



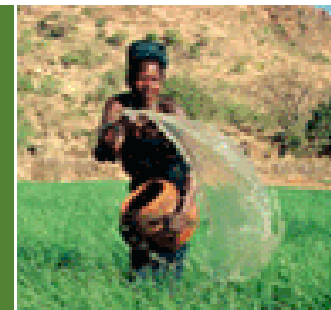
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FP6 Reports & Audit Certificates

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Outline

- Generalities

- Types of reports
 - Periodic vs. Final reports
 - Activity vs. Management (Financial) reports

- Audit Certificates



Generalities (1)

- Context: Grant that reimburse eligible costs
- EC payments bound to approval of reports
- Reference documents
 - FP6 Financial Guidelines (pp. 88 – 117)
 - <http://cordis.europa.eu/fp6/find-doc-management.htm#finguid>
 - Project reporting in FP6 – Guidance notes
 - <http://cordis.europa.eu/fp6/find-doc-management.htm#reporting>
 - Audit Certificate - Guidance notes
 - <http://cordis.europa.eu/fp6/find-doc-management.htm#audit>



Generalities (2)

- All contractors submit reports
 - to the coordinator
 - on time

- The coordinator sends **aggregated** reports to the EC
 - by electronic means
 - **AND** by (registered) mail (with acknowledgement of receipt)
 - within **45 calendar days** after end of each reporting period



Generalities (3)

- Types of reports
 - **Periodic** reports
 - **Final** reports (in addition to last periodic reports)
 - Article 6 of FP6 model contract

- Audit certificates
 - Article 7 of FP6 model contract



Periodic reports

- ❑ **Activity** report
- ❑ Management report (**financial**)
- ❑ Summary financial report
- ❑ Report on **distribution of EC grant** to contractors (during the reporting period)
- ❑ **Additional** reports required in any annexes to the contract



Final reports

- In addition to last periodic report
- **Activity** report
- Management report (**financial**)
- **Additional** report required in any annexes to the contract
- Report on **distribution of EC grant** to contractors after end of project (to be sent to EC within 60 calendar days after reception of last payment)



Activity reports

- Overview of activities
- Description of progress
 - towards Objectives
 - towards Milestones
 - towards Deliverables
- Identification of any problem encountered
 - Corrective action taken
- Plan for using & disseminating knowledge



Management reports

- Management reports = **Financial** reports
- Justification of resources deployed
 - For all contractors
 - In relationship with performed activities and achieved results
- **Form C – Financial statement per activity**
 - Instrument specific document
 - Annex 5 of Financial Guidelines
 - Case study
- Report on distribution of EC grant to contractors (coordinator only)



Form C – Financial Statement per activity

- Provided **by each contractor**
for each reporting period

- Eligible costs declared in **Euros**

- **Exchange rates**
 - Rate of the day when the cost was incurred
 - Rate of the 1st day of the month following the end of reporting period
 - <http://www.ecb.int/stats/exchange/eurofxref/>



Form C – Financial Statement per activity

- General Information
 - Cost reporting model
 - Period

- Box 2: Declaration of eligible costs

- Box 3: Declaration of receipts

- Box 5: Request for FP6 Financial Contribution

- Box 6: Audit Certificate

- Box 7: Conversion rates



Audit certificates (1)

- **Certification of Forms C**
 - Same structure
- Performed by a **3rd party**
 - Eligible external auditor
 - Competent public officer (only for public bodies)
- Commissioned **by each contractor**
- **Audit Certificate Guidance notes**
 - Model of Audit Certificate
 - <http://cordis.europa.eu/fp6/find-doc-management.htm#audit>



Audit certificates (2)

- **At least 1** audit certificate per contractor covering **whole duration** of project
- For each reporting period for which an audit certificate is required
 - **article 7 of FP6 model contract**
- Always when EC contribution exceeds 750.000 Euros for a reporting period
- Costs
 - Management -> 100% funding
 - Subcontracting -> no overheads



Audit certificates (3)

- Each contractor is free to choose its auditor
 - Derogation to subcontracting principle
- Auditor must be
 - Independent from the contractor
 - **AND** Qualified to carry out statutory audits of accounting documents
- List of independent auditors (in Europe)
 - <http://www.fee.be/aboutfee/memberbodies/default.asp>



Audit certificate process (1)

- **Original** documents needed by auditor
 - Project contract
 - Form C
 - Timesheets / Salary slips / Payroll list
 - Invoices / Receipts
 - Accounting documents

- **ADVICE : Keep everything!**
 - Up to 5 years after end of project
 - Everything well classified
 - Even boarding passes



Timesheets

- ❑ To **record effort** spent on project(s)
- ❑ 1 timesheet for all projects
- ❑ Personal timesheet
 - to be signed by staff member
 - to be signed by manager of staff member
- ❑ Maximum 8 hours / day



Timesheets

	BIRC	DETECTIT	DETECTIT2	FASTER	FOOD/COO	PATENT	TRAINNET	Total	ABO	2006 COMMENTS
1-Mar	6.00		1.00		1.00			8.00		
2-Mar	7.25			1.00				8.25		
3-Mar	4.00		3.00			1.00		8.00		
4-Mar								0.00		
5-Mar								0.00		
6-Mar	5.00	1.00		1.00		1.00		8.00		
7-Mar								0.00		DAY OFF
8-Mar	1.00		7.00					8.00		
9-Mar	6.00		2.00					8.00		
10-Mar	6.00					2.00		8.00		
11-Mar								0.00		
12-Mar								0.00		
13-Mar	6.00				1.00		1.00	8.00		
14-Mar			1.00	5.00		2.00		8.00		
15-Mar	4.00			2.00			2.00	8.00		
16-Mar			8.00					8.00		
17-Mar	3.00		5.00					8.00		
18-Mar								0.00		
19-Mar								0.00		
20-Mar				8.00				8.00		
21-Mar	5.00		3.00					8.00		
22-Mar	8.00							8.00		
23-Mar	6.00	2.00						8.00		
24-Mar	5.50		2.00				0.50	8.00		
25-Mar								0.00		
26-Mar								0.00		
27-Mar	3.00	1.00		1.00	1.00		2.00	8.00		
28-Mar	3.00		1.00		1.00		3.00	8.00		
29-Mar	5.00		1.00			2.00		8.00		
30-Mar								0.00		SICK
31-Mar	3.00	1.00		3.00	1.00			8.00		
TOTAL	86.75	5.00	34.00	21.00	5.00	8.00	8.50	168.25		
										Signature Expert
										Signature Manager



Salary Slips

Relevé des rémunérations				22.09.2004
Employeur	20701	Période		
		01.09.2004 - 30.09.2004	Type personnel	Employé
			Niveau	
			300 DEPARTEMENT INTERNATIONA	
Détail du calcul		Résultat du calcul	Divers	



Rémunérations et retenues		*	Valeur	* Totaux	Valeur	Situation fiscale
400	Montant heures prestées	A	2.400,00	Base ONSS	2.400,00	Célibataire
S01	Brut base ONSS 100%: 2.400,00			A Brut	2.400,00	Charges patronales
390	Indemnité déplacement/privé	F	12,50	B Ret. Sociales	313,68	
R10	Cotis.ONSS rémunération normale	B	313,68	C Imposable	2.086,32	Charges patronales sécur.sociale
R30	Précompte prof.rémunération normale	D	613,59	D Précompte	613,59	Réduction charges patronales
R82	Cotis.spéciale sécur.sociale	G	20,91	E Net	1.472,73	
				F Divers +	12,50	
				G Divers -	20,91	
				Net à recevoir	1.464,32	

Document établi par le Groupe S - Secrétariat social
Secrétariat Social agréé d'Employeurs(N°100-AM 7.3.1946)

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Audit certificate process (2)

- Timing issue
 - coordinator must send reports & audit certificates of **all partners** to EC within **45 calendar days** after end of reporting period

- Preparation
 - Choose auditor
 - Check **procedure** with auditor & accounting dept.
 - Agree on **schedule** with auditor & accounting dept.



Audit certificate process (3)

- Send reports & audit certificates to coordinator as soon as possible
 - Final check
 - Aggregation of individual reports into common report

- Inform coordinator immediately in case of any problem that may cause a delay



Thank you for your attention

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