European Regional Development Fund
European Territorial Cooperation
2007 – 2013

Guidance to filling in the on-line finance report form on project expenditure

Background
This guidance can be found in the on-line form of the finance report for project expenditure in the NSRP IVB Monitoring System. This document gathers the guidance in one document.

Please fill in the data requested. When moving between the tabs (Reporting data, Funding, Finalise), the data entered will be saved automatically. You do not have to use 'Submit and return' button for moving between the tabs. 'Submit and return' button is used to save the data and move to the view version or when you want to save your data and leave the form (you will still be transferred to the view version, where you will have to use the HOME link in the top left corner to move to the welcome page, with overview of all processes. Please note that moving directly to HOME will not save your data).

At any point you will be able to export the data to EXCEL spreadsheet (full edit permissions). When you are done entering the data, you will confirm that in the 'Complete' section of the 'Finalise' tab. The data will be locked with a time and date stamp (see also guidance below to the 'Finalise' tab). After the completion is confirmed, you will not be able to edit directly in the generated EXCEL spreadsheet. For any changes, you will have to edit within the on-line form and confirm the completion again. It is very important that only the locked spreadsheet, consistent with the information in the NSRP IVB Monitoring System is signed and sent to the secretariat. Please note that the default print format is a landscape print. Depending on the number of the beneficiaries and the figures entered, please adjust the format and the pages accordingly for a reader friendly print copy.

Please be aware that you may need to first follow up on the September 09 report before being able to submit the March 10 report. If this is the case, you would have received a message about that from the secretariat. You can find the follow up form in the 'Follow up on ICL' section in the overview page of the on-line system. The September 09 ICL's marked as (Final) are to be followed up in March 10 report.

1. Identity of the Beneficiary and the Project
Section one of the report is filed in automatically by the system. You will be able to see it, when you move to the view version of the report. This is the current data, which was registered in our database. If there were any changes you must submit them through the Changes Form available in the system (still pending). Please bear in mind that the changes will not take effect before they are approved by the secretariat. In the activity report you will make a summary of all changes required/applied for.

2. Background information
   a. **Date of last ERDF-payment to project**
   b. **Total realised ERDF-payment in EURO**
   c. **Preparation costs received**
   Section two of the report is filed in automatically by the system. You will be able to see it, when you submit the report and will be transferred to the view version of the report. This is the current data on accumulated payments to project, which were

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registered in our database. Should this data be incorrect, please contact us immediately.

3. Expenditure

a. Realised start of project, date

Please fill in the **actual** starting date of the project.

b. Statement, date

Please fill in the closing date of the period covered by this statement.

c. Euro or National Currency Unit (NCU)

The statement can be made in Euro or NCU of the Lead Beneficiary – advice can be found in the fact sheet on 'Exchange rates'. The reporting currency must be filled in by the Lead Beneficiary. Once a reporting currency has been decided on it is not possible to change it without formal approval from the programme secretariat. It is strongly recommended to use EURO as reporting currency.

d. There is no section d.

e. Approved budget expenditure

f. Accumulated paid expenditure

Please see 3.1 below.

3.1 Specification of material investments (budget line 8)

e. Approved budget expenditure

Section 3e and 3.1e will be generated by the system based on the latest approved project budget. If you need to change your budget, you must submit the request through the Changes Form available in the system (still pending). Please bear in mind that the changes will not take effect before they are approved by the secretariat. Thus the current budget will be pre-printed. To avoid deductions due to overspendings on budget lines on project level, the change request with explanations must be submitted. The same applies for beneficiary level for Material Investments (table 3.1).

f. Accumulated paid expenditure

For sections 3f and 3.1f on the printed form, please see Funding tab description below.

4. Funding

The relevant columns should be filled in for all organisations listed (not only beneficiary, if there are sub-partners).

Based on the statements received from the beneficiaries please fill in this table.

For columns 13a-c, please make sure that you have received this information from the beneficiaries. Please see the guidance to the finance report from for beneficiary expenditure.

Please make sure that the 'Total funding (17-20)' column equals column '15. Total expenditure'.

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If you claim preparation costs, please fill in column 21b (column 21a is not active until you have been actually paid ERDF on preparation costs). Additionally, please make sure to fill in the preparation costs form in the on-line system and ensure consistency of the figures between this table and the preparation costs form. If you have incurred preparation costs but you do not claim ERDF for these costs, please **do not** report them.

The size of the funding table makes it a bit difficult to work with. We are working on a more user-friendly solution. In the meantime, please note that when you point the cursor on a given field a text help shows the beneficiary concerned. Additionally you can move the table horizontally by clicking the table in any of the non editable areas and use the left and right arrows on your keyboard.

Based on the amounts registered in this table, sections 3, 3.1, 4 and 4.1of the accumulated finance report and the spreadsheet 'Expenditure of the whole partnership' will be generated in the print form.

4.1 Funding (preparation costs)
For section 4.1 on the printed form, please see Funding tab description above.

5. Status on plans for the project
If the answer to either of the two questions is YES a memorandum explaining the situation must be enclosed. It is the Lead Beneficiary's responsibility to assess all the cases from the beneficiaries and make a combined memo on project level.

Please note that all changes must be approved by the programme secretariat.

6. Request for payment of ERDF-grant
Please make sure that you confirm that you request ERDF payment and indicate the preferred currency to be paid in.

7. Enclosures
The finance report, in order to constitute a valid ERDF claim, must be accompanied by an accumulated activity report on project level. The activity report must clearly correlate with the list of outputs and impact indicators from the approved application form. Include unexpected outcomes as well. The activity report will be listed as the first enclosure. However, you do not need to upload it here. It will be uploaded in the activity report section.

In accordance with the Manual for the 1st level control, the Lead Beneficiary must attach the qualified beneficiary statements, together with a memo on the rectifying process. It is the responsibility of the Lead Beneficiary, the project controller of the Lead Beneficiary, to clarify all issues before the accumulated statement is sent to the

secretariat. Only unqualified statements can be included in the accumulated statements.

Please upload the scans of the finance documents, which are to be sent to the secretariat. Please check the Manual for 1st level control, section 3.2.3.1 for the documents to be kept by the Lead Beneficiary and section 3.2.3.2, for the documents to be forwarded to the secretariat.

The original 1st level control checklist for accumulated expenditure on project level and the spreadsheet 'Expenditure of the whole partnership' (Appendix 6 & 9 of the Manual for the 1st level control) must be enclosed as well. Please make sure they are signed by the project 1st level controller.

Please notice that you should not list appendix 6, 8 and 9 as appendences here. Since you first have to lock the data, print it, have it signed and scanned, these will only be uploaded after full process (the report is locked and LB and 1st level controller have signed the print of the report) is finished. The upload will be available in the view version once the completion has been confirmed in 'Finalise' tab.

Please make sure that you **do not** use the '🖊Edit Report' link in the view version of the report after having signed the report (by LB and the 1st level controller). It will re-set the time stamp of your data in the system thus it will not be consistent with the signed version (unless your intention is actually to make changes and re-sign the report). For uploading the signed appendences 6, 8 and 9 please use the '📄View' link in the overview page of the system and then '🖊Upload/Delete Signed Copies' in the view version of the report.

After you have confirmed the completion of the report, the '🖊Edit' link in the overview page of the system is removed for safety measures (to avoid that you click it by mistake). If you actually want to make changes, you first have to use the '📄View' link in the overview page of the system and then the link '🖊Edit Report'.

8. Bank details, date and signature of the Beneficiary
Please fill in the bank details as the Certifying Authority cannot and will not initiate the ERDF payment if details are missing.

9. Management statement
The form must be signed by the person, which has in fact the authority to commit financially the beneficiary organisation. Please enter the name of this person and date of signature.

10. Statement, Date and Signature of Auditor
Please enter the relevant dates and the name of the controller.

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Total Eligible Expenditure is automatically transferred from the funding table (the total of column 13). Thus all corrections must be done in this table and not in section 10.

Please make sure that the controller enters in hand writing the date of the 1st level control checklist and the date of any other potential report.

Finalise

Please be aware that the time and date of locking will be visible on the locked print version. It is part of the secretariat's check and the date in the on-line form and the printed version must be the same. Please make sure that if you make changes the new print is made. You can make changes in the form until you click the button 'Send to the Secretariat' button in the view version.

Appendix 9 'Expenditure of the whole partnership'

Based on the figures registered in the Funding section, you will be able to generate Appendix 9. Once you have confirmed completion of the report a link to 'Export to Excel Appendix 9' will be available in the view version. The data will be locked with a time and date stamp. You will not be able to edit directly in the generated EXCEL spreadsheet. For any changes, you will have to edit within the on-line form and confirm the completion again. It is very important that only the locked spreadsheet, consistent with the information in the NSRP IVB Monitoring System is signed and sent to the secretariat. Please note that the form is created for a landscape print. Please adjust the pages accordingly for a reader friendly print copy.

You will be able to generate the funding table in excel at any time. Please use the link 'Export Funding table to Excel' in the top right corner of the form, in view version. Please make sure it is signed by the project 1st level controller.

Send to Secretariat procedure

Please be aware that you may need to first follow up on the September 09 report before being able to submit the March 10 report. If this is the case, you would have received a message about that from the secretariat. You can find the follow up form in the 'Follow up on ICL' section in the overview page of the on-line system. The September 09 ICL's marked as (Final) are to be followed up in March 10 report. Please bear in mind that it is no longer necessary to register your answers directly in the system. It is sufficient to upload your answers as a document.

You should only send the report, if the activity and finance reports are complete, the project controller has signed the print version, which is consistent with information in this form and all enclosures were uploaded into the system.