Update on finance after 1st claim

Wiboud Prins
1st claim

Our first experience:
1st claim

What did we see?

- Deadlines were not met
- Missing information
- Small but inconvenient errors that had to be rectified
- Delayed questions
- Not all partners reported!
- Underspending!
Today’s presentation

- Timeline for next claim
- Beneficiary claim - Which documents?
- Common mistakes in required in documents
- Level of expenditure until now
- Payment of ERDF
Timeline for next claim

LB will be requested to report by JTS at the end of September 2013

LB sends request to report to all Beneficiaries around the 1st of October

3 weeks after 1st of October a signed (by FLC) Financial report and Activity report to the LB

6 weeks after 1st of October a signed (by LB-FLC) consolidated Financial an Activity report to JTS
Timeline for next claim (2)

Not meeting the deadlines: exclusion of claim

**Tips:**
- Complete Financial report and Activity report to LB before the signature of the FLC for some initial checks!
- Speeding up the process by closing the reporting period earlier
- Questions to be asked early in the process

**Important:** Every partner should report once a year!
Each beneficiary claim should contain the following documents:

- 1st level control checklist for beneficiary expenditure: appendix 5
- Periodic report on expenditure: appendix 7
- On-the-spot verifications: appendix 7a (not for Sweden)
- Cost collection sheets (partner/sub-partner separately)
- Periodic report on activities, enclosures included (Appendix 10a)
Claim (2)

Please provide us with originally signed versions

- All documents are properly signed, stamped and audited by the FLC
- Two copies: for the LB and your own archive!
- No timesheets, invoices etc. to LB
Appendix 5

1st level control checklist for beneficiary expenditure

☐ Every question must be answered!
☐ One box can contain three or more questions!
☐ No deviations without proper follow up
☐ Prescribed statement about staff costs:

On the basis of my First Level Control checks I can verify that none of the staff costs claimed in any of the reporting periods have been reported making use of a productive and non-productive hours methodology or any other methodology which has the effect of distorting the hourly rate.
## Interreg IVB North Sea Region programme

### Periodic Report on expenditure

Requests for ERDF-payments must be on this form

Fill in the relevant blank spaces in green

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### 1. Identity of beneficiary and project

<table>
<thead>
<tr>
<th>Beneficiary Name</th>
<th>Hanze University Groningen, UAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>P.O. Box 3037</td>
</tr>
<tr>
<td>Postcode, City/Town</td>
<td>9701 DA Groningen</td>
</tr>
<tr>
<td>Interreg IVB project ID</td>
<td>35-2-17-11</td>
</tr>
<tr>
<td>Title of project</td>
<td>Improving Transport and Accessibility through new Communication Technologies</td>
</tr>
</tbody>
</table>

### 2. Background information

<table>
<thead>
<tr>
<th>Date of last ERDF-payment to project</th>
<th>a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total realised ERDF-payment in EURO</td>
<td>b)</td>
</tr>
<tr>
<td>Preparation costs received</td>
<td>c)</td>
</tr>
</tbody>
</table>

### 3. Expenditure

<table>
<thead>
<tr>
<th>Realised start of project, date</th>
<th>a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting currency: National currency unit or EURO</td>
<td>b)</td>
</tr>
</tbody>
</table>

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Statement date = closing date of reporting period

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**iTRACT**

Improving Transport and Accessibility through new Communication Technologies
These totals should correspond. Only ERDF actually received!
On-the-spot verifications  
(appendix 7a (not for Sweden))

Interreg IVB North Sea Region programme

Summary information about on-the-spot verifications - beneficiary level

Fill in the relevant blank spaces in green

Project Acronym: ITRACT
Reporting Period: Start of the project - end of September 2012

<table>
<thead>
<tr>
<th>#</th>
<th>Beneficiary</th>
<th>Country</th>
<th>1st level controller details</th>
<th>Amount of expenditure declared to the controller</th>
<th>On-the-spot verifications of individual operations cf. Article 13.2b (1828/2006)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hanze University Groningen, UAI THE NETHER</td>
<td>J.H. de Haan RA</td>
<td>Hanzehogeschool Groningen / Stafbureau FEZ</td>
<td><img src="image" alt="Amount verified on-the-spot" /></td>
<td>No. Amount verified on-the-spot Date of on-the-spot verification</td>
</tr>
</tbody>
</table>

Date: Name and signature by Beneficiary

Date: Name and signature by Beneficiary Controller

☐ Have it signed and dated!
☐ Amounts must be filled in!
Activity Report

- Amount of information should be proportionate with level of spend
- Only information related to the WP/activities that you as a project partner were responsible for or involved in
- Please enclose pictures, samples of important deliverables and tangible results
- Provide at least one hard copy of the enclosures
Level of expenditure

- Serious underspending
- About 23% of budget on average
- About 40% to be expected
- Higher expenditure to be expected in pilot phase
Payment of ERDF

Payment of ERDF grant to LB after JTS has checked the compiled report and all possible questions were clarified.

But...

- 2nd level control checks: Errors found in all countries
- Interruption of payments to the Programme
- Until?
- Timing of ERDF payment unsure
The end!

Any questions, please contact me!

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