

SolarCombi+

4th project meeting

Bergamo 3rd - 4th March 2009

**Intermediate Report with Interim
Financial Statements**

covering months 1 - 18

M. Mutschlechner

RESPONSABILITIES

Art. I.3 Grant Agreement

Each contractor is responsible for the administration of his quota from the EC-contribution to the project and has to gather the information and documentation necessary to justify his costs

NO AMENDMENTS WITHIN IR

Interim Technical Implementation Report with Interim Financial Statement for each Beneficiary

Reporting period:
01.09.07 to 28.02.09
month 1 to month 18

Deadline of submission:
30.03.09

Eligible costs:

1. have to be actually incurred during the duration of the action
2. have to be included in the estimated budget annexed to the Grant Agreement
3. have to respect internal and national accounting rules of the beneficiary
4. have to be justified by supporting documentation (to be kept for 5 years)

INTERIM FINANCIAL STATEMENT FOR EACH BENEFICIARY

- Each Partner is responsible for filling in his own Interim Financial Statement
 - in English
 - currency same as in your accounts
 - signed by person in charge of work (do to contract preparation form) and financial officer
- ⇒ with which **EURAC** will fill in the **OVERVIEW** to be completed by the coordinator
- ⇒ Interim Financial Statements will be sent to IEE in appendix of Interim Technical Implementation Report

Where to find relevant data

Annex

- I - description of action
- II - budget
- III - model cost statement

Cost Categories

Direct costs:

1. Staff
2. Subcontracting
3. Travel&subsistence costs for staff involved in the action
4. Durable equipment
5. Consumables
6. Other specific costs

Indirect costs

Accounting documents to be submitted

Copies of invoices are required for the three biggest items submitted by each partner under:

- Subcontracting
- Durable equipment
- Consumables
- **Other specific costs**

WORK PACKAGES

To be considered:

- » start/end date
- » working hours planned/spent
do to Annex II
- » hours declared in technical report have to coincide
with hours declared in financial statement

TIMESHEETS

Timesheet template:

http://ec.europa.eu/energy/intelligent/implementation/financial_en.htm#statements

Timesheets have to be signed by:
person in charge of work
employee

Copies of timesheets
justification for labour rate
and overhead rate calculations
will be requested by the IEE on a random basis

REPORTING DOCUMENTS

Submission deadlines

- **15.02.2009:**
8 bimonthly reports - from the beginning of the action
 - they are the basis for the preparation of the IR
- **11.03.2008:**
electronic version of Interim Financial Statement by each beneficiary to the coordinator
- **18.03.2008:**
two hard copies of the Interim Financial Statement by each beneficiary to the coordinator **BY COURIER**
- **18.03.2009:**
draft of IR by EURAC to every beneficiary for proofreading
- **25.03.2009:**
last date for comments on draft of the IR
- **30.03.2009:**
submission of all documents to the IEE by EURAC

VERY IMPORTANT

If the Interim Financial Statement from each partner

- will not be submitted,
- or will not be correct or formalized,
the whole consortium will be **jointly responsible** *vis-a-vis* the EC, which may apply **sanctions** and/or **suspend the project**

SECOND PRE-FINANCING

Art. 1.5 Grant Agreement

- The Agency has **45 days to approve or reject** the Interim Technical Implementation Report and Interim Financial Statements.
- **Provided that:**
 1. the report is approved
 2. **100 % of the first pre-financing payment has been used up**

EURAC	CRES	ISE	AEE INTEC	UNIBG	TECSOL
25.963,20	16.765,80	18.082,80	17.145,30	9.684,30	14.554,50
IKERLAN	ROTARTICA	CW	SorTech	Solution	SK GmbH
7.643,70	6.005,10	8.861,10	9.393,90	4.393,50	6.930,60

a second pre-financing payment shall be made to the coordinator

SECOND PRE-FINANCING

Art. 1.5 Grant Agreement

- The total amount of first and second pre-financing shall represent 70 % of the maximum amount of the Grant.
- **EURAC will distribute the respective share to every partner within 30 days of receipt of the fund (Art. 1.3.1. Grant Agreement)**
 - Request for payment will be sent by e-mail

Where to find Templates and Guidelines

- **Template IR:**
http://ec.europa.eu/energy/intelligent/implementation/reporting_en.htm
- **Financial Statement Form**
- **Financial Guidelines** (Call for proposals 2006, version 1.1 July 2007)
- **Guidance on indirect costs:**
http://ec.europa.eu/energy/intelligent/implementation/financial_en.htm#statements

Thank you for your attention

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