

TAKING  
**COOPERATION**  
FORWARD



PROJECT IMPLEMENTATION TRAINING

Vienna | 20th of June 2017



**Introduction to progress report and budget  
modifications**



Interreg CENTRAL EUROPE | Joint Secretariat

Introduction to  
project reporting

National control  
systems, partner  
report and  
submission of  
progress report

Financial Report  
in eMS

List of  
Expenditure and  
Partner Co-  
Financing

How to modify  
the project  
budget?

Minor budget  
modification

Major budget  
modification



# NATIONAL CONTROL SYSTEMS

## Centralised systems

(CZ, HR, HU, PL, SK, SI)



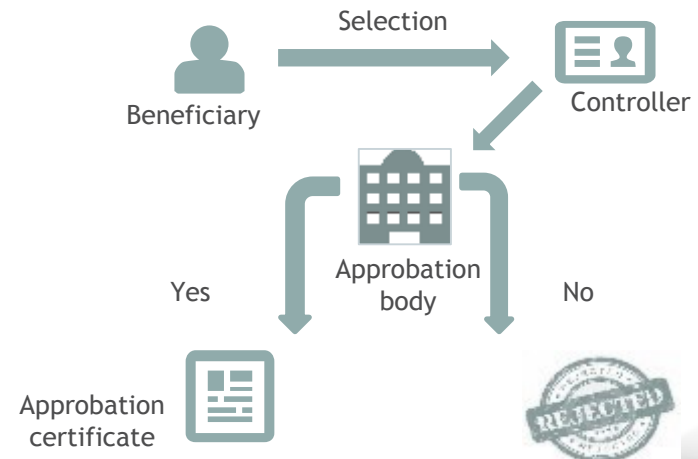
MS appoints one body to perform the verification of expenditure of PPs located on its territory

## Decentralised systems

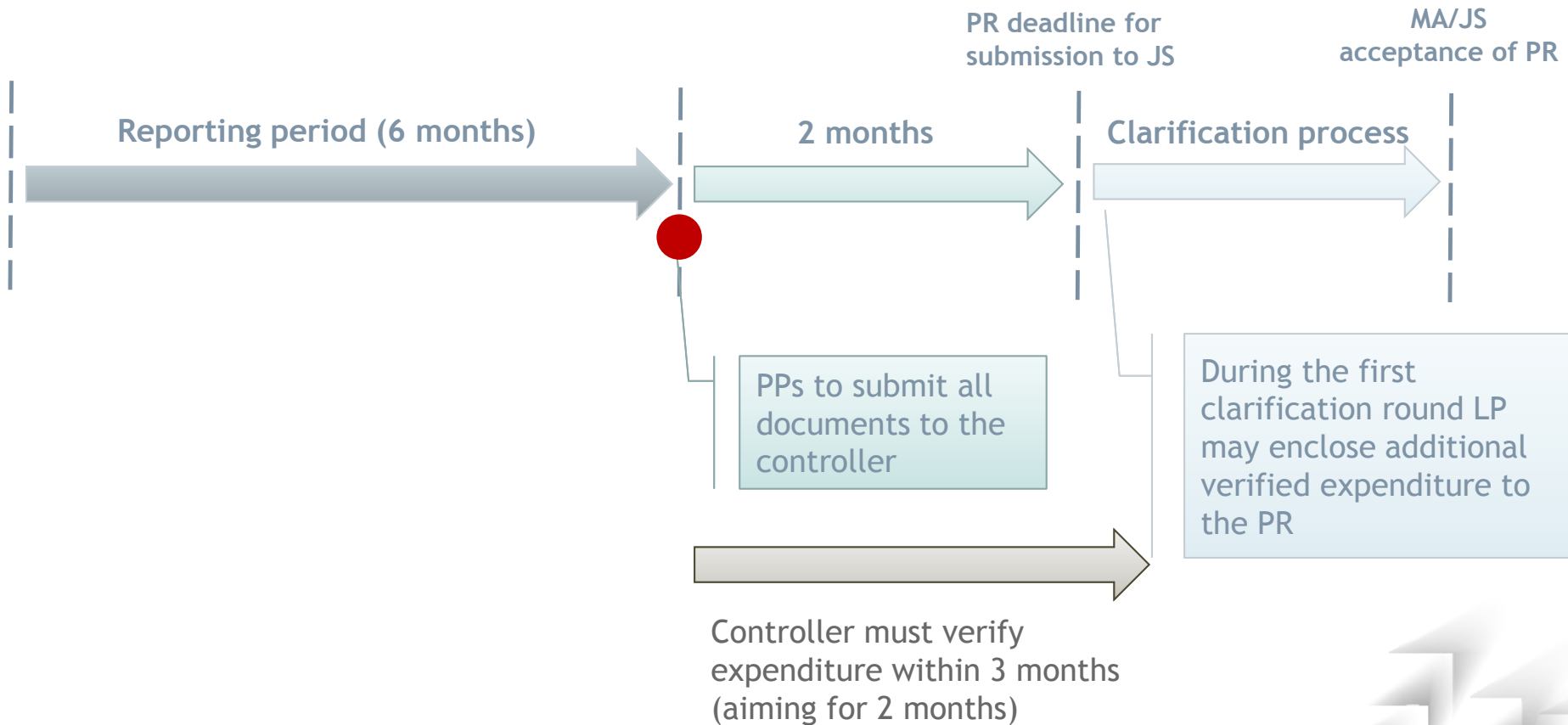
(AT, DE, IT)



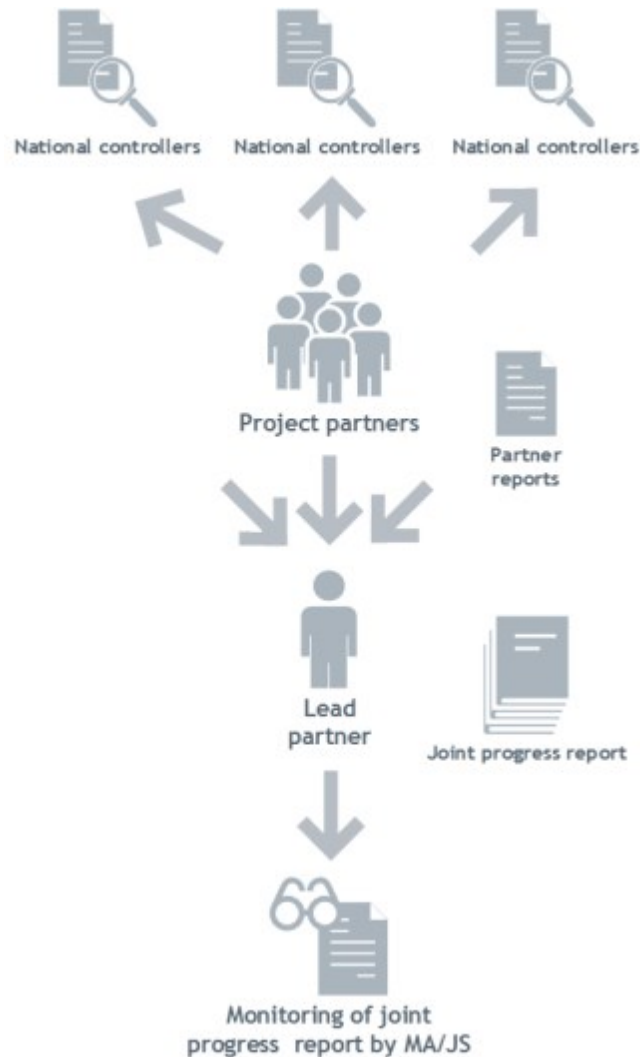
Beneficiary free to appoint its own controller  
(restrictions apply to AT PPs)



Partners are to submit their partner report to their national controllers immediately after the end of the reporting period



# SUBMISSION OF PROGRESS REPORT



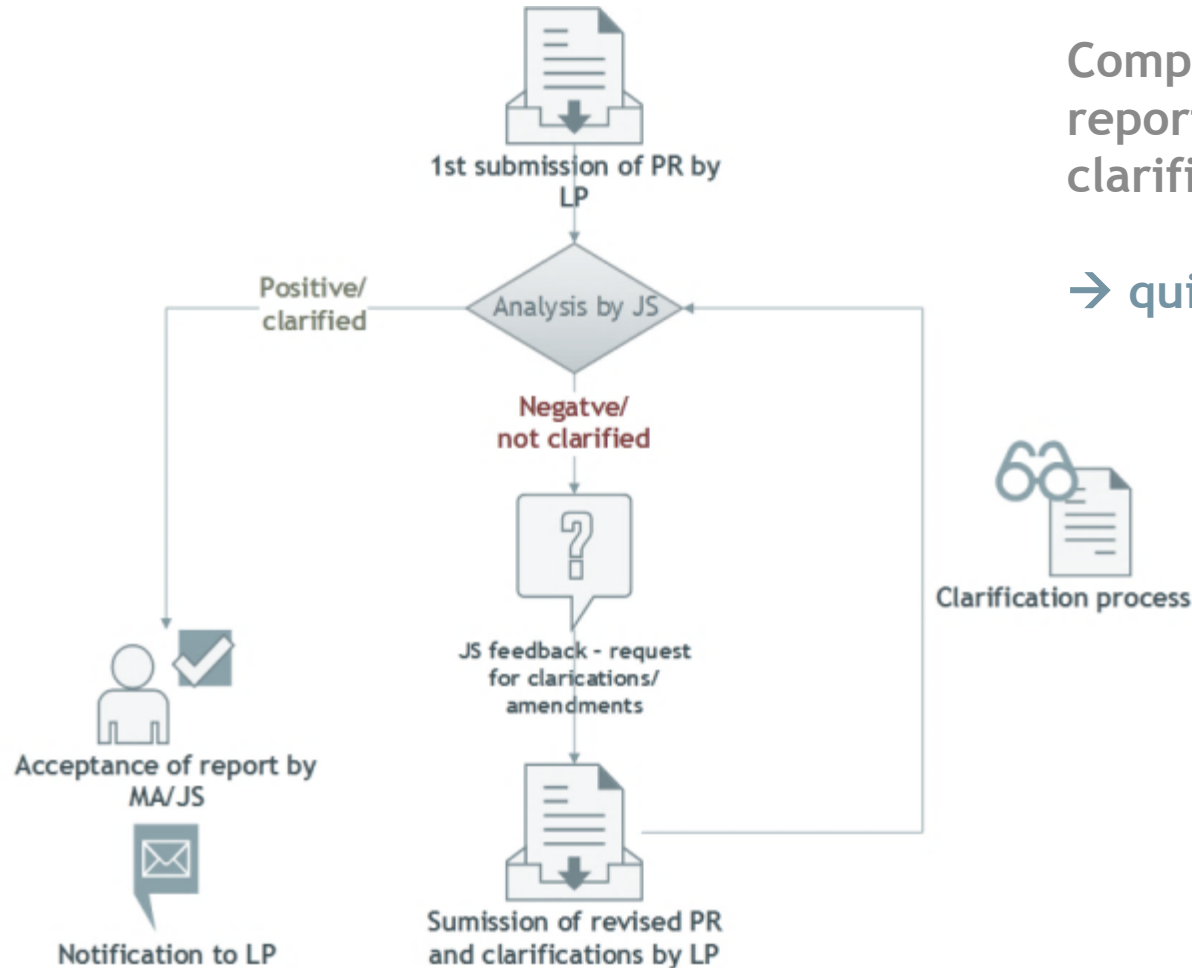
Partners submit partner reports to national controllers and LP

National controllers verify expenditure of partners

LP consolidates partner reports (all activities and certified expenditure) into a joint progress report and submits it to JS



# MONITORING AND CLARIFICATION PROCESS

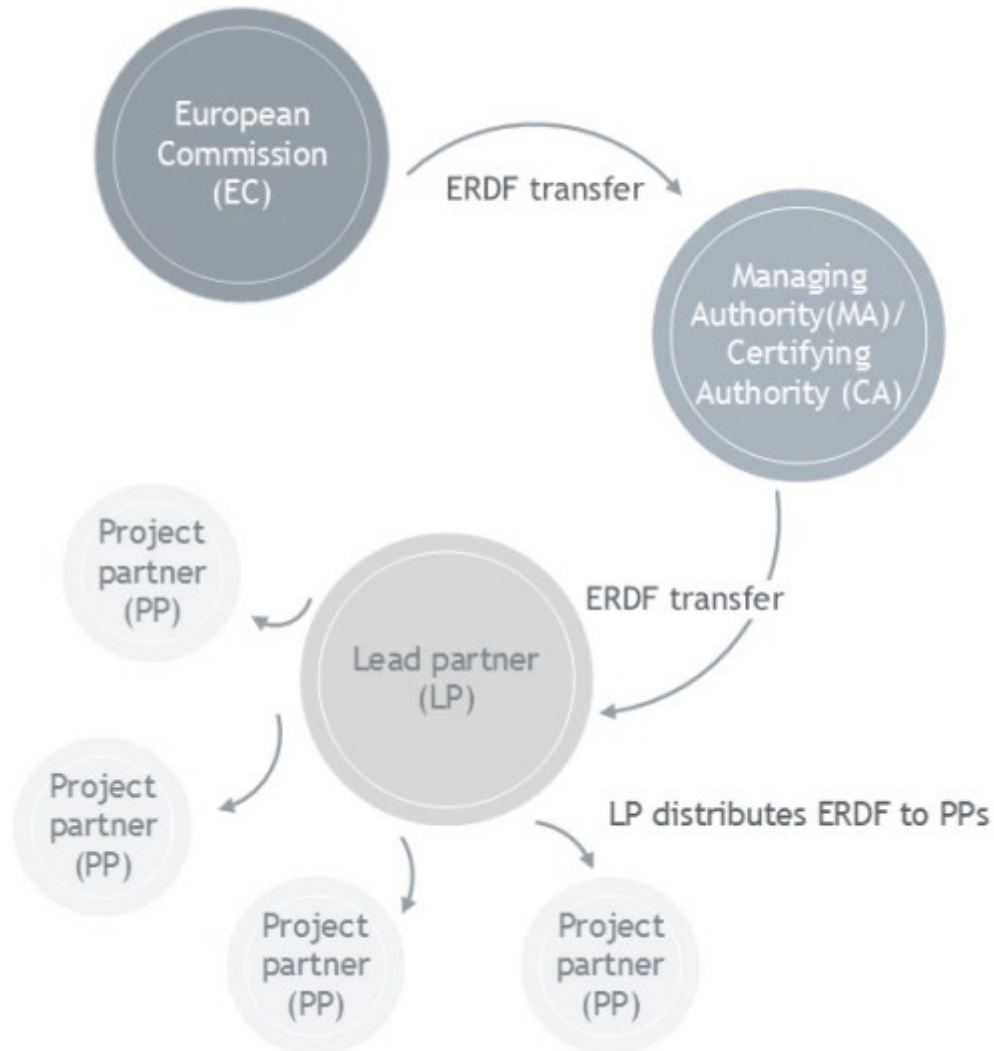


Comprehensive and clear reporting will require less clarification rounds

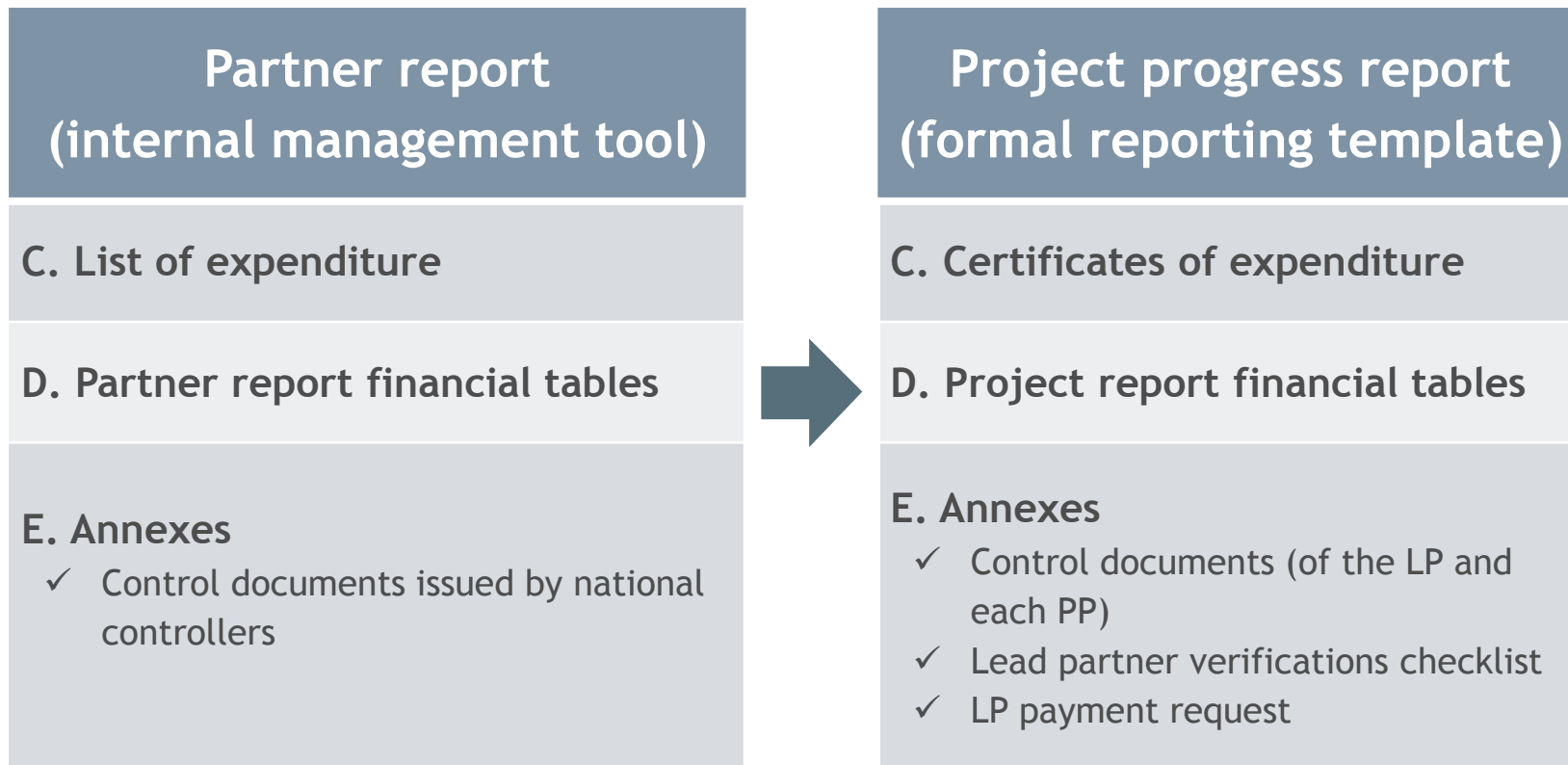
→ quick reimbursement of funds



# PAYMENT PROCESS




## Reporting in the eMS







## Where to find it in eMS:



► Application And Contract

► Management

 **Reporting**

 Logout


EN


**eMS**  
electronic  
monitoring  
system

Select Role

Pp

Report	Report Start	Report End	State
Period 0	01.12.2014 - 01.12.2015		
Period 1	01.06.2016 - 30.11.2016		
Period 2	01.12.2016 - 31.05.2017		
Period 3	01.06.2017 - 30.11.2017		
Period 4	01.12.2017 - 31.05.2018		
Period 5	01.06.2018 - 30.11.2018		
Period 6	01.12.2018 - 31.05.2019		

 Partner Living Tables

 **Create New Report**



**Financial part of the partner report** contains the “**list of expenditure**” i.e. a table to be filled in by the beneficiaries and listing all cost items to be submitted to the national controllers for verification.



## **Financial data**

shall include the list of expenditure providing a **description of main features at the level of each cost item** as well as information on the concerned amount.



# LIST OF EXPENDITURE

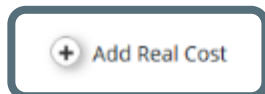
Where to find it in eMS:





## List Of Expenditure


Options	Seq No ↕	Budget Line ↕	Wp ↕	Int Ref No ↕	Inv No ↕
No Match Found					


Export   Save Columns   [Columns](#) ▼





 SAVE


 Partner Finance Report


 Check Saved Report

 Delete Report

 Application Form

 Supplementary Information

 Print Report

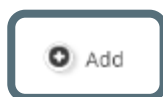
 Exit



# LIST OF EXPENDITURE

## Filling in cost items

P P	Budgetline	<input type="text"/>	Description1
	Workpackage	<input type="text"/>	<input type="text"/>
	Internal Reference Number	<input type="text"/>	255 Characters Remaining
	Invoice Number	<input type="text"/>	Description2
	Invoice Date	<input type="text"/>	255 Characters Remaining
	Date Of Payment	<input type="text"/>	Partner Comment
	Currency	EUR - EURO	<input type="text"/>
	Total Value Of Item In Original Currency	<input type="text"/>	255 Characters Remaining
	Vat	<input type="text"/>	
	Declared Amount In The Original Currency	<input type="text"/>	
	Expenditure Outside ( The Union Part Of) The Programme Area?	<input type="checkbox"/>	



# LIST OF EXPENDITURE



Link cost items:

Budget line



Work package



Provide description:

## FACT SHEET

Guidance on how to fill-  
in the list of expenditure  
per budget line



# PARTNER CO-FINANCING

A+B Partner report

C - List of expenditure

**D - Co-financing and forecast**

Annexes

## Partner report forecast

Estimated expenditure for next reporting period

€ 36.000,00

Description

Reporting period 2 forecast

## Partner co-financing reporting

**Partner co-financing target value in Euro**  
**€ 2.024,76**



Current report

€ 1.000,00

€ 1.024,76

€ 2.024,76

€ 0,00

€ 2.024,76

reported so far	% of total reported
€ 5.700,00	84,76 %
€ 1.024,76	15,23 %
€ 6.724,76	100,00 %
€ 0,00	0,00 %
€ 6.724,76	100,00 %

AF	% of total (according to AF)	Previously reported
Zweiter Partner public € 34.118,00	100,00 %	
XY public € 0,00	0,00 %	
Sub-total public co-financing € 34.118,00	100,00 %	
Sub-total private co-financing € 0,00	0,00 %	
<b>Total co-financing € 34.118,00</b>	<b>100,00 %</b>	

Export + Add co-financing

**Your partner contributions must match exactly the targeted value!**



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## Minor modifications

Do not have a significant impact on the project objectives and/or implementation. Minor modifications **do not require prior approval by the programme.**



## Major modifications

Going beyond the flexibility limits applicable to minor modifications. Supplementary documents to be provided according to the type of modification. Any major modification **must be previously approved by the relevant programme bodies.**





## Flexibility thresholds for increases of budget

Increase of budget in  
✓ any budget line  
✓ any work package

up to 20% or EUR 30.000  
(whichever is higher)



Increase of budget of  
✓ the LP or any PP

up to 10% or EUR 20.000  
(whichever is higher)





## Required actions

Report modification as  
deviation in the PR

Report verified expenditure  
within flexibility limit in the  
PR



## Restrictions

No increase in ERDF  
contribution

### Investments

No investment  
specification  
provided:  
cannot be  
increased  
above  
EUR 15.000

The nature,  
quantity and  
use of  
planned  
investments  
cannot be  
changed

State aid contractual  
conditions setting  
budget thresholds



## Attention

Exceeding the budget flexibility limits **without prior authorisation** of the relevant programme bodies will result in the **ineligibility of the amount exceeding the threshold**.



## Exceeding flexibility thresholds

the **eMS** will issue an **error notification** in the progress report and will impede its submission.



## Increase of budget above the flexibility rules

- ✓ must be previously approved by the relevant programme bodies
- ✓ can only be launched after the project mid-term review
- ✓ can be requested only once in the project lifetime



## Increases of budget above the flexibility thresholds

Increase of budget in

- ✓ any budget line
- ✓ any work package

above 20% or EUR 30.000  
(whichever is higher)



No supplementary  
documents

Increase of budget of

- ✓ the LP or any PP

above 10% or EUR 20.000  
(whichever is higher)



Updated partner  
declaration(s)

Acknowledgement of  
reduction(s)





## Required actions

Inform the JS in  
advance

Submit a  
„modification  
request form“

Revise the  
application form

Decision taken by the relevant programme bodies



## Restrictions

No increase in ERDF  
contribution

State aid contractual  
conditions setting  
budget thresholds





# TIME TO EXERCISE

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# EXERCISE 2 - BUDGET MODIFICATIONS

## What to do in this exercise?

The LP of an approved Interreg CE project intends to modify the budget in order to adapt it to the actual implementation situation. Planned modifications are presented in the table.

Please analyse the intended budget changes and calculate the amount of increase and percentage. Advise the LP on the applicable rules related to the budget modification and give the applicable thresholds. Indicate if the planned budget modifications are possible and if yes they are allowed without prior approval or the approval of the programme bodies is required.



**Be ready to present the outcome of this exercise to the other groups!**







## What are your SOLUTIONS???

