



TAKING
COOPERATION
FORWARD



PROJECT IMPLEMENTATION TRAINING

Vienna | 19 June 2019



Introduction to progress report and budget modifications



Interreg CENTRAL EUROPE | Joint Secretariat

AGENDA

Introduction to
project
reporting

Reporting
process

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)



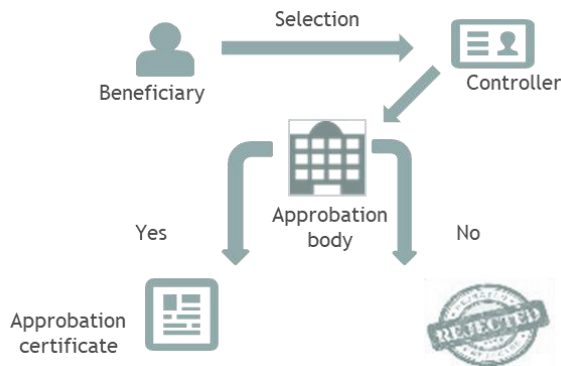
MS appoints one body to perform the verification of expenditure of PPs located on its territory

Decentralised systems

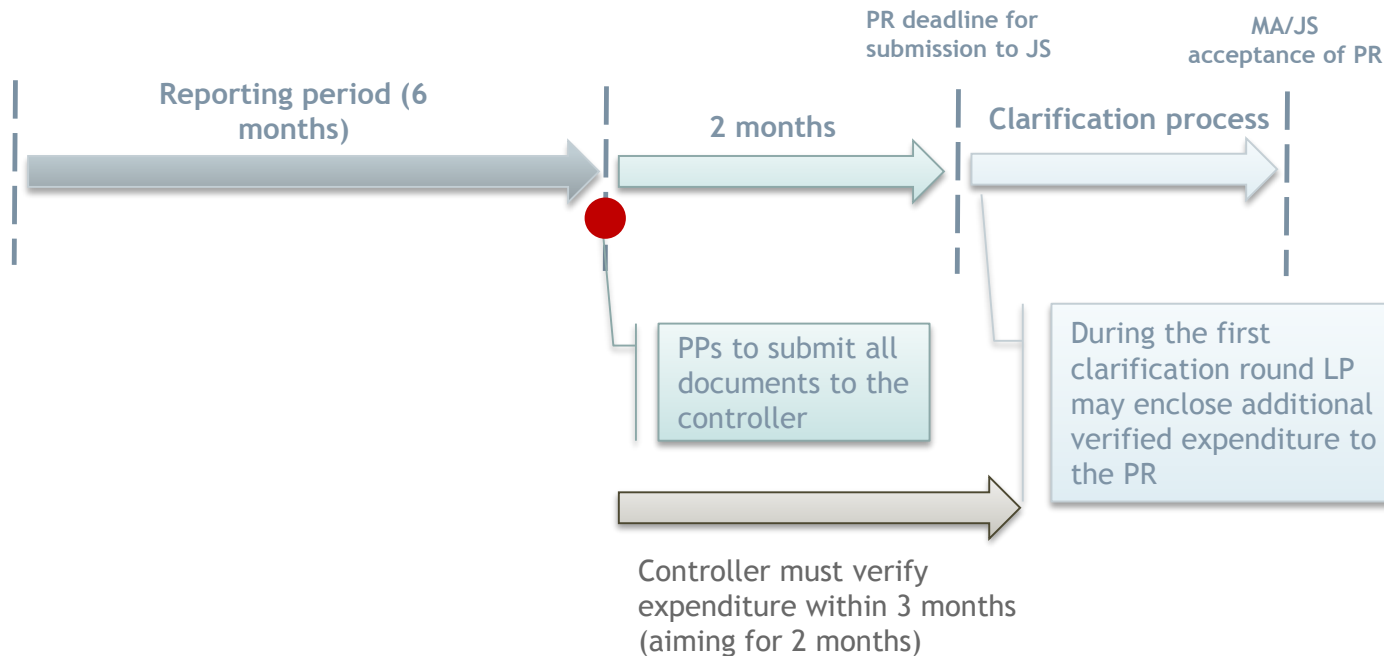
(AT, DE, IT)



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

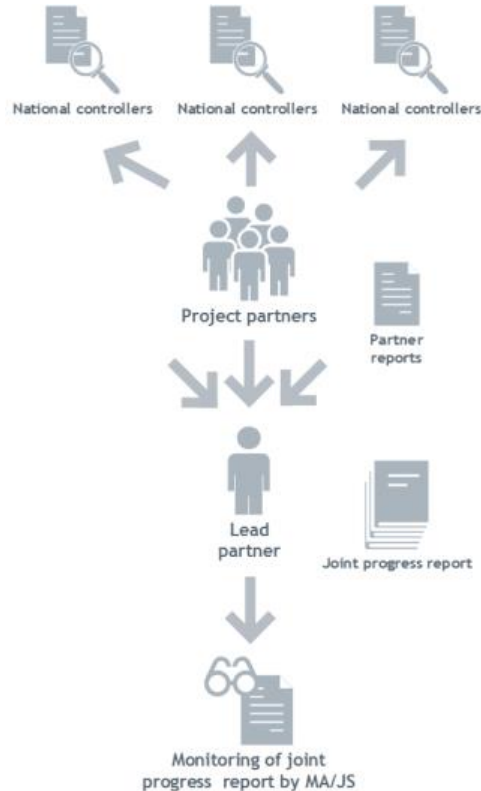


PARTNER REPORT



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

SUBMISSION OF PROGRESS REPORT

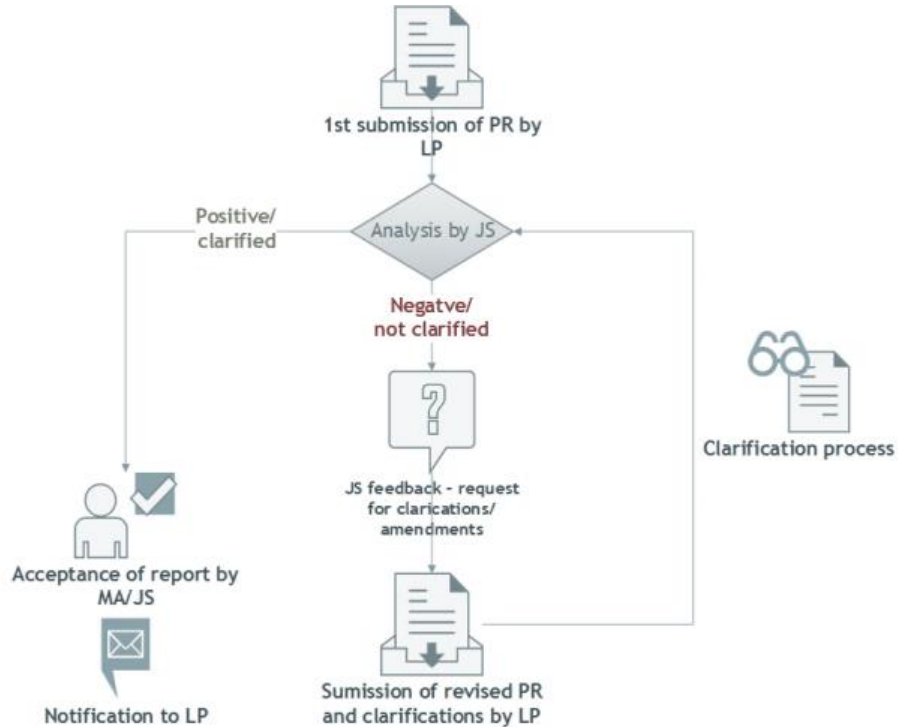


Partners submit partner reports to national controllers and LP

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

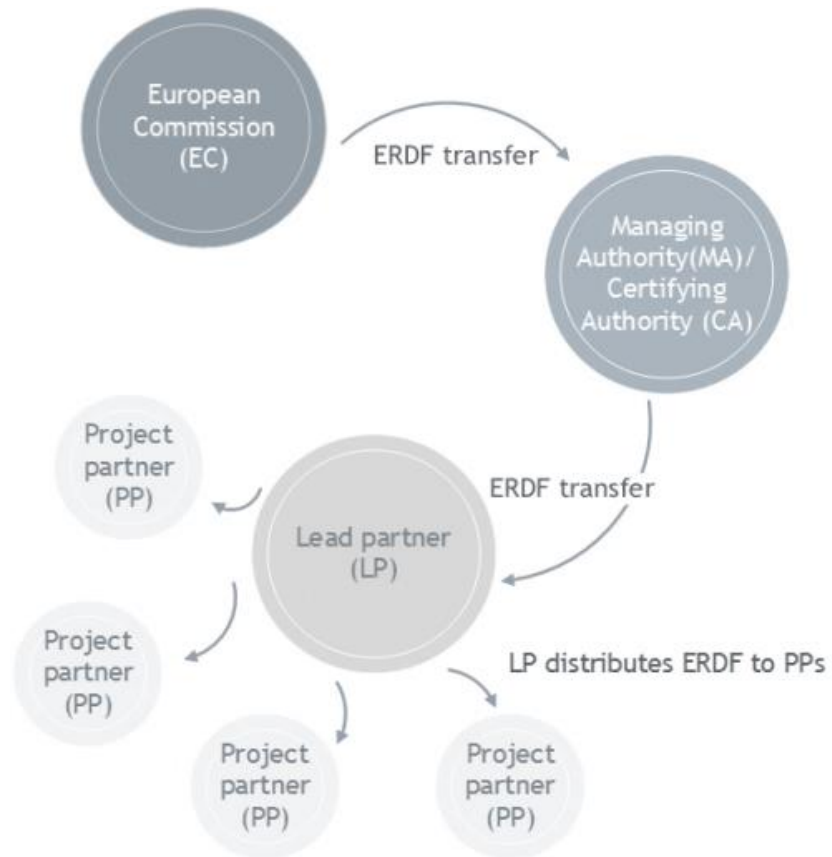
MONITORING AND CLARIFICATION PROCESS



Comprehensive and clear reporting will require less clarification rounds

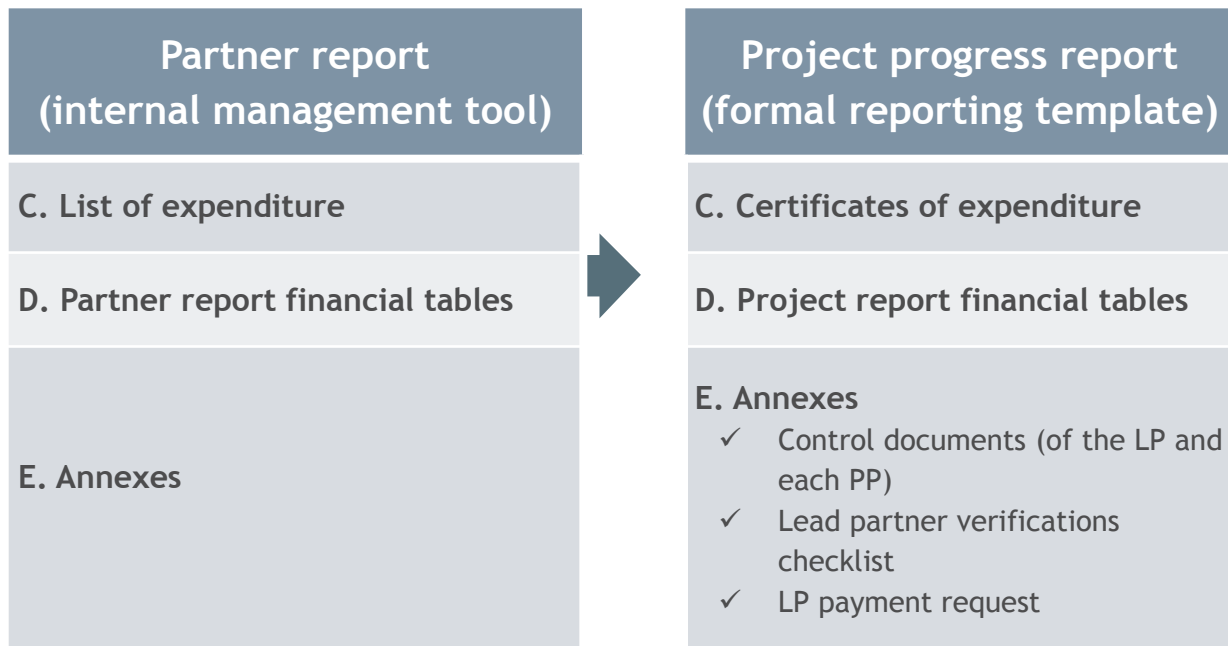
→ quick reimbursement of funds

PAYMENT PROCESS



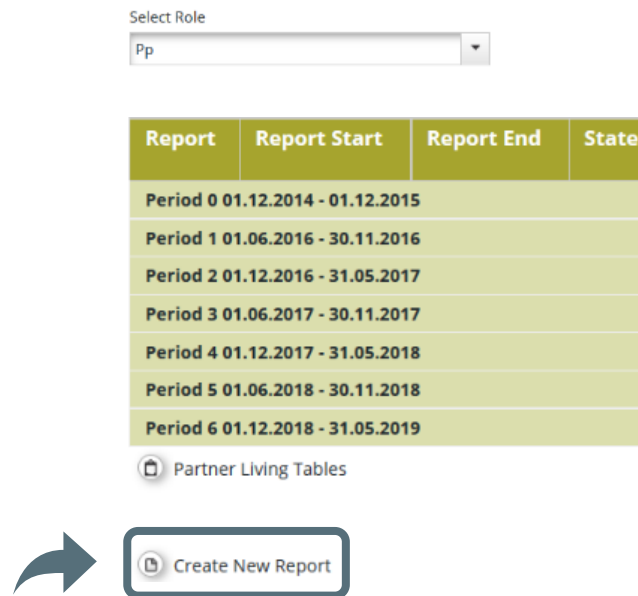
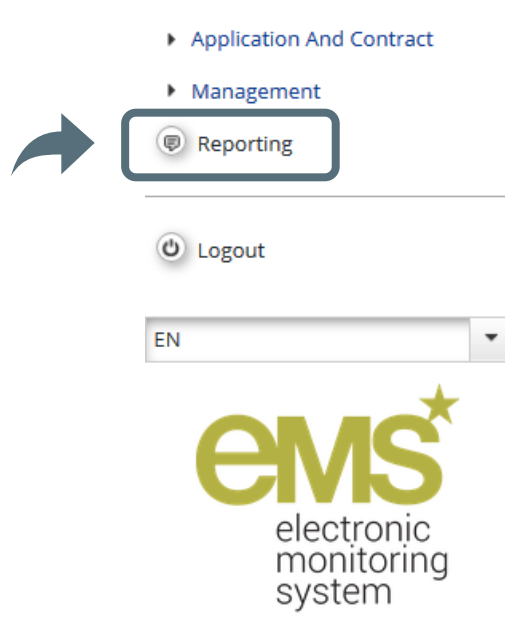
FINANCIAL REPORT

Reporting in the eMS



FINANCIAL REPORT

Where to find it in eMS:



LIST OF EXPENDITURE

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.



JS provides guidance on how to fill-in the list of expenditure through a specific factsheet → can be downloaded from the programme website <https://www.interreg-central.eu/Content.Node/documents/documents.html> (Project finances toolbox)

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 actions: Partner Finance Report, Check Saved Report, Delete Report, Application Form, Supplementary Information, Print Report, and Exit. The main area shows a breadcrumb trail: 'A+B Partner report' > 'C - List of expenditure' > 'D - Co-financing and forecast' > 'Annexes'. The 'C - List of expenditure' tab is highlighted. Below the breadcrumb is the title 'List Of Expenditure' and a table with columns: Options, Seq No, Budget Line, Wp, Int Ref No, and Inv No. The table is empty, showing 'No Match Found'. Below the table are buttons for 'Export', 'Save Columns', and a 'Columns' dropdown. At the bottom left of the main area is a button labeled '+ Add Real Cost'.

SAVE

Partner Finance Report

Check Saved Report

Delete Report

Application Form

Supplementary Information

Print Report

Exit

A+B Partner report > C - List of expenditure > D - Co-financing and forecast > Annexes

List Of Expenditure

| Options | Seq No | Budget Line | Wp | Int Ref No | Inv No |
|----------------|--------|-------------|----|------------|--------|
| No Match Found | | | | | |

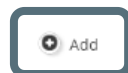
Export Save Columns Columns

+ Add Real Cost

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

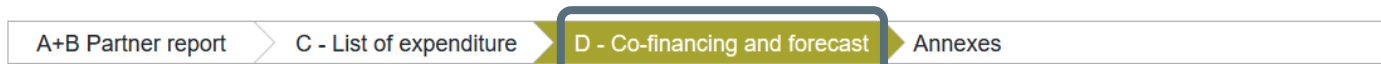


Provide
description:

FACT SHEET

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

PARTNER CO-FINANCING



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 |
|--------------------------------|--------|-------------|----------|--|-----------------|---------------------|
| Zweiter Partner | public | € 34.118,00 | 100,00 % | | € 5.700,00 | 84,76 % |
| XY | public | € 0,00 | 0,00 % | | € 1.024,76 | 15,23 % |
| Sub-total public co-financing | | € 34.118,00 | 100,00 % | | € 6.724,76 | 100,00 % |
| Sub-total private co-financing | | € 0,00 | 0,00 % | | € 0,00 | 0,00 % |
| Total co-financing | | € 34.118,00 | 100,00 % | | € 6.724,76 | 100,00 % |

Export + Add co-financing

Your partner contributions must match exactly the targeted value!

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National control
systems, partner
reports and
submission of
progress report

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modification

Major budget
modification

HOW TO MODIFY THE PROJECT BUDGET

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.**



MINOR BUDGET MODIFICATION

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)



MINOR BUDGET MODIFICATION



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

MINOR BUDGET MODIFICATION

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**.



If flexibility thresholds are exceeded the eMS will NOT issue an error notification in the progress report. It is the responsibility of the LP to monitor it.

MAJOR BUDGET MODIFICATION

Increase of budget above the flexibility rules

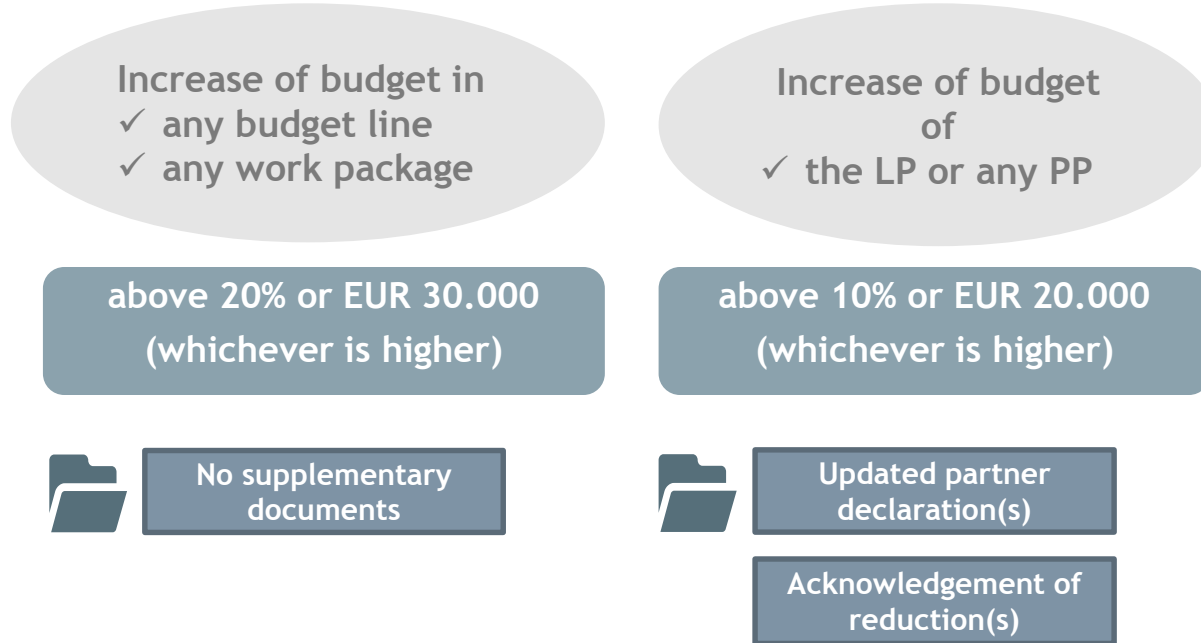
- ✓ must be previously approved by the relevant programme bodies

- ✓ can only be launched after the project mid-term review

- ✓ can be requested only once in the project lifetime

MAJOR BUDGET MODIFICATION

Increases of budget above the flexibility thresholds



MAJOR BUDGET MODIFICATION



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

CONTACTS

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Joint Secretariat
Interreg CENTRAL EUROPE Programme



www.interreg-central.eu



info@interreg-central.eu



+43 1 8908088-2403



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