



TRIATLAS Kick-off meeting

Bergen, 27th – 29st August 2019

FINANCIAL MANAGEMENT Robert Clarke

Financial manager, University of
Bergen
(coordinator)

TRIATLAS 



Co-funded by the Horizon 2020 programme
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TRIATLAS – Financial management

- Eligible costs
- Documentation
- Max. grant amount and budget flexibility
- Periodic reports and payments
- Third parties
- EC/EU audits





TRIATLAS – Financial management

- Budget and payment in the contract depends on the deliverables and results
- Financial rules in H2020 are extensive – get administrative/financial help if possible. Financial manager will be available to answer questions and assist in financial/administrative matters





The contract with the European Commission

GRANT AGREEMENT

ANNEX:

- 1 – Description of the action
- 2 – Estimated budget of the action
- 3 – Accession forms
- 4 – Model for financial statement (Form C)
- 5 – Model for certificate on the financial statement
- 6 – Model for certificate on the methodology

Basis for the Consortium Agreement





Eligible costs

- Actually incurred by the beneficiary and **within the project period** (except costs relating to the last reporting period)
- Incurred in **connection with the action** as described in Annex 1 and **necessary for its implementation**
- **Indicated** in the **estimated budget** in Annex 2
- Identifiable and **verifiable** (documented!)
- Sound financial management - **economy and efficiency**
- Recorded in the beneficiary's accounts in accordance with national accounting standards, comply with applicable national law on taxes, labour and social security





Eligible costs

- Eligible costs will be checked
 - In the periodic reports (Form C/Use of Resources)
 - Certificate on the financial statement (when required)
 - EC/EU audits
- Each beneficiary is responsible for ensuring that only eligible costs are reported to the EC (coordinator responsible for monitoring the project)





Ineligible costs

- Costs related to return on capital
- Debt and debt service charges
- Provisions for future losses or debts
- Interest owed
- Doubtful debts
- Currency exchange losses
- Bank charges charged by the beneficiary's bank for transfers from the commission/agency
- Excessive or reckless expenditure
- Deductable VAT – Non-recoverable VAT is eligible
- Costs incurred during suspension of the action





Documentation

- Scientists will normally only have to be concerned with
 - Timesheets/time recording
 - Proper documentation of travel costs (proof of attendance, necessity for travel)

Remaining documentation usually found on a central level (employment contracts, invoices, financial records etc)

- **Check documentation requirements with own organisation!**





Documentation

- In addition
 - All purchases- Best value for money

Annotated model grant agreement:

”The best value for money principle does not require **competitive selection procedures** in all cases. (However, where a beneficiary did not request several offers, it must demonstrate how best value for money was nevertheless ensured.)”

“moreover comply with the applicable national procurement rules”





TIME RECORDING FOR A HORIZON 2020 ACTION	Month:		Year:	
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Title of the action (acronym):		Grant Agreement No:
Beneficiary's / linked third party's name:		
Name of the person working on the action:		Type of personnel <small>(see Art. 6.2.A Grant Agreement)</small>

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total						
Reference <small>e.g. work package</small>																																						
Total Hours																																						

Short description of the activities carried out in the month:

<p>Signed (name of the person working for the action):</p> <p>Date:</p> <p>Signature:</p>	<p>Signed (name of the supervisor):</p> <p>Date:</p> <p>Signature:</p>
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Personnel procedures

Timesheets – procedures to be checked by auditor

1. All persons recorded their time dedicated to the action on a **daily/ weekly/ monthly** basis using a **paper/computer-based** system. (*delete the answers that are not applicable*)
2. Their time-records were authorised at least monthly by the project manager or other superior.
3. Hours declared were worked within the project period and were consistent with the presences/absences recorded in HR-records.
4. There were no discrepancies between the number of hours charged to the action and the number of hours recorded.





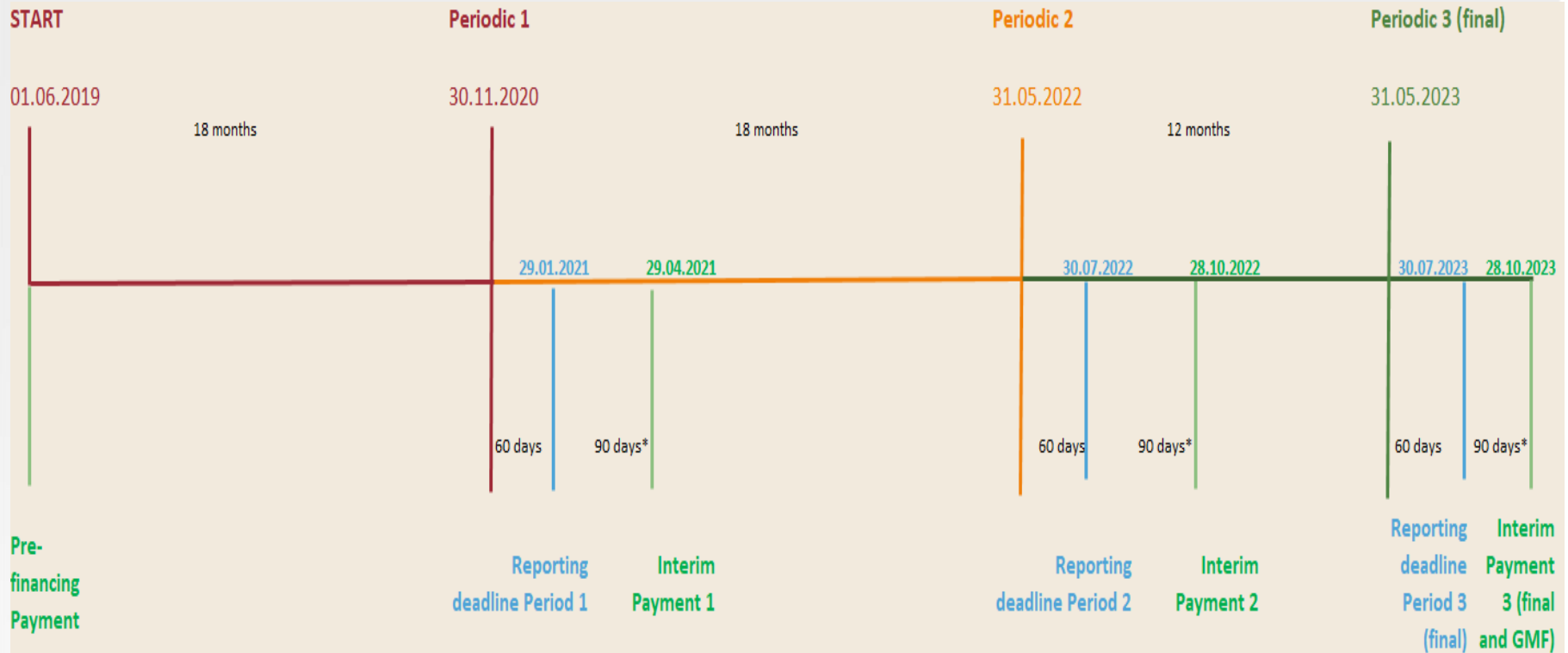
Max EU grant and budget flexibility

- Max grant amount Euro 11 000 000
- The consortium will not get more, and may receive less depending on results of periodic reports (including Form C).
- Re-distribution of budget is possible
- Estimated budget and person-months per beneficiary in Annex 1
- Deviations to be reported the periodic reports





Reporting and payment



* Providing no clarifications /input required from the EC

* Prefinancing and interim payments will not exceed 90% of max grant (in effect 85% due to Guarantee fund (GMF))





Third parties

- Beneficiaries should be able to carry out the work themselves
- Use of personnel not under a direct contract with the beneficiary and use of third parties (including subcontractors) may be possible
- If you need anyone else than own employees to carry out any of the project work, and it is not already defined in the Grant Agreement, contact your Financial officer and inform the coordinator (Financial manager)





EC/EU Reviews and Audits

- Reviews are normally of a technical nature and audits are financial, but there is an option to combine. Can be planned or on-the-spot.
- The Commission - from the project start and until 2 years after the payment of the balance (“final payment”).
- ECA and OLAF can carry out investigations, checks and audits.
- Documentation must be kept within 5 years after the balance of payment.
- If misconducts or deficiencies are found; reported costs can be disallowed, Annex 1 can be requested changed, or worst case scenario the project will be terminated.





- **More detailed information on the financial rules and management will be sent to the consortium's financial officers**
- **Please keep the coordinator informed – also on any major re-distributions of the budget**





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