

Improving Transport and
Accessibility through new
Communication Technologies

Update on finance after 1st claim

Wiboud Prins



The Interreg IVB
North Sea Region
Programme

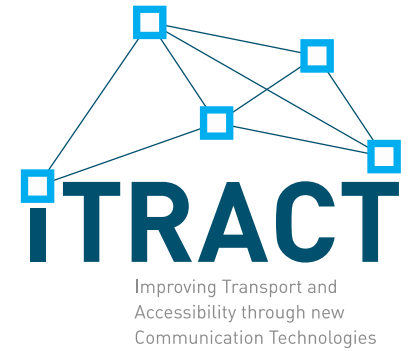


*Investing in the future by working together
for a sustainable and competitive region*



1 st claim

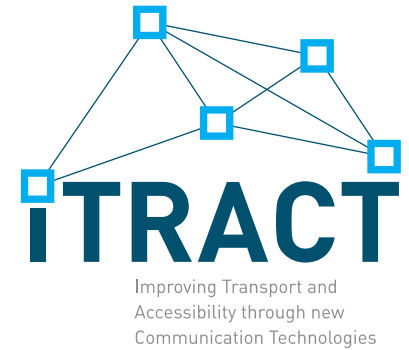
Our first experience:



1 st claim

What did we see?

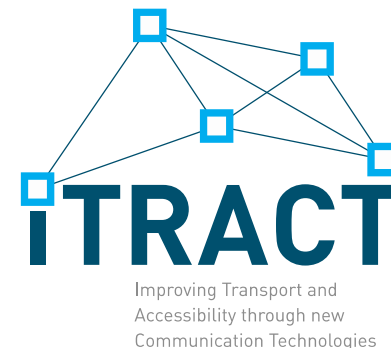
- ❑ Deadlines were not met
- ❑ Missing information
- ❑ Small but inconvenient errors that had to be rectified
- ❑ Delayed questions
- ❑ Not all partners reported!
- ❑ Underspensing!



Today's presentation

- ❑ Timeline for next claim
- ❑ Beneficiary claim - Which documents?
- ❑ Common mistakes in required in documents
- ❑ Level of expenditure until now
- ❑ Payment of ERDF

Timeline for next claim



LB will be requested to report by JTS at the end of September 2013

LB sends request to report to all Beneficiaries around the 1st of October

3 weeks after 1st of October a signed (by FLC) Financial report and Activity report to the LB

6 weeks after 1st of October a signed (by LB-FLC) consolidated Financial an Activity report to JTS

Timeline for next claim (2)

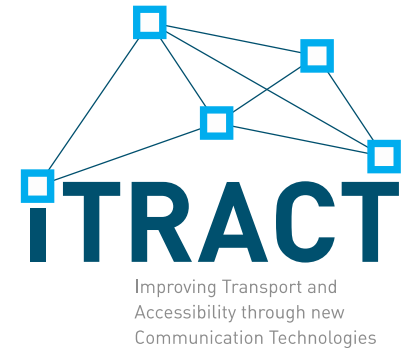
Not meeting the deadlines: exclusion of claim

Tips:

- ❑ Complete Financial report and Activity report to LB before the signature of the FLC for some initial checks!
- ❑ Speeding up the process by closing the reporting period earlier
- ❑ Questions to be asked early in the process

Important: Every partner should report once a year!

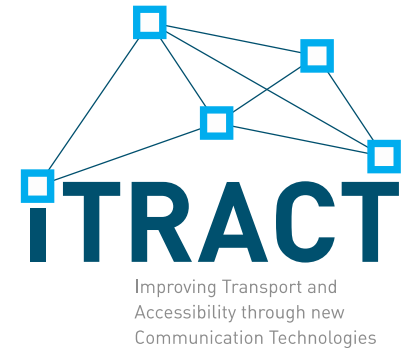
Claim



Each beneficiary claim should contain the following documents:

- ❑ **1st level control checklist for beneficiary expenditure: appendix 5**
- ❑ **periodic report on expenditure: appendix 7**
- ❑ **On-the-spot verifications: appendix 7a (not for Sweden)**
- ❑ **cost collection sheets (partner/sub-partner separately)**
- ❑ **periodic report on activities, enclosures included (Appendix 10a)**

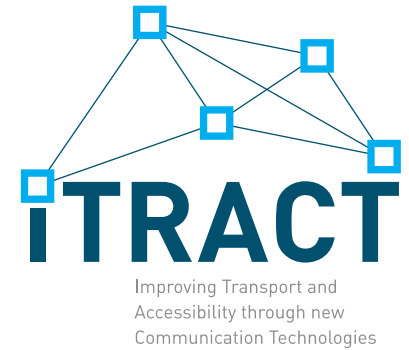
Claim (2)



Please provide us with originally signed versions

- ❑ all documents are properly signed, stamped and audited by the FLC
- ❑ Two copies: for the LB and your own archive!
- ❑ No timesheets, invoices etc. to LB

Appendix 5



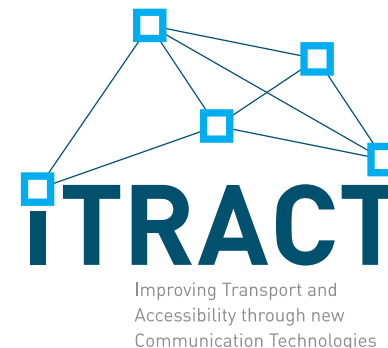
1st level control checklist for beneficiary expenditure

- ❑ Every question must be answered!
- ❑ One box can contain three or more questions!
- ❑ No deviations without proper follow up
- ❑ Prescribed statement about staff costs:

On the basis of my First Level Control checks I can verify that none of the staff costs claimed in any of the reporting periods have been reported making use of a productive and non-productive hours methodology or any other methodology which has the effect of distorting the hourly rate.

Report on finance

(Appendix 7: Finance report for beneficiaries)



Interreg IVB North Sea Region programme										Appendix 7	
Periodic Report on expenditure											
Requests for ERDF-payments must be on this form											
Fill in the relevant blank spaces in green											
										This is Periodic Report number/reporting period :	

1. Identity of beneficiary and project										
Beneficiary Name	Hanze University Groningen, UAS				Area of Intervention	3.1 To promote regional accessibility strategies				
Address	P.O. Box 3037									
Postcode, City/Town	9701 DA Groningen				Country	THE NETHERLANDS				
Interreg IVB project ID	35-2-17-11									
Title of project	Improving Transport and Accessibility through new Communication Technologies									

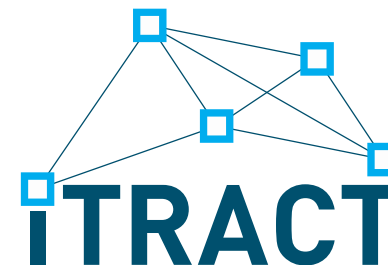
2. Background information										
Date of last ERDF-payment to project	a)									
Total realised ERDF-payment in EURO	b)			Preparation costs received				c)		

3. Expenditure										
Realised start of project, date	a)			Statement, date				b)		
Reporting currency: National currency unit or EURO	c)									

Statement date = closing date of reporting period

Report on finance

(Appendix 7: Finance report for beneficiaries)



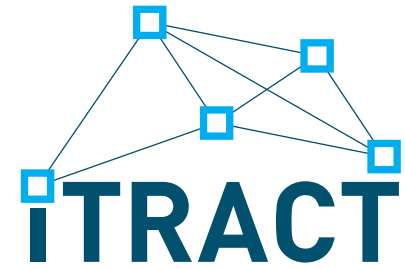
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3. Expenditure														
Realised start of project, date			a)		Statement, date			b)						
Reporting currency: National currency unit or EURO			c)											
Approved project budget					e) Approved budget EURO			f) Accumulated paid expenditure						
1. External experts and consultants Funding from finance report						✓	20.000							
2. Temporary staff						✓	20.000							
3. Permanent staff						✓	223.202							
4. Travel and accommodation						✓	33.000							
5. Meetings, conferences, seminars						✓	27.000							
6. General costs						✓	53.884							
7. Promotion and publications						✓	15.600							
8. Material investment						✓	30.000							
9. Control						✓	10.400							
10. Other						✓	64.664							
11. Irrecoverable VAT						✓	22.700							
12. Income						✓	0							
13. Total eligible expenditure						✓	520.450					0,00		
14. Ineligible expenditure						✓	0							
15. Total expenditure						✓	520.450					0,00		
3.1 Specification of budget line 8 if the project includes material investments					e) Approved budget EURO			f) Accumulated paid expenditure						
1 Hanze University Groningen, UAS						✓	30.000							
Total eligible expenditure						✓	30.000							
Ineligible expenditure														
Total expenditure														
4. Funding														
For beneficiaries not using EUROS as national currency, please add currency shortsign below. (The report needs to be in EUROS!)		a) ERDF Grant		b) Co- and Matchfunding as per (see 3b entry),				of which			Paid outside NSR		Equivalent to EUROS in differing national currencies	
Beneficiary, Country, Currency			ERDF receive	eligible public	eligible private	ineligible	total	flat over	sea	sub partner	within BSR, NWE, NPP	inside EU, outside BSR, NWE, NPP	paid outside EU	land purchas
1 Hanze University Groningen, UAS		✓	260.225											
Total			260.225											

These totals should correspond. Only ERDF actually received!

On-the-spot verifications

(appendix 7a (not for Sweden))

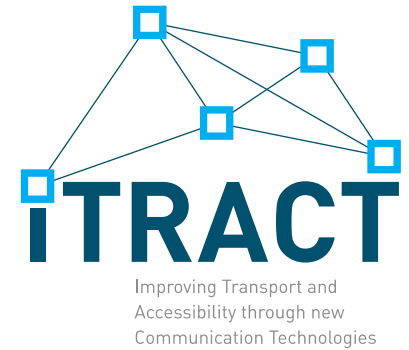


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Interreg IVB North Sea Region programme					Appendix 7a	
Summary information about on-the-spot verifications - beneficiary level						
Fill in the relevant blank spaces in green						
Project Acronym: ITRACT						
Reporting Period: Start of the project - end of September 2012						
#	Beneficiary	Country	1st level controller details	Amount of expenditure declared to the controller	No.	On-the-spot verifications of individual operations cf. Article 13.2b (1828/2006) Amount verified on-the-spot Date of on-the-spot verification
1	Hanze University Groningen, UA	THE NETHERLANDS	J.H. de Haan RA Hanzehogeschool Groningen / Stafbureau FEZ PO Box 70030, 9704 AA Groningen, THE NETHERLANDS		1	
	Date	Name and signature by Beneficiary				
	Date	Name and signature by Beneficiary Controller				

- ❑ Have it signed and dated!
- ❑ Amounts must be filled in!

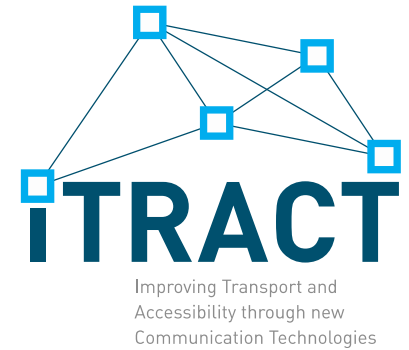
Activity Report



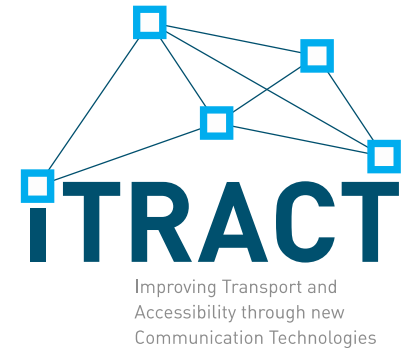
- ❑ Amount of information should be proportionate with level of spend
- ❑ Only information related to the WP /activities that you as a project partner were responsible for or involved in
- ❑ Please enclose pictures, samples of important deliverables and tangible results
- ❑ Provide at least one hard copy of the enclosures

Level of expenditure

- ❑ Serious underspending
- ❑ About 23% of budget on average
- ❑ About 40% to be expected
- ❑ Higher expenditure to be expected in pilot fase



Payment of ERDF



Payment of ERDF grant to LB after JTS has checked the compiled report and all possible questions were clarified.

But...

- ❑ 2nd level control checks: Errors found in all countries
- ❑ Interruption of payments to the Programme
- ❑ Until?
- ❑ Timing of ERDF payment unsure

The end!

Any questions, please contact me!

Wiboud Prins

+31 50-595 5579

w.b.prins@pl.hanze.nl