

**Interreg
Europe**



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Q&A session

about financial reporting

17 October 2024



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Outline

1. Q&A on financial reporting (for all)
2. Session for new Partner States & Q&A

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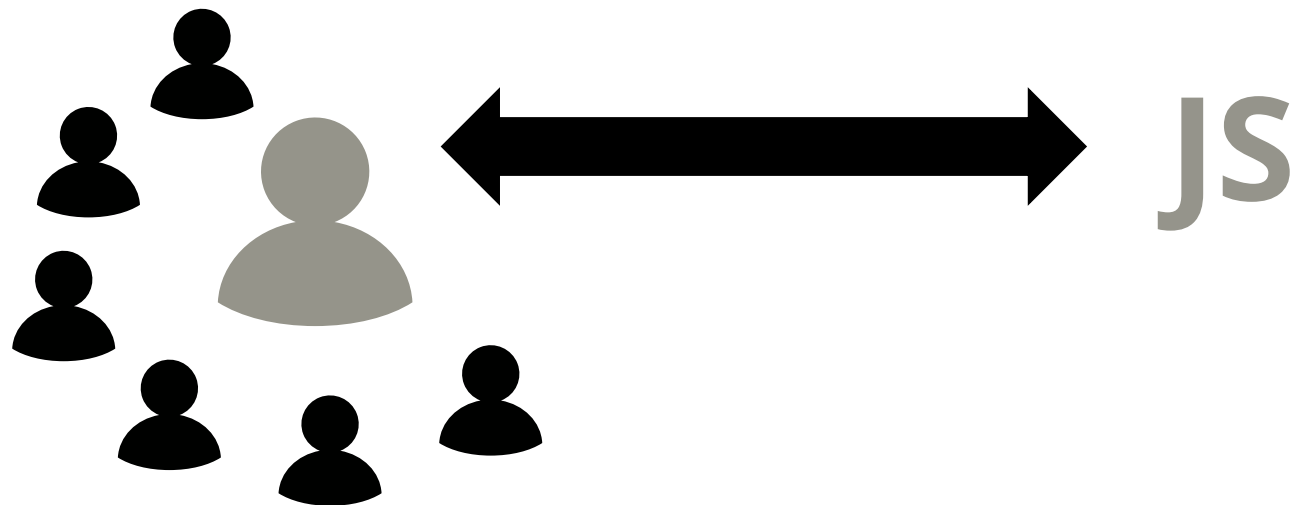
- Questions & **answers**

2

- Presentation for new **Partner States**

Lead Partner principle

- **Responsible** for management and coordination of activities
- Formal **link** between the project and the managing authority/joint secretariat



Eligibility period

Eligibility period is the same than for other partners

Costs are eligible :

- From the date of approval of the project
- To the project end date



Reminder

Only partners that have signed the **partnership agreement** can report costs!

New partnership agreement template on our website.



Reporting period to select in the portal

First financial report for EU candidate partners

Reporting period to select

- In 1st call projects :

Reporting period start	Semester 1 (begins on 01 March 2023)
Reporting period end	Semester 3 (ends on 31 August 2024)

- In 2nd call projects :

Reporting period start	Semester 1 (begins on 01 April 2024)
Reporting period end	Semester 1 (ends on 30 September 2024)

Public procurement rules

- Annex II of the financing agreement
- Public procurement summary table
- Available on the programme website
- Conflict of interest policy highly recommended

List of procurements in the portal

- Filled by partner for contracts above EUR 10,000 (not a procurement threshold)
- For contracts below EUR 10,000 :
 - no need to fill procurement section
 - certain type of tender procedure may still apply
 - compliance still to be checked by controller (if invoice part of the sample)

Reporting costs outside the Euro zone

- Expenditure converted automatically in the portal
- Monthly exchange rate of the European Commission applicable when financial report submitted to controller
- Payment in euros

Staff costs

Only one reporting method for staff → **fixed percentage**

Monthly gross employment cost × % as in task assignment letter

Financial report in Portal : **1 line = 1 month**

Staff costs

Supporting documents :

- ✓ task assignment letter or other document setting out the fixed percentage worked on the project
- ✓ employment document
- ✓ payslips
- ✓ proof of payment

NO timesheets



Travel and accommodation of staff

- Included in the cost category 'Travel and accommodation'
- Calculation method defined at application stage :
Flat rate or real costs
- Calculation method **cannot change**

Travel and accommodation of stakeholders

- Reported under 'External expertise and services'
- Proof of agreement between the partner and the stakeholders (invitation, email, collaboration agreement)

Expenditure control and on-the-spot checks

- Verification and certification of expenditure every reporting period (if costs reported)
- On-the-spot-checks recommended **only in case of pilots** with expenditure on **equipment** or **infrastructure and works**

Importance of reporting

- In principle, partners should report **costs every semester**
- If no costs reported in this reporting period for a partner:
 - No financial report
 - Policy report always needed for 'regular' partners

Financial reporting | **additional questions**

- **FAQ** section of the website

<https://www.interregeurope.eu/help-centre/apply-for-funding>

If you are a partner → ask your lead partner

If you are a lead partner → email to your finance and policy officers

Financial reporting | **links**

Videos

- Video on the flexibility rule: <https://youtu.be/4svAVsBBFak>
- Video on staff costs: <https://youtu.be/41yva7vUoNo>
- Tutorial playlist on finance reporting/verification of expenditure controller: https://www.youtube.com/watch?v=f5gA_hhxQUY&list=PLXXM7UvBjnhjc98zMRY8O_NKoljc8vUjy
- Tutorial on finance reporting for partners: <https://www.youtube.com/watch?v=inu0UINmU1w&list=PLXXM7UvBjnhg-nu0MaFm6IW9zcElepogm&index=6>

Financial reporting | **links**

Online resources

- Public procurement rules for new countries – relevant documents:
 - Annex II of the financing agreement <https://www.interregeurope.eu/sites/default/files/2024-07/Annex%20II%20of%20Financing%20Agreement.pdf>
 - Summary table <https://www.interregeurope.eu/sites/default/files/2024-09/Public%20Procurement%20summary%20table.pdf>
- Task assignment letter: <https://www.interregeurope.eu/help/project-implementation-2021-2027>
- Read our programme manual: https://www.interregeurope.eu/sites/default/files/2023-02/IR-E_programme_manual_annexes.pdf

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