

CREMLINplus Annual Meeting 2021

Day 2

14:20 – 14:50 CET Financial regulations and reporting

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This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 871072.



CREMLIN P₊LUS

Agenda

- CREMLINplus Data Sheet
- Introductions
- First Interim Report
- Periodic Report (M1-M18)
- Eligible costs
- Financial training



CREMLINplus Data Sheet

■ Grant Agreement Number:	871072
■ Coordinator:	DESY
■ Beneficiaries/Partners:	35
■ Max. Contribution from the EC:	24,946,358.70 Euro
■ Project Duration:	48 months
■ Start date:	1. February 2020
■ End date:	31. January 2024



Introduction

■ Horizon 2020 Grant Agreement Manual

→ https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

- All regulations (rights and duties) to manage a H2020 Project
- Basis for the funding

■ Funding & Tenders Portal (former Participant Portal)

→ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

- Management area of the EC (Continuous Reporting, Deliverables, Milestones)
- Project related processes of the EC
- Consortium contacts



First Interim Report

Period: February 2020 - January 2021 (M1-M12)

Interim Reports



Use of resources (PM)
after 12 month:

680 PM

of
4.640 PM

=

15%

Expenses after 12 month:

13 %

of total budget

18%

of personnel budget

0,5%

of travel budget



Periodic Report (PR)

- Reporting Period 1: **Feb. 2020 – 31. Jul. 2021**
- Submit to EC: **30. Sep. 2021**



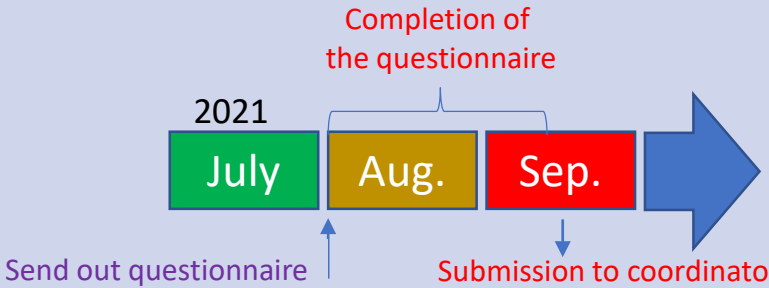
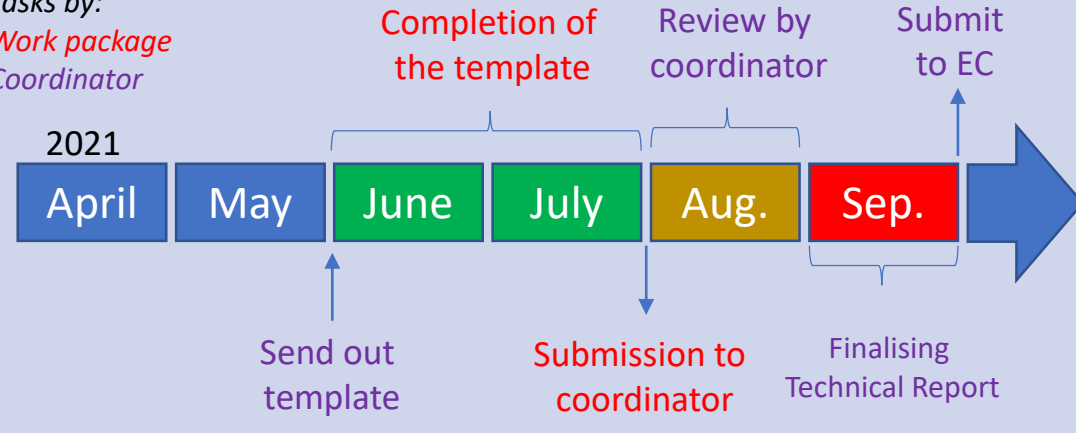
Financial Report (all beneficiaries)

- Individual financial statement (Annex 4 of GA)
 - personnel costs, other direct costs, subcontracting
- EoUR-Explanation of the use of resources (e. g. explanation of travel costs)

- Done electronically in Funding & Tender Portal only
- Filled out by each beneficiary (individually)
- Signed (by Financial Statement Authorized Signatory (FSIGN)) and
- Formally submitted to the coordinator (via the PP)
- **Timeframe: 1st August – 30 September**



Technical Report

Part A (All beneficiaries)	Part B (Work packages)
<p>Detailed information on:</p> <ul style="list-style-type: none"> • Gender • Publications • Events (meetings, conferences, etc.) • Press releases • Social Media • Communication efforts <p>Questionnaire provided by the Coordinator</p> <p>Timeline: Tasks by: <i>Beneficiary</i> <i>Coordinator</i></p> 	<ul style="list-style-type: none"> • Progress of M1-M18 on CREMLINplus project (each work package) • Template provided by the Coordinator • Coordinator will submit Part B to EC <p>Timeline: Tasks by: <i>Work package</i> <i>Coordinator</i></p> 



Eligible costs

Used for the sole purpose of achieving objectives of the project – NO EXCEPTION!

- **Real costs**
real – not estimated, definitively and genuinely borne by the beneficiary (not by any other entity)
- **Required and necessary for project realisation**
(as described in Annex 1)
- **Incurred during project duration**



Ineligible costs

- Currency exchange losses
- Bank costs charged by the beneficiary's bank for transfers from the Commission
- Cancellation costs
Example: Cancellations fees for already booked flights, hotel, etc.
- Deductible VAT **Note:** *non-deductible/non-identifiable VAT is eligible*
Example: VAT charged by supplier cannot be identified, then full purchase price can be recorded in the accounts
- Interests owed (*i.e. interest on a loan to borrow capital*)
- Provisions for future losses or debts
- Debt and debt service charges
- Costs related to return on capital
Example: dividends paid as remuneration for investing in the action; remuneration paid as a share in the company's equity
- Excessive or reckless expenditure (*paying significantly more than usual market rates etc*)



Financial Training

- Digital workshop to create the financial statement
- Offer to all beneficiaries

Content:

- Calculation of personnel costs
- Explanation of the use of resources
- Time record
- Your specific questions

Doodle to find a suitable date (mid April):

https://doodle.com/poll/umcdpxts38d23whi?utm_source=poll&utm_medium=link

E-Mail with further details soon



Questions?

Thank you!



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Exchange rate

„Using the average of the daily exchange rates published over the corresponding reporting period.”

[AGA, p. 192](#)

Calculation of the exchange rate:

https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html



Time record (2/3)

What is to be included on the Timesheet (see AGA Art 18):

- > the title and number of the action (CREMLINplus/ 871072)
- > the beneficiary's full name
- > the full name, date and signature of the person working for the action
- > the number of hours per day worked for the action
- > the supervisor's full name and signature
- > a reference to the action tasks or work package described in Annex 1, to easily verify that the work carried out matches the work assigned and the person-months reported to the action



Time record (3/3)

Time records – common errors

- > Inconsistency with HR records
- > Time sheets not properly dated or signed
- > More than full time employment charged among different projects → double funding!
- > Poor or limited information captured
- > Inconsistency of Timesheets and Financial reporting (person-months per work-package to be reported)

<u>TIMESHEET</u>	
Monday	4 hours
Tuesday	4 hours
Thursday.....	
Friday.....	2 hours
Monday	8 hours
Tuesday	8 hours
Friday.....	4 hours
Monday	4 hours
Tuesday	3 hours
Wednesday.....	8 hours
Thursday.....	8 hours
Friday.....	2 hours
<i>Total month</i>	<i>57 hours</i>

