00

*when converting Norwegian costs in EUR, please use the same exchange rate as in the project budget.

- Filled in only by LP
- Cumulative amounts from all the partners from annexes 1.1. Financial report.
- Remember **Final costs**
- LP' auditor verifies that the sum is equal with the individual verification reports from the partners
- Convert NO costs in EUR using the same exchange rate as in the project budget

LAST REPORTING PERIOD:

Annex 8. Only for NO partners



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Annex 8. SUMMARY OF THE REALIZED EXPENDITURE AND FINANCING IN THE KOLARCTIC CBC PROJECT / NORWEGIAN PARTNERS



Note! Only Norwegian partners can use this template.

Project ID	KO
Project name	
Implementation period	
Reporting period	
Lead Partner	
Partners	

Budgeted and realized cost and financing in Norway

NORWAY Expenditure	Budget - NOK	Realised costs - NOK
Personnel		
Travel		
Equipment and purchases		
Office costs		
External services, sub-contracting		
Infrastructure investment		
Subtotal direct eligible costs		
Indirect costs (max 7 %)		
Total eligible costs		
Revenues		
Net eligible costs, total		

NORWAY Financing	Budget - NOK	
Norwegian Kolarctic financing		
Norwegian public financing		
Norwegian private financing		
TOTAL FINANCING		

Date

Project leader - signature

Project owner organizations - signature



Financial report: Requirements

- Use provided templates
- All documents shall be filled in in English
- Financial report's annexes are accurate and informative (*required fields filled in with sufficient details*)
 - **Annex 1.2. General ledger specification**; description of the items are informative (*answer to the questions: What?, Who?, When?, Why?*).

Act №6331887 2	20.03.2020	RUB	30 000,00	0,01387	416,10	Hotel accommodation in Azimut Hotel, N. 15-20th March 2020 during Workshop week in Murmansk 16-20th March 2020	✓
----------------	------------	-----	-----------	---------	--------	--	---

- Reported amounts and reporting period in Financial report's annexes (*Annexes 1-8*) have to be consistent and equal with EV documents (*EV3-EV5*)
- Report only costs which are eligible to your project (*indicated in Budget*)
- Costs are reported in the currency used in the bookkeeping records and converted in Euro (InforEuro monthly exchange rate)
- Indirect costs % do not exceed the % specified in the approved budget
- Costs have to be verified by external auditor.
- Auditor verifies at least 65 % of the total costs and 10 % of each budget headline.



Pay attention

- All required documents of Financial report must be attached to Interim report in PROMAS (*use checklist*)
- **PROMAS:** All uploaded documents have to be in **PDF/JPEG** format with good quality (easy to read). In the file's name indicate the **name of document** and **name of the partner** (e.g. *Annex 1_Lapin Liitto*)
- Following **signed originals** to be sent to MA:
 - ✓ Annex 7 Consolidated Financial report
 - ✓ Payment Request (*print from PROMAS*)
 - ✓ Interim report (*print from PROMAS*)
 - ✓ Final report (*print from PROMAS*)





Common errors in report

- Required templates are missing
- Bad quality of the scan documents
- Signatures are missing
- Amounts in the Financial report templates are not consistent with EV report
- Reported costs are outside of the reporting period
- Reported costs are not foreseen in the budget and don't link to the project activities
- Visibility requirements are not followed (Kolarctic logo missing)
- Technical miscalculations in the templates
- Errors in calculation salaries costs (holiday payments)
- Annex 1.2. General ledger specification, costs are not described enough
- Annex 1.2. General ledger specification, auditor's marks of checked invoices are missing
- Annex 3 List of purchases, item identification details missing (e.g. serial number)





Example:

Annex 1.1.

Economist	1 440,00	360,00	600,00	960,00	66,67%	480,00
1.2. Social security charges /Страховые взносы				0,00	0,00%	0,00
Manager	8 231,63	2 161,54	2 203,90	4 365,44	53,03%	3 866,19
Visibility manager	2 414,61	653,40	804,87	1 458,27	60,39%	956,34
Manager assistant	3 292,65	881,05	1 097,55	1 978,60	60,09%	1 314,05
Coach 1	1 463,40	289,90	461,10	751,00	51,32%	712,40
Coach 2	1 463,40	433,90	497,10	931,00	63,62%	532,40
Book keeper	390,24	97,56	162,60	260,16	66,67%	130,08
Economist	390,24	97,56	162,60	260,16	66,67%	130,08
*) If needed insert more rows above this row По необходимости добавляйте строки над этой строкой				0,00	0,00%	0,00
Subtotal Personnel						
Итого Персонал	82 761,17	21 669,91	27 934,72	9 604,63	59,94%	33 156,54

Annex 1.2.

n/n 205692	n/n	29.05.2020					
205695		29.05.2020	RUB	23946,3	79,821	300	Salary, coach T
n/n 205707	n/n	29.05.2020					Social costs 27
205710		29.05.2020	RUB	6489,45	79,821	81,3	2020
*) If needed insert more rows above this row По необходимости добавляйте строки над этой строкой							
Total costs				2 061 795,00		27 934,72	
Итого за отчетный период							

Annex 2.2.

Summary of salaries for reporting period:

Сумма зарплат за отчетный период

Project salaries

Зарплата по проекту

1 662 427,12

Project social charges

Страховые взносы по проекту

399 367,88

Total project salaries

Итого сумма зарплат

2 061 795,00

Paid in reporting period *

Оплачено в отчетном периоде

2 061 795,00

Unpaid balance

Неоплаченный остаток

0,00

* Should be equal with the "Total costs" in the Annex 1.2. General Ledger

Specification, Budget line 1. Personnel.

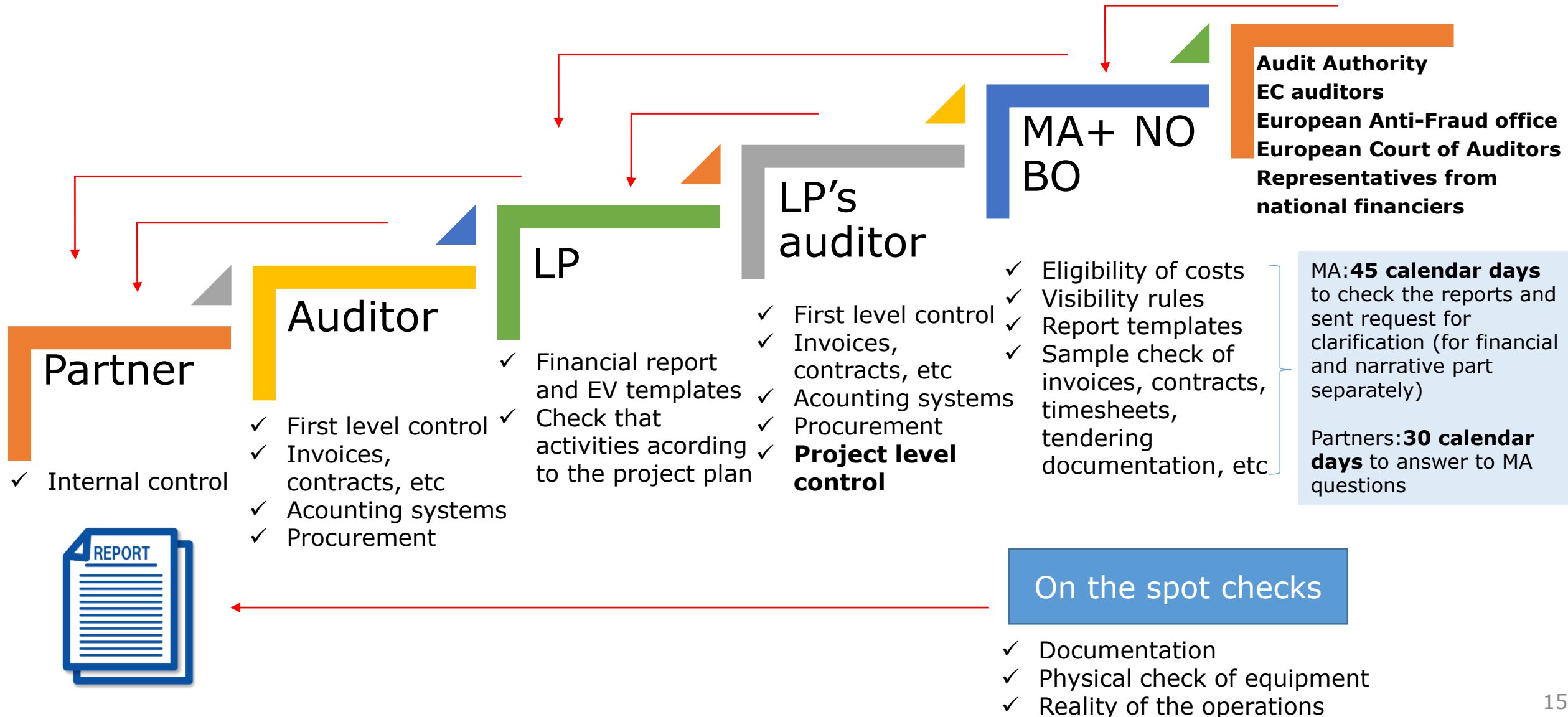
Сумма должна совпадать с «Total costs» в Приложении 1.2. Детализация из книги учета доходов и расходов, Строка бюджета 1. Персонал.

EV3

Budget line	Reported costs RUB	Verified costs RUB	Non-accepted costs RUB	Reported costs EUR (a)	Verified costs EUR (b)	Non-accepted costs EUR (c)	Verified as eligible costs EUR (a)-(c)	Expenditure Coverage Ratio, % (b)/(a)
1 Personnel	2 061 795,00	2 061 795,00		27 934,72	27 934,72		27 934,72	100,00%
2 Travel	545 040,37	545 040,37		7 745,09	7 745,09		7 745,09	100,00%
3 Equipment and purchases	114 389,81	114 389,81		1 597,41	1 597,41		1 597,41	100,00%
4 Office costs	0,00	0,00		0,00	0,00		0,00	0,00%
5 External services	455 587,99	455 587,99		6 386,97	6 386,97		6 386,97	100,00%
6 Infrastructure investments	0,00	0,00		0,00	0,00		0,00	0,00%
7 Direct costs	3 176 813,17	3 176 813,17		43 664,19	43 664,19		43 664,19	100,00%
8 Indirect costs	244 012,00	244 012,00		3 056,99	3 056,99		3 056,99	100,00%
9 Total costs	3 420 825,17	3 420 825,17		46 721,18	46 721,18		46 721,18	100,00%
10 Revenues							0,00	0,00%
11 Net eligible costs	3 420 825,17	3 420 825,17		46 721,18	46 721,18		46 721,18	100,00%



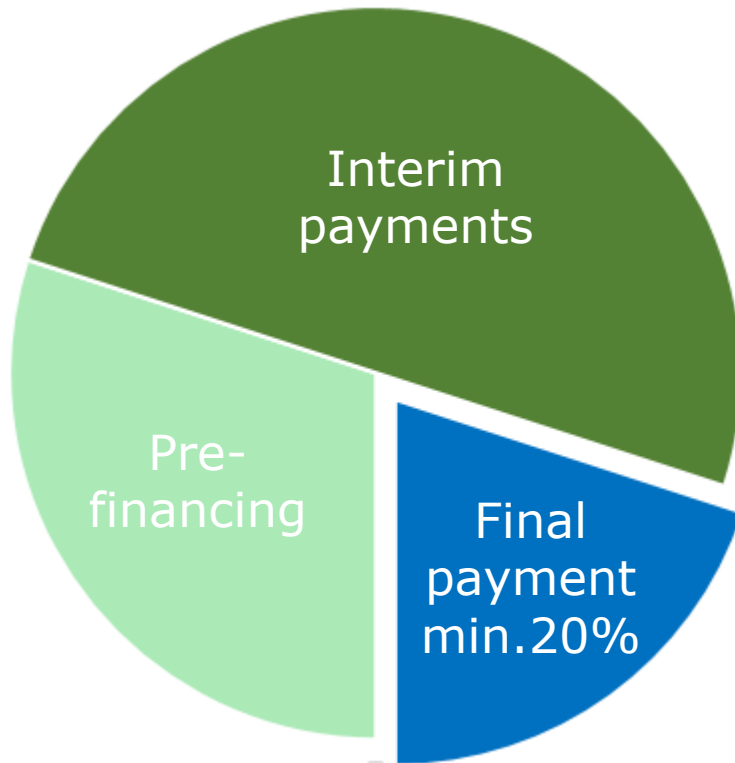
How many levels of control exist in Kolarctic?



Final payment from the MA



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- **Final payment (min. 20 % of the grant)**

- Payment latest **after 45 days after the Final report has been approved** and **MA received the Payment request.**
- Payment request is submitted by LP in PROMAS, signed paper version to be submitted to MA



- *Norwegian Kolarctic financing requested separately from Kolarctic BO in Norway*



Recovery

- Any amount paid excess shall be paid back to MA
- MA sends a recovery order to Lead Partner who has to pay it within 45 days
- Lead partner recovers the amounts from the Partners
- During the implementation of the project, unduly paid amount can be deducted direct from the next payment
- Costs can be rejected and recovered also after end of the project (e.g. check by EU auditor)
- Recovery e.g. if
 - Wrong procurement procedure used
 - Visibility rules not followed
 - Errors on calculations
 - Costs/actions outside the implementation period
- In the case of irregularity found during the implementation, the recovered/rejected amount can be deducted from the project budget



SUMMARY: Reporting for NO partners



- **Final payment (min. 25 % of the grant)**
 - **Interim payment, max 75 %**
 - **Norwegian partner must use Annex 8, for both Interim payment and final payment**
-
- **Payment latest after 45 days after the Final report has been approved and BO received the Payment request.**
 - **Norwegian Kolarctic financing requested separately from Kolarctic BO in Norway**

Q&A answering your questions



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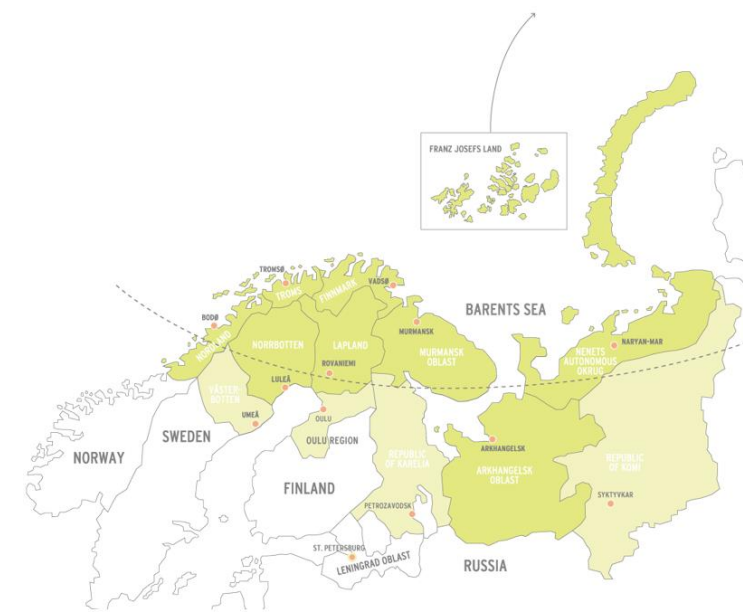
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Thank you!



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