SVAROG. Finance

Financial manager: Andreja Zrilić

GRANT NUMBER

ECHO/SUB/2016/742246

August 15,2017

February 15, 2017 ● END

Progress report n.1

From month 1 to month 6

Final report

From month 1 to the end of the implementation period.

IMPORTANT DOCUMENTS

MUST READ!!!

GRANT AGREEMENT

INTERNAL CO-OPERATION AGREEMENT

CALL FOR PROPOSAL 2016

FAQ

PAY SPECIAL ATTENTION TO:

GRANT

SPECIAL CONDITIONS (p. 6-13)
FINANCIAL PROVISIONS (p.38-55)
ANEX 3 & 6
F FORMS

GRANT AGREEMENT

CALL

p.48-55

CALL FOR PROPOSAL

FAQ

q. 8, 11,12, 17, 22

FAQ

LINK FOR ALL THE DOCUMENTS

http://ec.europa.eu/echo/funding-evaluations/financing-civil-protection/prevention-and-preparedness-projects-cp-marine-pollution

TIME SHEETS

ONLY PRODUCTIVE HOURS

REPORT REALITY!!!

Actual time spent on the project (productive time) **minus** sick leave, annual holidays, vocations, others

PERSONNEL

AS REFERENCE → PAGE 78 (GRANT)

FORM 05 (PAGE 56)

EXPLANATION: Follow the table column and instructions given bellow the table (and in GRANT + Call for proposal)

REPORT REALITY!

ANNUAL GROSS SALARY

INDIVIDUAL FOR EACH PERSON

"Personnel costs" sheet: for the calculation of the "annual gross salary", the "annual number of working time units" and the "time unit rates", you can use the following table:

A	Annual salary before tax for the relevant calendar year, including the 13th (or more) monthly salary.	
B	+ social charges	
C	+ pension contribution	
D	+ holiday allowance	
E	+ Other	
F = sum of A to E	= **annual gross salary**	
G	Annual time units (*)	
H	Holidays	
I	Week-ends	
J	Bank (public) holidays	
K = G-(H+I+J)	**Annual number of working time units**	
L=F/K	**Time unit rate(s)**	

(*) For illustration purposes, the annual number of working hours could be calculated in the following way: *from the total number of 52 weeks in a calendar year, deduct 5 weeks of holiday and 2 weeks of bank holidays, which results in 45 working weeks. 5 working days per week gives 225 working days, and 7.5 hours per working day, gives 1.687,5 working hours.*

ELIGIBLE COSTS

Actual costs, and NOT budget costs and NOT estimates!!!

SAVE AS EVIDENCE:

INVOICES + ACCOUNTING RECORDS
TRAVEL ORDERS
SALARY LISTS
TIME SHEETS
CONTRACTS
PROOF OF PAYMENT …

ELIGIBLE INDIRECT COSTS

They represent the beneficiary's general administrative costs (for example: office equipment, stationary, costs related to building: heating and such, etc) **UNLESS** it can be proved that the cost item is **directly and exclusively** linked to the project

- A flat rate amount of **7% of the total eligible direct costs** of the project is/is not eligible under indirect costs – it depends on the article II.19.4. section h

- Consumables are eligible only if purchased after the start date of the project

EQUIPMENT

ELIGIBLE → DEPRECIATION AMOUNT UNDER THE PROJECT PERIOD
Only the portion of **equipment's depreciation costs corresponding to the duration of the project** and the rate of actual use for the purposes of the action may be taken into account

Apply your normal depreciation rate and policy

OTHER DIRECT COSTS

•Must be necessary for the projects

•Give a clear description of the cost (example: what type of consumables, etc)

•If the accounting practice of the beneficiary considers consumables as indirect cost, they cannot be charged as direct cost under the project

VALUE ADDED TAX
page 12 of Grant

VAT for: Croatia / France – is in progress

Others: Pay attention to eligible and ineligible costs, specially to deductible VAT (page 40 of GRANT)

TRAVEL

AGREEMENT NUMBER:

ECHO/SUB/2016/742246

Should be written on every travel order!

Travel costs will be charged in accordance with the internal rules of the beneficiary.
Do not charge travel for people not working on the project!
Don't include your family members or guests in travel orders!!!
Save proof of payments!

CURRENCY

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

FOR THE CORRESPONDING REPORTING PERIOD

THANK YOU FOR YOUR ATTENTION!

Andreja Zrilić, dipl.oec.