COSME Webinar

Financial Management and Reporting
COS-TOURCCI-2017-03-03
COS-CLUSINT-2017-03-6
COS-CLUSTPARTN-2017-03-02
COS-EINET-2017-3-04
COS-LINKPP-2017-2-02
24 June 2019

Questions and answers raised before and during the webinar (available in recording)

Q: *'To include the detail of the screens of what / how the information will be requested in the justification. Also including the text fields to be filled in, if possible with examples.*

If you know in advance the format and breakdown that will be requested in the financial report, this will facilitate to organize correctly the information in advance.'

A: A link has been provided at the end of the presentation on 'How to complete your financial statement' (https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/How+to+complete+your+financial+statement+-+general). Please refer to it.

Q: *'Is it possible to justify travel expenses for two people on the same "line"? For example 1 hotel bill for two or more people from the same organisation or a travel by car for two or more people.'*

A: Yes, this is possible. You are requested to provide a short description of the cost items. Please ensure to include the main details (e.g. purpose, venue, amount, name of the staff, etc.).

Q: *'Does the Coordinator have to request all the evidences of all the expenses to the members of the consortium?'*

A: This is not mandatory and it is not requested by EASME at the reporting stage. However, you may want to request them in order to check the expenses during the implementation of the project.

Q: '*Procedure of revision and validation by the Lead partner (with screens)*

The coordinator does not see the same screens as the partners and it is complicated to know where the problems are and give indications to the partners when they do not see the same. You have to exchange screenshots and the process gets longer.'

A: This question seems to be rather IT related. We suggest to contact the IT Helpdesk for this kind of support.

Q: '*What are the main mistakes (following your experience) that are made in justification, to be aware and to avoid making them?*'

A: The main mistakes following audit findings have been highlighted during the presentation. At the level of the reporting we recommend to:

• Ensure consistency between amount declared in the financial statement and costs justified in the Use of Resources

• Not limiting the costs declared to the budget but always declare actual (real) costs

• Be as precise as possible in the reporting and justify the deviations (and its reasons) in the Use of Resources and in the narrative part of the reports.

Q: '*About the co-financing rate of 75 %. Is it global for the project? Can it be different for the partners and that the total is 75%) i.e a partner can voluntarily have a co-financing of 65 % and another partner with 85 % if the total for the action is = 75 %. See below an example.*

The grant agreement says:

5.2 Form of grant, reimbursement rate and forms of costs

The grant reimburses **75%** of the action's eligible costs ('**reimbursement of eligible costs grant**'; see Article 6 and Annex 2).

Sample about the co-financing rate /same and different by partners with the same final amount.'

	Total eligible cost	%	Grant reimbursement of eligible cost grant per partner	%	Grant reimbursement of eligible cost grant per partner

Partner 1	40.000,00	75%	30.000,00	**85 %**	34.000,00
Partner 2	40.000,00	75%	30.000,00	**65 %**	26.000,00
Other partners					
Grant reimbursement of eligible cost grant (total action)		**75,00**	60.000,00	**75 %**	60.000,00

A: The grant agreement foresees a unique rate of reimbursement. It is not possible to have different reimbursement rate for different beneficiaries.

Q: 'In the financial reports, should we follow the rule of reporting those costs that have been executed and paid during the reporting period? Or should we refer to the costs of all the activities that took place during the reporting period even when they have not yet been paid? This sometimes happen when we have an activity taking place near the end of a reporting period and could not yet been processes/paid?'

A: As specified in the Article 6.1 of the GA, you shall report actual costs as recorded in your accountings. You can therefore report in the financial statement a cost (e.g.: booking of an event) even if the cost will be paid afterwards, provided that the cost is registered in your accounting.

Q: *'In the case we find an error in a previously submitted 6-month financial report, when and how should we provide an updated form? Together with the final report, with the following report or immediately when we spot it?'*

A: There is a possibility to correct the items reported in the previous financial statement through a dedicated template called 'Adjustments to financial statement', which will have to be sent at the next reporting period.

Q: *'It was explained that the staff cost calculation for reporting should be done on the closed financial year, but we thought we could do the staff cost calculation as well on a monthly base, rather than on a yearly base. (Given the fact that we can only use one of both methods in one year). Can you please clarify this please?'*

A: According to GA Art. 6.2, you have two possibilities:

a) For staff working exclusively on the action, the annual personnel costs for the person shall be divided by 12 to get the individual monthly rates.

b) For staff working part-time for the action, the beneficiary needs to use daily rate for the person multiplied by the number of actual days worked on the action.

In both cases, beneficiaries need to take into consideration the personnel costs for each full financial year covered by the reporting period concerned. If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate (option 'a') or the daily rate (option 'b') of the last closed financial year available.