

IMPORTANT NOTICE

**Information given in this presentation file is
neither complete nor legally binding!!!**

**Always consult with individual Grant Contract
and to PRAG for relevant regulations!**



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FINANCIAL REPORTING REQUIREMENTS

**Introductory Training for Award Winners
under EaP Territorial Cooperation Programme
Armenia - Georgia**



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OBLIGATION TO PROVIDE FINANCIAL AND NARRATIVE REPORTS

Reports shall:

- Cover the Action as a whole (EU contribution + Other Contributions)
- Shall be drafted using the templates provided in Annex VI;
- Be drafted in the currency and language of this Contract;

Additionally the final report shall:

- a) Cover any period not covered by the previous reports
- b) Include the proofs of the transfers of ownership as referred to in Article 7.5



OBLIGATION TO PROVIDE FINANCIAL AND NARRATIVE REPORTS

- The Special Conditions sets out additional reporting requirements.
- The Contracting Authority may request additional information at any time. The Coordinator shall provide this information within 10 days of the request, in the language of the Contract (i.e. English)
- Reports shall be submitted with the payment requests. If the Coordinator fails to provide any report or fails to provide any additional information requested by the Contracting Authority within the set deadline without an acceptable and written explanation of the reasons, the Contracting Authority may terminate this Contract according to Article 12.2 (a) and (f).



TYPE OF REPORTS AND DEADLINE FOR SUBMISSION

1. Interim Financial Reports (submitted on a quarterly basis)
 - ✓ Deadline for submission: 30 days after the reporting period (3 months) has elapsed
2. Final Financial Report (Submitted after implementation period is over)
 - ✓ Deadline for submission: 60 days after the implementation period of the action has elapsed.
3. If the last quarterly report did not cover the last month(s) of the calendar year, Coordinator shall provide the report for the outstanding month(s) covering the period up to the 31st of December.
 - ✓ Deadline for submission: 30 days after the reporting period has elapsed

 **N.B In case the deadlines for interim and final reports overlap each other only the final report shall be submitted.**



SUPPORTING DOCUMENTS FOR THE FINANCIAL REPORTS

- All supporting documents shall be submitted to the Contracting Authority in originals.
- Originals shall be returned to the Coordinator within four weeks after the approval of the reports by the Contracting Authority,
- the Coordinator is responsible for distributing the originals among Co-beneficiary(ies).
- If supporting documents are not in English, the translation shall be provided.



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PAYMENT ARRANGEMENTS

Payments shall be made in accordance with the Articles 7.1.4 and 7.2.7 of this Special Conditions

- Initial pre-financing payment: 20% of the Grant foreseen (excluding contingencies)
- Further forecast pre-financing payments(s): (excluding not authorized contingencies) amount needed for the next quarter of the implementation period
- Total pre-financing payments (initial pre-financing payments + farther pre-financing payments) may not exceed the 90% of the maximum amount financed by the CA (i.e. 90% of the EU contribution requested)
- Balance of the final amount of the grant - not exceeding the 10% of maximum amount financed



RATE OF SPENDING

- If at the end of the reporting period the part of the expenditure is less than 70 % of the previous payment (and 100 % of any previous payments), the further pre-financing payment shall be reduced by the amount corresponding to the difference between the 70 % of the previous pre-financing payment and the part of the expenditure actually incurred which is financed by the Contracting Authority;
- The Coordinator may submit a request for further pre-financing payment before the end of the reporting period, when the part of the expenditure actually incurred which is financed by the Contracting Authority is more than 70 % of the previous payment (and 100 % of any previous payments). In this case, the following reporting period starts anew from the end date of the period covered by this payment request.



PAYMENT DEADLINES

- The first instalment of pre-financing, shall be paid to the Beneficiary within 45 days after the day following that on which the second of the two parties signs these Special Conditions.
- The farther pre-financing payments, shall be paid to the Beneficiary within 45 days of the Contracting Authority approving interim reports.
- The balance payment, shall be paid to the Beneficiary within 60 days of the Contracting Authority approving the final reports.



PAYMENT REQUEST

- For the purposes of the initial pre-financing payment, the signed contract serves as payment request.

- Interim Financial (and narrative) reports submitted in support of further forecast pre-financing payment(s) shall be accompanied by:
 - ✓ Payment request
 - ✓ Forecast budget
 - ✓ Detailed breakdown of expenditure (Annex VI).

- The Final Financial (and narrative) report submitted in support of the balance payment shall be accompanied by:
 - ✓ Payment request
 - ✓ Detailed breakdown of expenditure (Annex VI) or an expenditure verification report (Annex VII) for grants of more than EUR 100,000.



FINANCIAL REPORT

Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)											
Interim financial report: period (dd/mm/yyyy-dd/mm/yyyy)	Budget as per contract/addendum				Reallocation	Expenditure incurred (in EUR)			Expenditure incurred (in local currency ^{o1})		
	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)		allowed reallocation (article 9.4 of the GC)	# Units	Unit value (in EUR)	Total Cost (in EUR)	# Units	Unit value (in Local Currency)
Expenditures		(a)	(b)	(c)=a*b		(a ₁)	(b ₁)	(c ₁)=a ₁ *b ₁	(a ₂)	(b ₂)	(c ₂)=a ₂ *b ₂
1. Human Resources											
1.1 Salaries (gross amounts, local staff)											
1.1.1 Technical	Per month										
1.1.2 Administrative/ support staff	Per month										
1.2 Salaries (gross amounts, expat/int. staff)	Per month										
1.3 Per diems for missions/travel											
1.3.1 Abroad (staff assigned to the Action)	Per diem										



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FINANCIAL REPORT – PAST EXPENSES

Expenditures	Jun/15	Jul/15	Aug/15	Sep/15	Oct/15	Nov/15	Dec/15	Jan/16	ITD
									0.00
1.1.1									0.00
1.1.2									0.00
1.2									0.00
1.3.1									0.00
1.3.2									0.00
1.3.3									0.00
2.1									0.00
									0.00



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FINANCIAL REPORT – LIST OF EXPENDITURE

List of expenditure

Interim financial report for (dd/mm/yyyy-dd/mm/yyyy)

¹ EU or Other (please specify)

² e.g. ledger, journal, accounting record reference number, etc

³ As defined in Annex III (budget of the action) to the special conditions

⁴ EUR if payment was placed in Euros, your local currency ISO code if payment was placed in local currency

⁵ Please refer to <http://ec.europa.eu/budget/inforeuro>

Average Exchange Rate for <Please insert period>	EUR/GEL	
	EUR/AMD	

Record number	Name of beneficiary	Source of funding ¹	Accounting reference ²	Date of payment (dd/mm/yyyy)	Payee	Budget line ³	Description of the expense	Currency ⁴ (ISO code)	Amount	EURO (€) exchange rate ⁵	TOTAL	Invoice number	Date of issue (dd/mm/yyyy)
											0.00		
											(in EUR)		
1													
2													
3													
4													
5													
6													
7													
8													



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FINANCIAL REPORT - EXCHANGE RATE

- The Contracting Authority shall make payments in Euros
- Any conversion into Euro of the real costs borne in other currencies shall be done at the rate made up by the average of the rates published in InforEuro
- Please check for the rates at:
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Period		Currency	Rate
01/07/2015	31/07/2015	EUR/GEL	2.517000
01/08/2015	31/08/2015	EUR/GEL	2.496700
01/09/2015	31/09/2015	EUR/GEL	2.770100



Average EUR/GEL 2.594600



FINANCIAL REPORT - EXCHANGE RATE

Final sources of funding

		Amount EUR
Applicant contribution		
Other contributions (other Donors etc)		
<i>Name</i>	<i>Conditions</i>	
Revenue from the Action		
To be inserted if applicable and allowed by the guidelines:		
In-kind contribution		

List of Pending payments (above 500 EUR)

Please list the following details: Name of the provider, Object of the contract (Final Audit, Works execution guarantee...), Amount in €, Due date, Reference document (Date and number of Invoice/ contract), Explanation and comments (why still not paid?)

Name of the provider	Object of the contract	Amount in EUR	Due date	Reference document	Explanation and comments

We herewith commit to refund to the European Union, according to art. 18 of the General Conditions, any amount for which proof of payment cannot be provided upon request after the due date, unless reasonable justification is provided.

Signed

FINANCIAL REPORT – FORECAST BUDGET

Contract No
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)

Forecast Budget & follow-up	<u>Previous period</u> (dd/mm/yyyy-dd/mm/yyyy)				Real Previous Period	<u>Following period</u> (dd/mm/yyyy-dd/mm/yyyy)			
	Forecast					Forecast			
	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)			Unit	# Units	Unit value (in EUR)
1. Human Resources									
1.1 Salaries (gross amounts, local staff)									
1.1.1 Technical	Per month					Per month			
1.1.2 Administrative/ support staff	Per month					Per month			
1.2 Salaries (gross amounts, expat/int. staff)	Per month					Per month			



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FINANCIAL REPORT – USE OF CONTINGENCY

Expenditures	Budget as per contract/last addendum signed				Use of contingencies/ addenda	Budget as per new addendum signed (Only to be completed when an amendment is necessary)			
	Unit	# Units (a)	Unit value (in EUR) (b)	Total Cost (in EUR) (a)*(b)		Unit	# Units (a)	Unit value (in EUR) (b)	Total Cost (in EUR) (a)*(b)
1. Human Resources									
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)									
1.1.1 Technical	Per month					Per month			
1.1.2 Administrative/support staff	Per month					Per month			



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**THANK YOU FOR YOUR
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QUESTIONS?**



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