

TAKING
COOPERATION
FORWARD



PROJECT IMPLEMENTATION TRAINING

Vienna | 22 of September 2016



Progress report and budget modifications



Interreg CENTRAL EUROPE | Joint Secretariat

AGENDA

How to report
project progress?

Financial Report

List of
Expenditure

Partner
Co-Financing

How to modify
the project
budget?

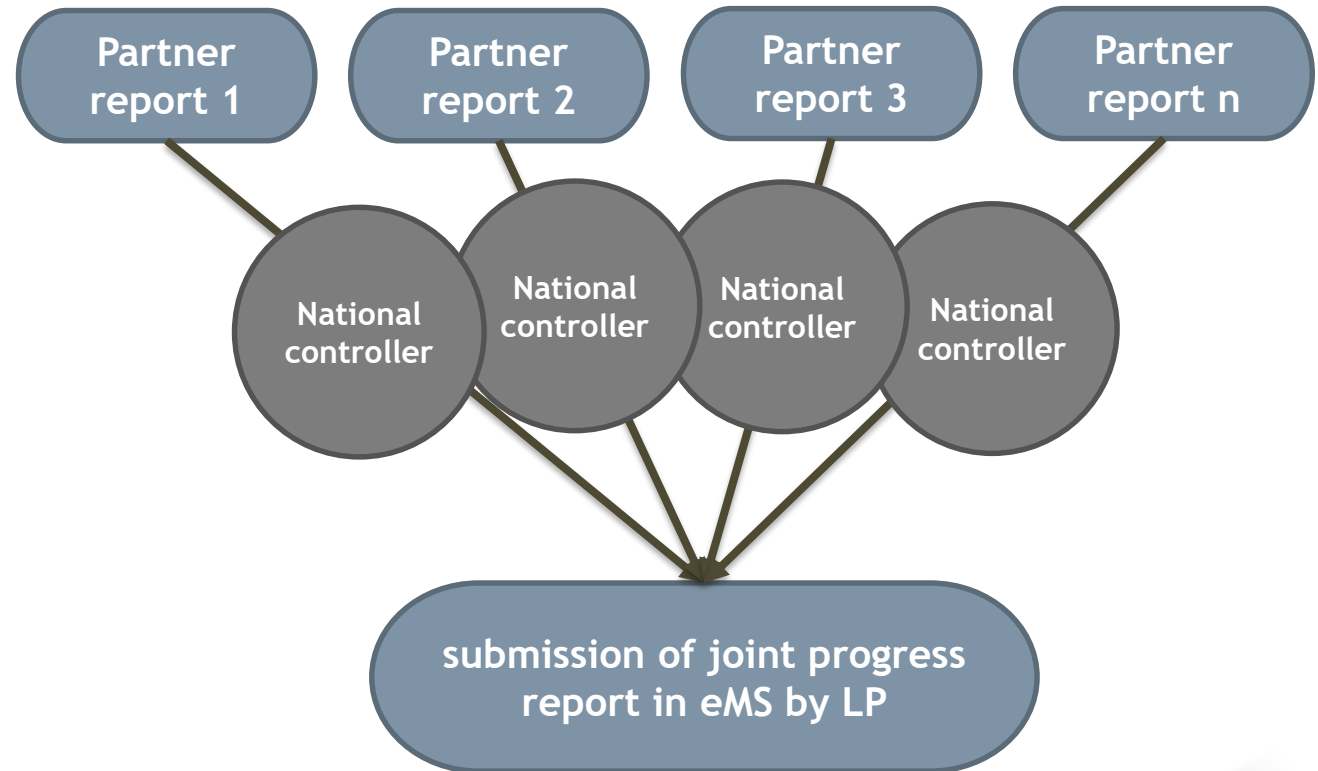
Minor budget
modification

Major budget
modification



Reporting process

Submission of partner reports by PPs to national controllers and to LP



Joint Progress Report

shall provide a comprehensive overview on the performed activities, the deliverables/outputs realised as well as **the spending progress by the whole partnership** in the reporting period.

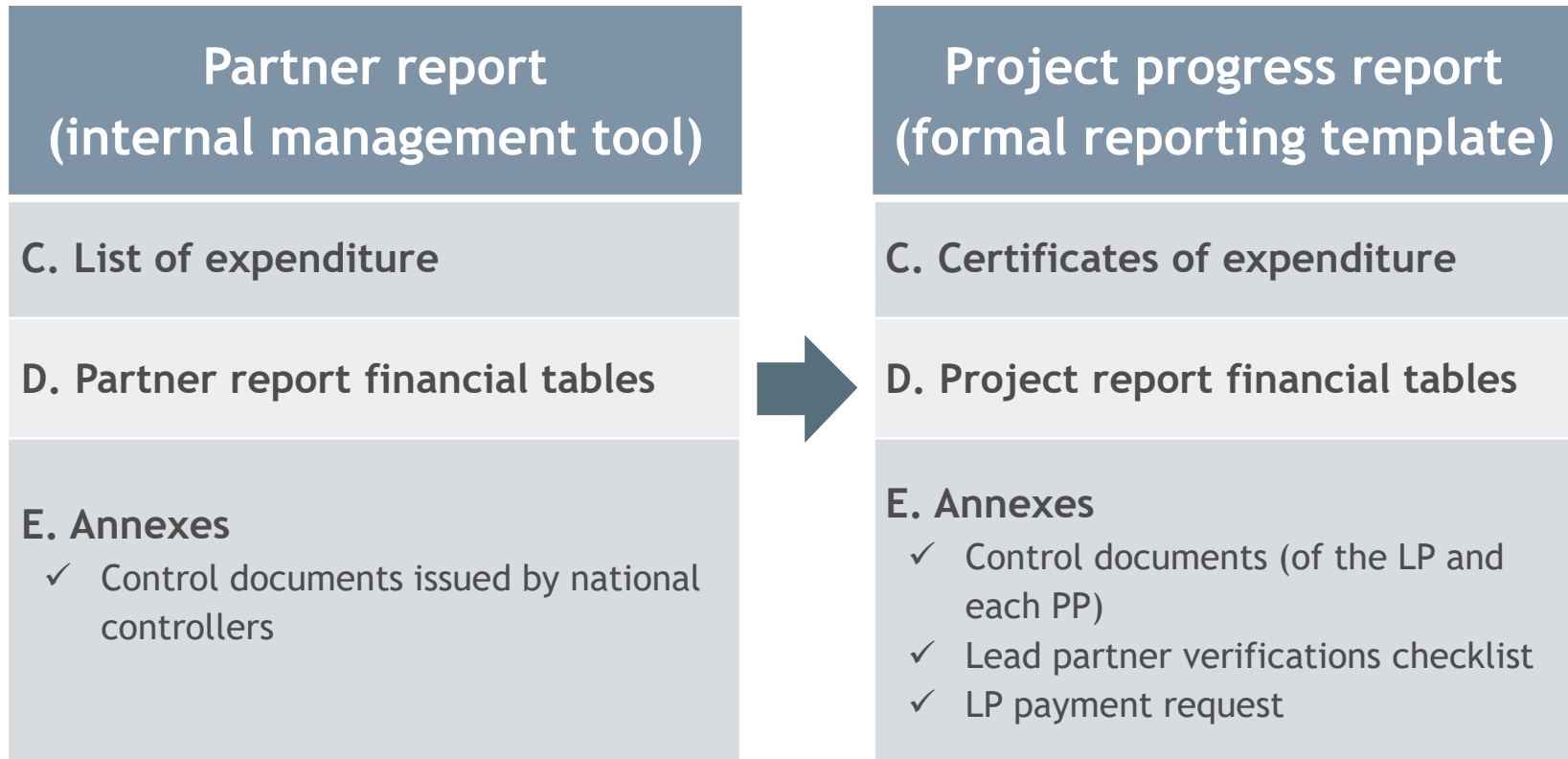


Financial Report

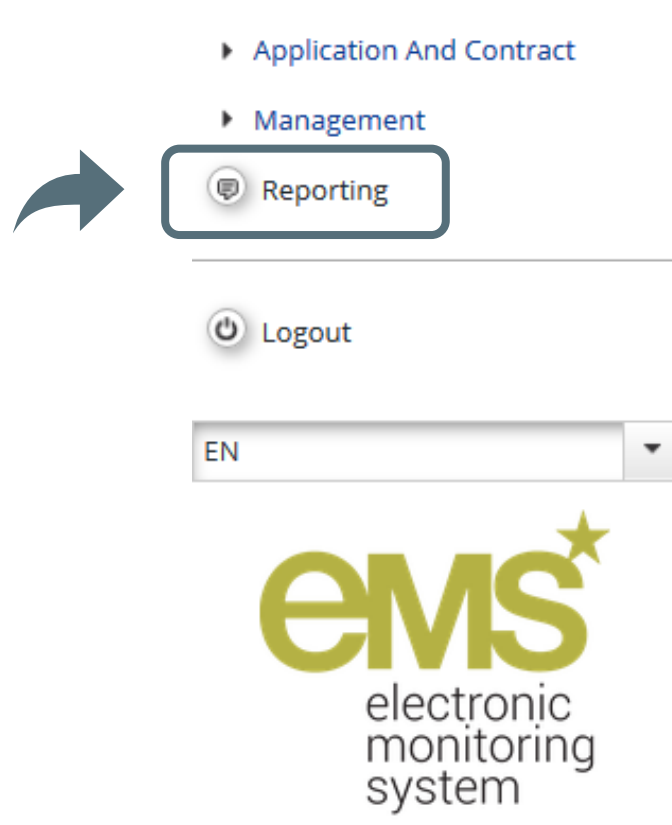
shall contain information on **expenditure paid by the LP and all PPs** in the reporting period which has been **verified by the national controllers**.



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.



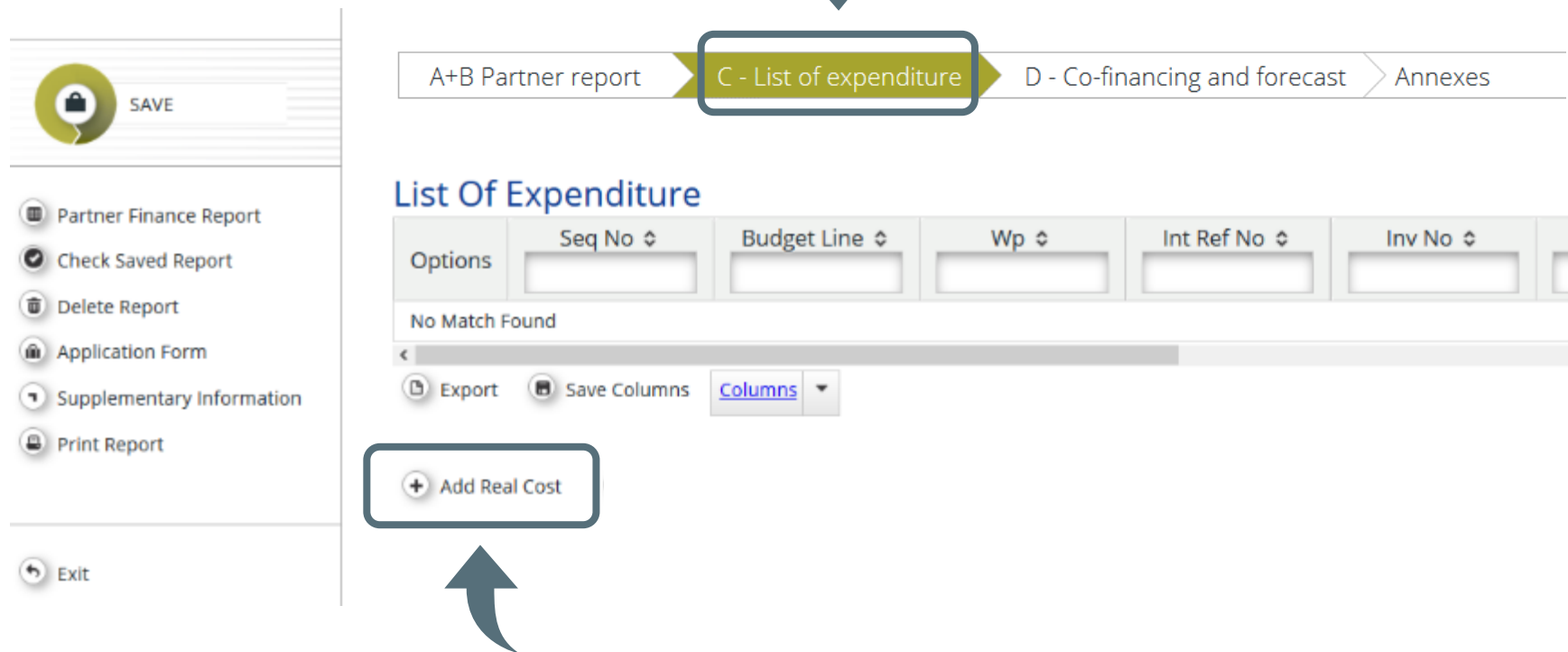
Financial data

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:



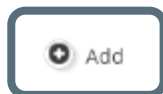
The screenshot displays the eMS interface. On the left is a sidebar with a 'SAVE' button and a list of menu items: Partner Finance Report, Check Saved Report, Delete Report, Application Form, Supplementary Information, Print Report, and Exit. The top navigation bar contains four buttons: 'A+B Partner report', 'C - List of expenditure' (highlighted with a blue border and a blue arrow pointing to it from the title), 'D - Co-financing and forecast', and 'Annexes'. The main content area is titled 'List Of Expenditure' and features a table with columns: Options, Seq No, Budget Line, Wp, Int Ref No, and Inv No. Below the table, it states 'No Match Found'. At the bottom of the main content area, there are buttons for 'Export', 'Save Columns', and a 'Columns' dropdown menu. A blue arrow points from the 'Add Real Cost' button (located below the 'Export' and 'Save Columns' buttons) back to the title 'Where to find it in eMS:'.



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 item

Budget line



Work package



Provide description

Deliverable
/ Activity

Service
provider

Service/supply
/works

Type of
costs

Contracted
amount

...

Place/date
of mission

Factsheets
to be
provided



PARTNER CO-FINANCING

TEST PROJECT REPORT

CE744

Show More

Partner Report 1 ABC Period 1 Contribution and Forecast

A+B Partner report

C - List of expenditure

D - Co-financing and forecast

E - Annexes

Report Forecast

Estimated Expenditure

€ 32.000,00

Description

reporting period 2 forecast

Follow-up Of Partner Contribution

Target Partner Contribution Value

€ 6.730,00

Name Of Contribution	Legal Status	Total Amount Indicated In The Application Form	% Of Total(According To A F)	Previously Reported	Reported So Far	Percentage Of Total Reported
Ministerio ABC	public	€ 0,00	0,00 %	€ 0,00	€ 0,00	0,00 %
Rotation fund	automatic public	€ 39.279,05	100,00 %	€ 32.000,00	€ 7.050,00	100,00 %
Sub Total Public Contribution		€ 39.279,05	100,00 %	€ 32.000,00	€ 7.050,00	100,00 %
Sub Total Private Contribution		€ 0,00	0,00 %	€ 0,00	€ 0,00	0,00 %
Total Contribution		€ 39.279,05	100,00 %	€ 32.000,00	€ 7.050,00	100,00 %

Current Report

€ 0,00

€ 6.730,00

€ 6.730,00

€ 0,00

€ 6.730,00

Your partner contributions must match exactly the targeted value!



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How to report
project process?

Financial Report

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the project
budget?

Minor budget
modification

Major budget
modification



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. 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