



# Action 7

## *Administrative and Financial Management*

### **ENVEUROPE project**

Environmental quality and pressures assessment across Europe: the LTER network as an integrated and shared system for ecosystem monitoring

Life08 ENV/IT/000399



# Agenda

- Updating on financial issues - 3rd monitoring visit
- Reporting
  - Internal reporting vs mid term rep.
  - Mid-term report due Sept 2012
- Updating on project expenditure -31st March 2012
- Budget confirmation vs possible decommitment of funds
- Audit –starting soon



A light blue map of Europe with white outlines of countries, serving as a background for the central text.

# ***REPORTING***



# Financial report: what must be done

- update every 3 months list of expenditure
- copies of documents paid every 6 months
- timesheets - every month

↓  
CB (through project web site)

Financial Statement of the participant					
Name of participant:					
Coordinating Beneficiary (tick if applicable)			Associated Beneficiary (tick if applicable)		
Statement of expenditures	Total real costs with non-recoverable VAT	Total eligible costs with non-recoverable VAT	Statement of income	€	% of eligible costs
Personnel	€ 0,00	€ 0,00	EU contribution		
Travel	€ 0,00	€ 0,00	Contribution of the coordinating beneficiary		
External assistance	€ 0,00	€ 0,00	Contribution of the associated beneficiaries	€ 0,00	
Durable goods - Infrastructure	€ 0,00	€ 0,00	Other sources of funding	€ 0,00	
Durable goods - Equipment	€ 0,00	€ 0,00	Direct income	€ 0,00	
Durable goods - Prototypes	€ 0,00	€ 0,00			
Land/rightspurchase/lease	€ 0,00	€ 0,00			
Consumable material	€ 0,00	€ 0,00			
Other direct costs	€ 0,00	€ 0,00			
Overheads	€ 0,00	€ 0,00			
<b>TOTAL</b>	<b>€ 0,00</b>	<b>€ 0,00</b>	<b>TOTAL</b>	<b>€ 0,00</b>	

Exchange rate used to convert national currency into EURO, in case only one exchange rate is used (i.e. the exchange rate of the month of the submission of the financial statement as published by the European Central Bank):

Date of VAT declaration where appropriate

Date and signature



project web site: [www.enveurope.eu](http://www.enveurope.eu)



With the contribution of the LIFE financial instrument of the European Community

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### action 7

by [Admin](#) — last modified Jul 14, 2011 09:35 AM

**Financial Coordination** — by [NParisini](#) — last modified Mar 01, 2011 07:32 PM

administration and management tools: timesheet, financial report, financial handbook

**INCEPTION REPORT** — by [Stefano Valentini](#) — last modified Mar 01, 2011 07:32 PM

The inception report contains the information for the Commission to evaluate the state of implementation of the project, the respect of the work plan, the financial situation of the project and whether the project is on track towards achieving its objectives, or whether there are serious delays and/or obstacles.



the contribution of the financial instrument of the European Community

#### News

Flow: from Space to

Mar 01, 2011

EEF Congress 2011 -

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### Financial Coordination

by [NParisini](#) — last modified Mar 01, 2011 08:32 PM

**administration and management tools: timesheet, financial report, financial handbook**

**Contacts for financial issues** — by [Paola Focaccia](#) — last modified Mar 01, 2011 06:31 PM

**ToolKit** — by [NParisini](#) — last modified Jul 14, 2011 09:33 AM

**ABs' payment request amount** — by [NParisini](#) — last modified May 25, 2010 04:35 PM

**Registration of time devoted to the projects - timesheets** — by [Patrizia Martignani](#) — last modified Mar 02, 2011 06:13 PM

European Commission note about: - Personnel Costs - Time register system (timesheet) - Annual Personnel Costs and annual number of working time units

**History**



## [www.enveurope.eu](http://www.enveurope.eu) - repository for financial reporting!

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[01\\_CNR \(IT\)](#) — by [claudia cesarini](#) — last modified Jun 22, 2010 05:11 PM  
Financial folder
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[02\\_CONECOFOR \(IT\)](#) — by [Paola Focaccia](#) — last modified Jun 22, 2010 05:11 PM  
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[03\\_JYU \(FI\)](#) — by [Paola Focaccia](#) — last modified Sep 09, 2010 07:52 PM  
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## [www.enveurope.eu](http://www.enveurope.eu) - repository for financial reporting!

- 📁 **personnel costs** — by [Patrizia Martignani](#) — last modified May 19, 2011 11:48 AM  
It contains timesheets, calculation on personnel costs, payslips and documents related to monthly payment to employees
- 📁 **travel costs** — by [Patrizia Martignani](#) — last modified May 19, 2011 11:57 AM  
It contains travel cost in a sequence order, coherently with the cost statement
- 📁 **external assistance** — by [Patrizia Martignani](#) — last modified May 19, 2011 11:59 AM  
It contains all documents related to subcontracts such as agreements signed between AB and the supplier, invoices, evidence of payment of the supplier, documents related to public procurement procedures, national regulations, etc
- 📁 **consumables** — by [Patrizia Martignani](#) — last modified May 19, 2011 12:01 PM  
It contains documents related to consumables such as invoices and evidence of payment
- 📁 **other costs** — by [Patrizia Martignani](#) — last modified May 19, 2011 12:02 PM  
It contains documents related to other costs such as invoices and proofs of payment
- 📁 **equipment** — by [Patrizia Martignani](#) — last modified May 19, 2011 12:08 PM  
It contains documents related to durable equipment or consumables purchased or leased such as invoices, evidence of payment, declaration on calculation of depreciation rate, etc
- 📁 **cost statement** — by [Patrizia Martignani](#) — last modified May 19, 2011 12:27 PM  
It contains only the most updated (and correct) cost statement of the AB

## Reporting (technical and financial)

### Mid term

- from CB to EC: within 30/09/2012 covering period 1/1/2010-30/6/2012 - expenditure at least 60% of AB budget
- **from AB to CB: by 31st August 2012 at the latest , signed**

### Final

- covering period 1/1/2010 to 31/12/13 – expenditure 100% of AB budget



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# ***EXPENDITURE UP TO 31 March 2012***



# Expenditure up to 31 March 2012 per AB

	budget	spent 31/03/2012	%
CNR (1)	2.006.614	984.309	49%
CONECOFOR (2)	591.924	220.489	37%
UniJYV (3)	212.399	159.944	75%
SENCK (4)	362.914	192.029	53%
UFZ (5)	244.363	149.753	61%
UniBUC (6)	258.410	78.635	30%
ICAS (7)	225.075	38.927	17%
UniDEB (8)	127.919	47.771	37%
MTA- ex HAS (9)	154.401	37.652	24%
ERCE (10)	337.707	103.283	31%
ASU -ex LUA (11)	206.512	83.895	41%
UBA (12)	390.871	153.797	39%
CSIC (13)	400.421	119.637	30%
SLU (14)	201.481	32.604	16%
IBER - ex CLGE (15)	210.683	66.533	32%
IETU (16)	136.182	52.251	38%
	<b>6.067.876</b>	<b>2.521.508</b>	<b>42%</b>

## Expenditure up to 31 March 2012 per Action

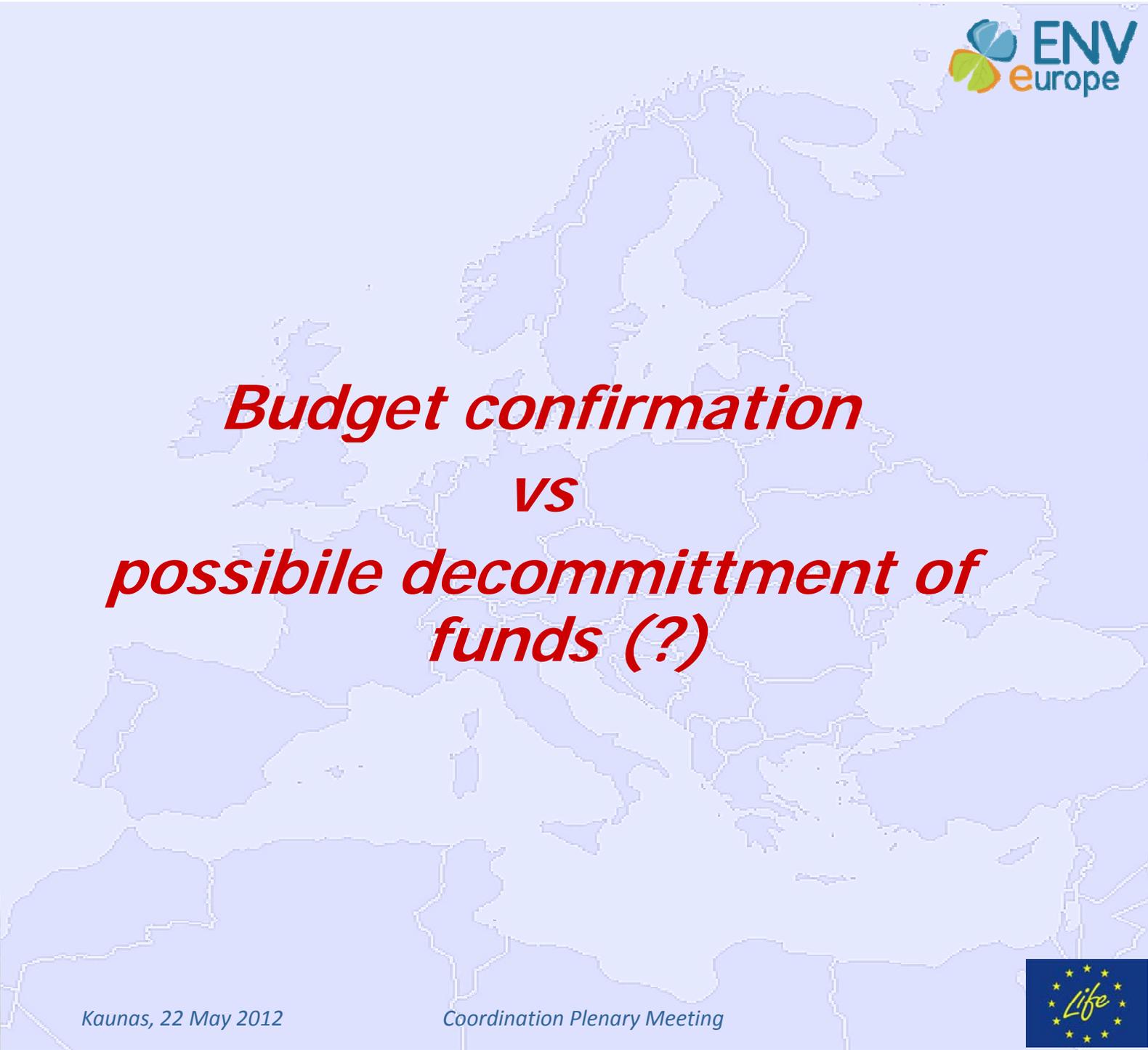
Total spent per action	2.521.600,00	100%
ACTION 1	319.000,00	13%
ACTION 2	418.500,00	17%
ACTION 3	236.100,00	9%
ACTION 4	191.800,00	8%
ACTION 5	405.200,00	16%
ACTION 6	299.500,00	12%
ACTION 7	609.600,00	24%
ACTION 8	41.900,00	2%



# Expenditure up to 31 March 2012 per budget line

Budget breakdown categories	Total cost in l	Costs eligible costs incurred	% of total costs
<b>1. Personnel</b>	3.013.117	1.763.729	59%
<b>2. Travel and subsistence</b>	586.220	163.009	28%
<b>3. External assistance</b>	1.670.035	365.027	59%
<b>4. Durable goods</b>			
<b>Infrastructure</b>			
<b>Equipment</b>	120.000	14.018	12%
<b>Prototype</b>			
<b>5. Land purchase / long-term lease</b>			
<b>6. Consumables</b>	46.400	13.763	30%
<b>7. Other Costs</b>	240.276	45.275	19%
<b>8. Overheads</b>	391.828	156.688	40%
<b>TOTAL</b>	<b>6.067.876</b>	<b>2.521.511</b>	<b>42%</b>



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***Budget confirmation***  
**VS**  
***possible decommittment of funds (?)***



# Major issues for mid term

## VAT

- considered eligible the coordinating beneficiary must prove with legal documents that it and/or its associated beneficiaries must pay and may not recover the VAT for the assets and services required for the project. VAT amount will not be accepted if this document is missing

## LETTER AFTER 2nd MONITORING VISIT IN BUDAPEST

## LEVEL OF EXPENDITURE





***Audit  
on documentation collected up  
to June 2012 will start soon  
after the mid term report  
thanks to exceptional  
authorisation by EC***



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# ***ONE-TO-ONE MEETING***



# MEETINGS

<i>AB nr</i>	<i>AB name</i>	<i>day</i>	<i>hour</i>
AB03	JYI (FI)	22nd May	10.30-11,30
AB04	SENK (DE)	22nd May	13-14
AB13	CSIC (ES)	22nd May	14-15
AB06	UNIBUC (RO)	22nd May	15-16
AB07	ICAS (RO)	22nd May	16-17
AB08	UNIDEB (HU)	22nd May	17-18
AB09	MTA-HAS (HU)	23rd May	8-9
AB10	ERCE (PL)	23rd May	9-10
AB11	ASU-LUA (LT)	23rd May	10-11
AB12	UBA (AT)	23rd May	11-12
AB05	UFZ (DE)	23rd May	13-14
AB15	IBER (BG)	23rd May	15-16
AB16	IETU (PL)	23rd May	16-17
AB14	SLU (SE)	24th May	8 - 9



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