



## HORIZON 2020 FINANCIAL REPORTING WORKSHOP INTRODUCTION

This is an individual role-play exercise on Horizon 2020 financial reporting. You are expected to report the eligible expenditures for the project called ENVIRES (GA number 221846). This is a virtual project, which was funded under Horizon 2020. We are in July 2018, within those 60 days that you have for preparing your periodic report.

The objective of this workshop is to identify the eligible costs of the ENVIRES project under H2020. All costs provided in this exercise were duly incurred, accounted, and included in the Profit & Loss Accounts of the concerned Beneficiary.

The workshop package contains individual timesheets, salary slips, contracts, invoices and per diem declarations. All these costs were somehow connected to the project activities. For indirect costs, 25% flat rate applies.

You act as a consortium within the group. Each participant represents a partner and fills out an individual financial statement based on the supporting documents and submits it to the organizers.

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We wish you good  
luck and a successful  
workshop!



## PROJECT INFORMATION

Project Acronym:	ENVIRES
Project GA:	221846
Funding scheme:	Research and Innovation Action (RIA)
Your Organisation:	MI-6
Organisation Status	Project Beneficiary
Project duration:	36 months
Project starting date:	1 <sup>st</sup> January 2017
Project end date:	31 <sup>st</sup> December 2019
Number of WPs:	9
Number of reporting periods:	2
Current reporting period (for this Workshop):	RP1: 01/01/2017 – 30/06/2018

## YOUR PROJECT RELATED MEETINGS AND TRAVELS IN PERIOD 1

- To Brussels in Month 2 (7-9 February 2017)
- To Paris in Month 7 (11-13 July 2017)
- To Budapest in Month 17 (17-18 May 2018)
- Finally, one meeting was organized by your organization at your premises in Month 10 (16-17 October 2017)

## ADDITIONAL INFORMATION

- You organized a **project conference in Month 18** to disseminate the WP5 results.
- **Durable equipment** (without further description) with a value of 20,000 EUR was foreseen in the proposal and included in the final technical annex.
- **Your travel policy** (per-diem/daily allowance policy) for this exercise is the following: 100 EUR/day to cover all local subsistence (meals and drinks) and local travel costs.
- **Your depreciation policy** for this exercise is the following: any item with a net value of EUR 1,000 or more is to be depreciated linearly over 36 months.
- **You always fully claim back VAT** (i.e. no VAT is eligible to be reported in this exercise!)
- **Your financial/fiscal year** is set as from 1<sup>st</sup> of January to 31<sup>st</sup> of December.



## YOUR INDICATIVE BUDGET FROM THE GA

	UNIT COSTS	NUMBER OF UNITS	TOTAL
a) Direct personnel costs declared as actual costs	N/A	N/A	333 000 €
b) Direct personnel costs declared as unit costs	N/A	N/A	0 €
c) Direct costs of Subcontracting			0 €
d) Other direct costs			67 000 €
<b>Total Direct costs</b>			<b>400 000 €</b>
<b>Total Indirect costs</b>			<b>100 000 €</b>
		<b>Total costs</b>	<b>500 000 €</b>
	<b>Total Requested EU Contribution</b>		<b>500 000 €</b>

