

Step-by-step guidance on filing your H2020/HE Financial Statements

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25-27 September 2023

Submission of Financial Statement(s)

Periodic Report

Obligations

Periodic report

- Periodic technical report
- Periodic financial report
- Must be submitted within 60 days following the end of each reporting period
- Obligation as of the Grant Agreement: Article 20 of the H2020 Grant Agreement

Periodic report for the last reporting period

- Final technical report summary for publication
- Final financial report CFSs



Periodic reporting module

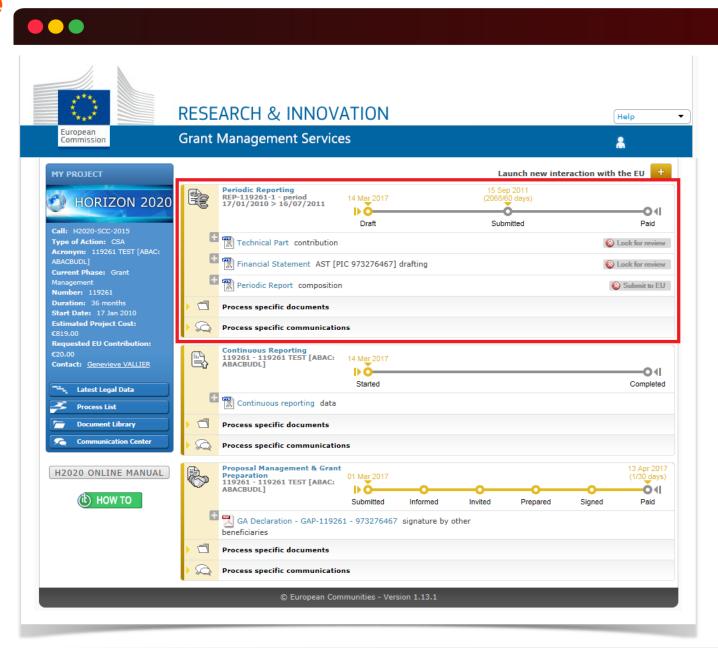
Functionalities

Beneficiaries complete on-line their financial statements including the explanations on the use of resources.

Coordinator uploads the Part B of the periodic technical report (narrative part).

Periodic reporting is activated after the end of each reporting period except if an amendment is ongoing or a previous periodic report is still open.





Periodic Report

Components

Part A

- Information entered in the IT tool through the Continuous Reporting module
- Publishable summary (max 2-4 pages) use layman's terms
- Deliverables, milestones, risks, etc.
- Answers to the questionnaire....etc.

Part B

- Explanation of the work carried out by the beneficiaries and overview of progress
- Update of the plan for exploitation and dissemination of results
- Explanations on deviations from DoA
- Impact of the action...etc.

Financial reports

- Individual financial statements
- Explanations on the use of resources and the information on subcontracting and in-kind contributions provided by third parties
- Certificates if necessary at the end of the project



Financial Report - H2020

Periodic Report

TRAININGS

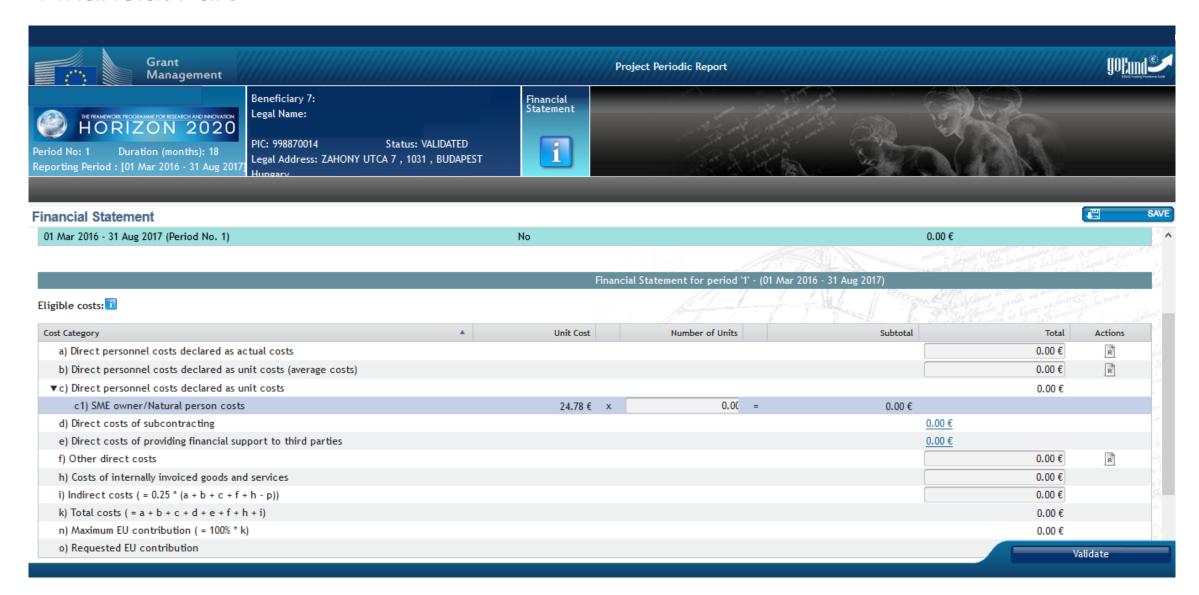
Financial Part



Periodic Report

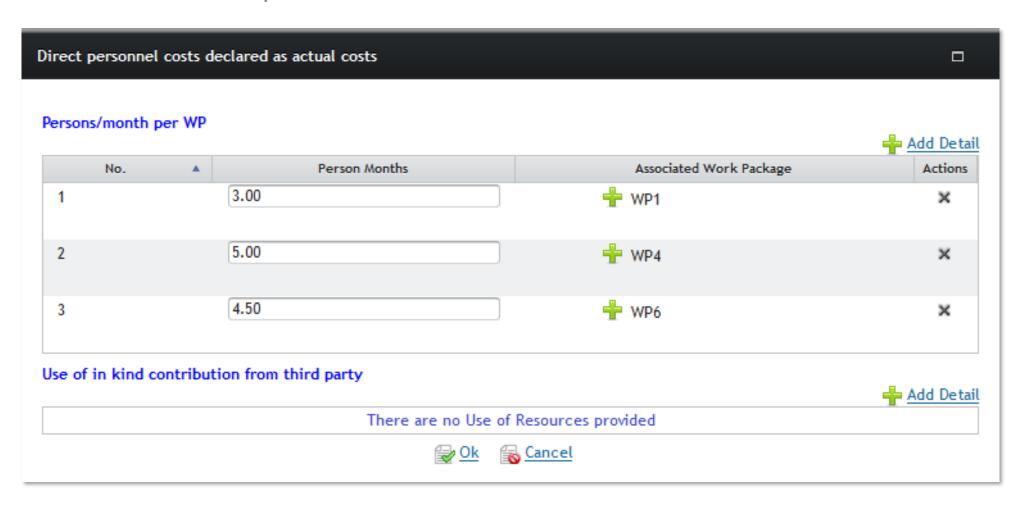
TRAININGS

Financial Part





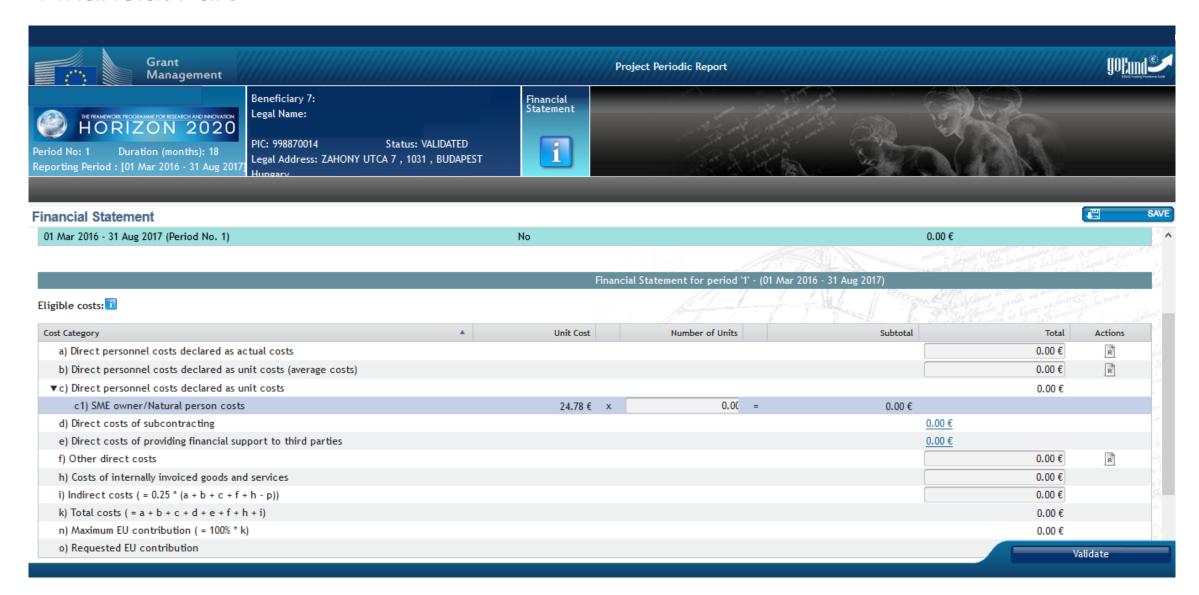
Financial Report Person Months spent



Periodic Report

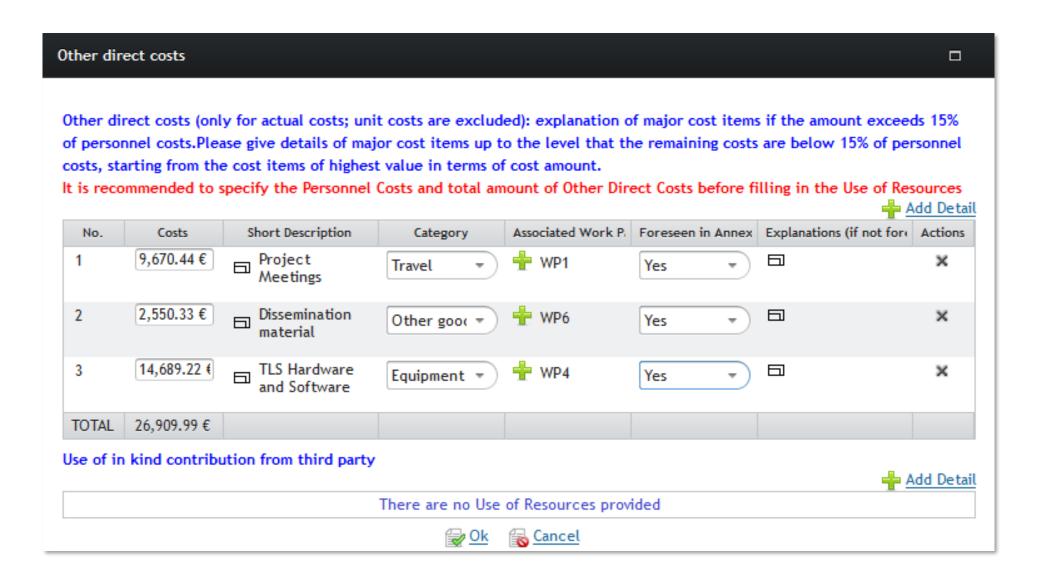
TRAININGS

Financial Part



Financial Report Other direct costs



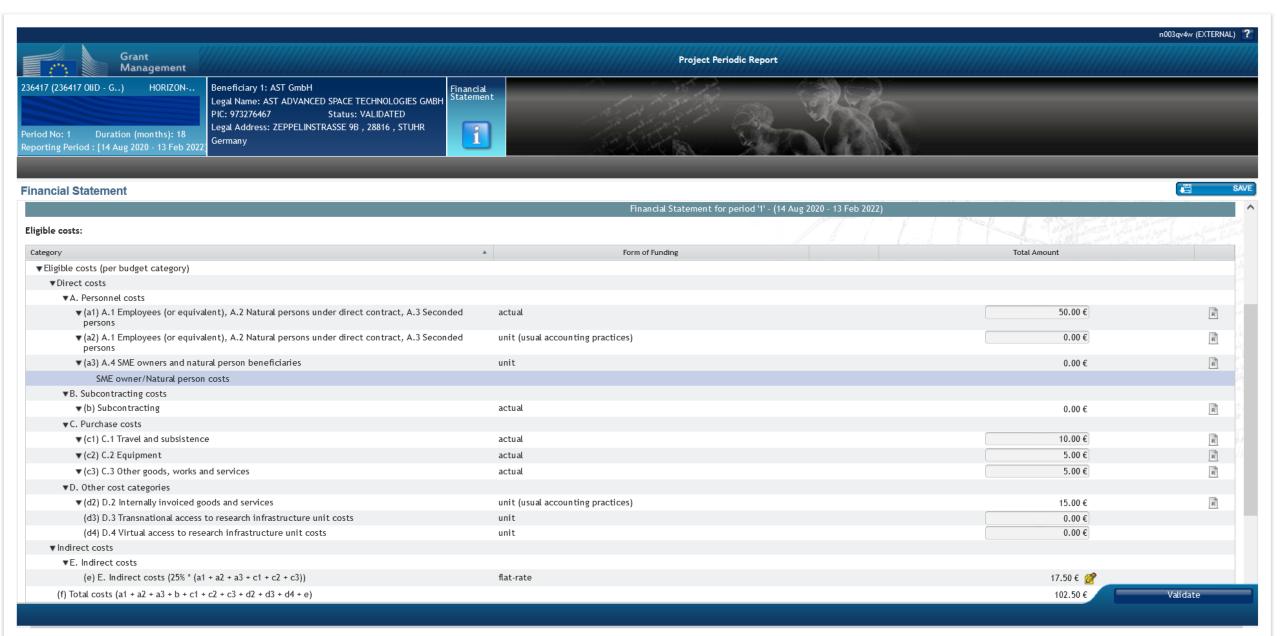


Financial Report - HE

Periodic Report - HE

TRAININGS

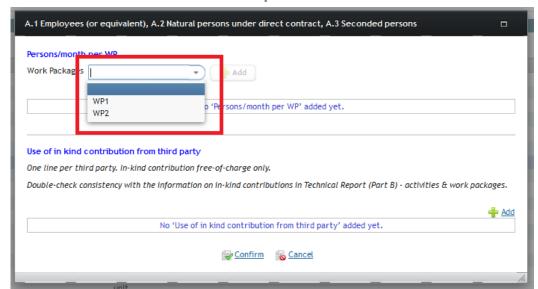
Financial Part

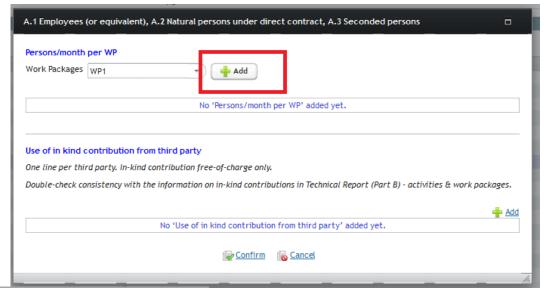


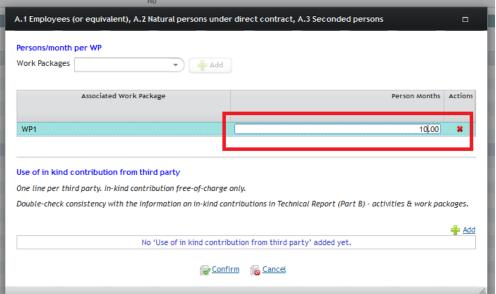


Financial Report - HE

Person Months spent



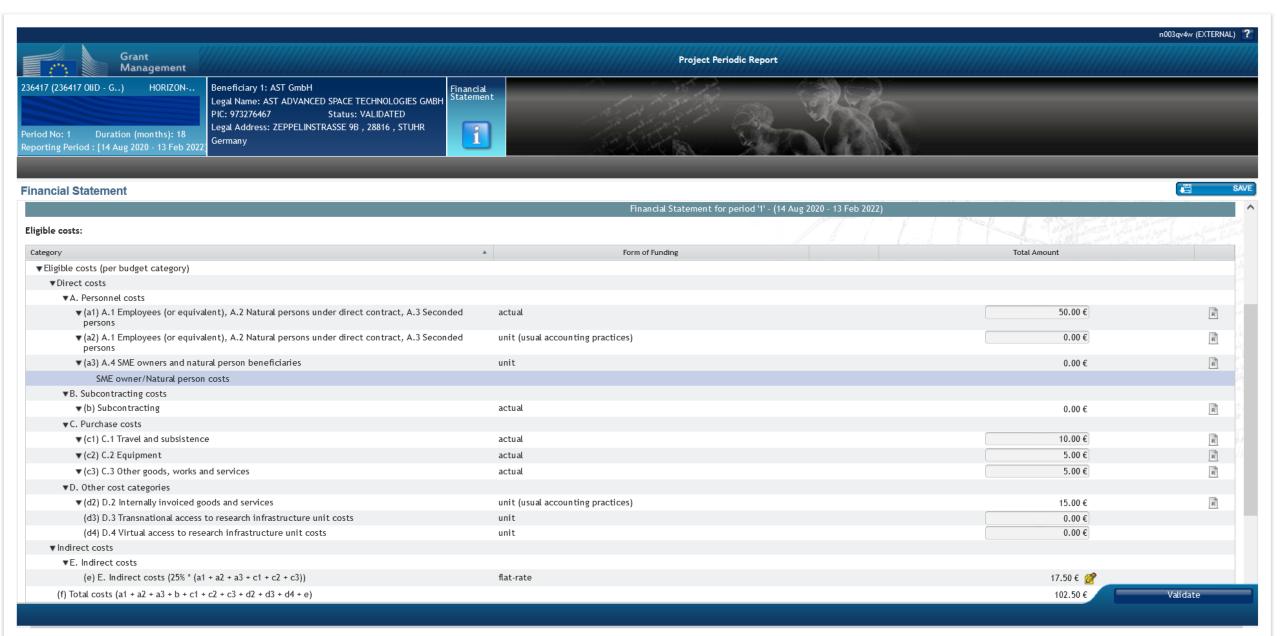




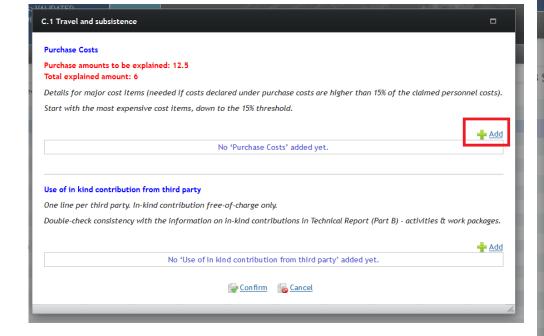
Periodic Report - HE

TRAININGS

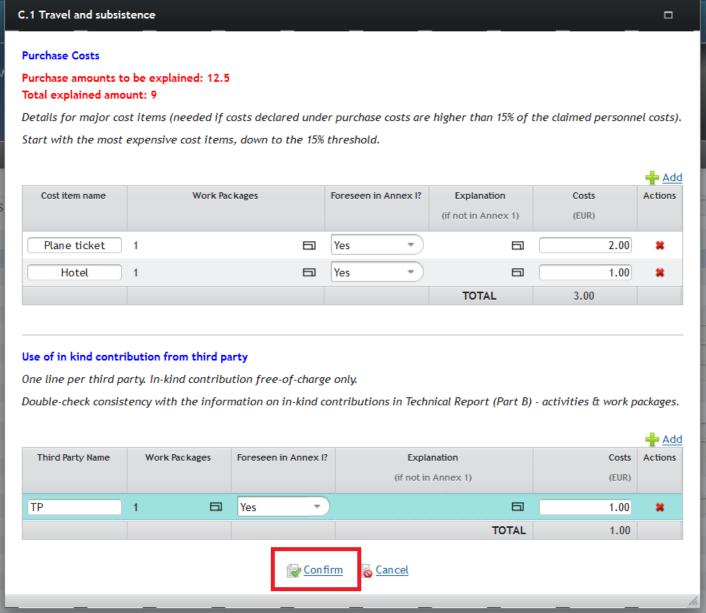
Financial Part



Financial Report - HEPurchase costs



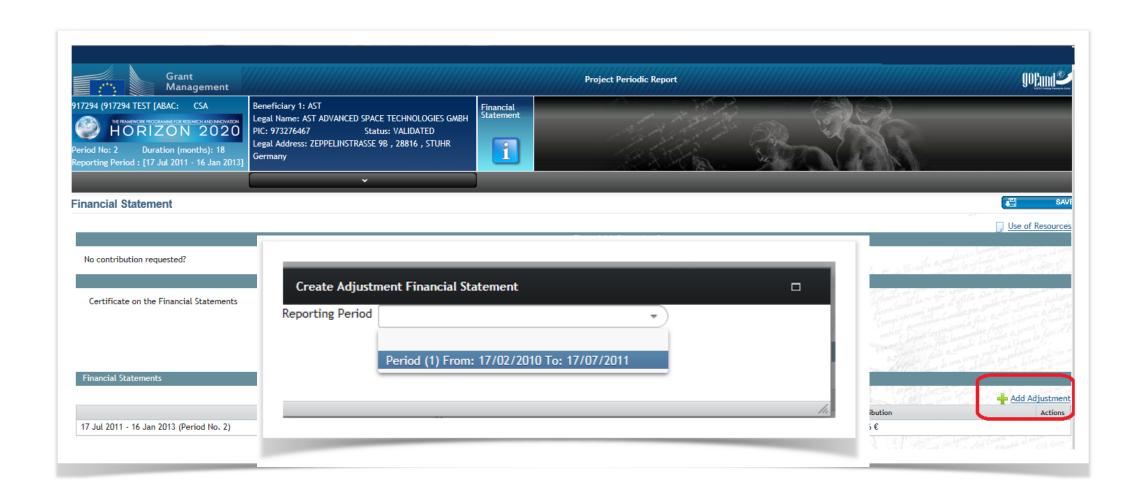




Financial Report - Adjustment(s)

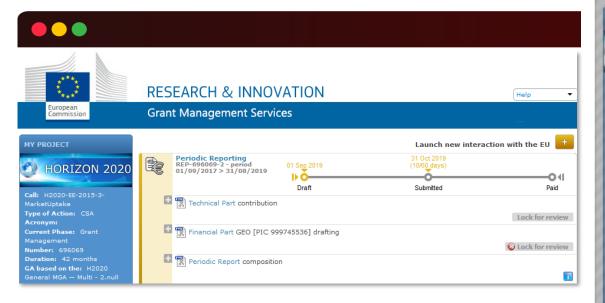


AdjustmentFinancial Statement



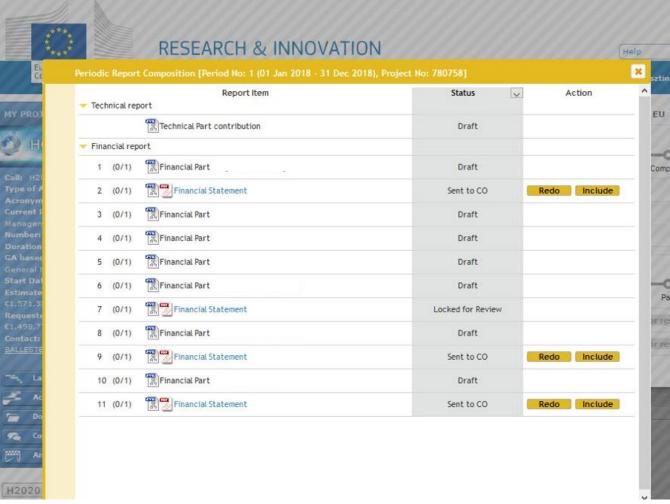
Financial Report - Submission

Submission of the Periodic Report





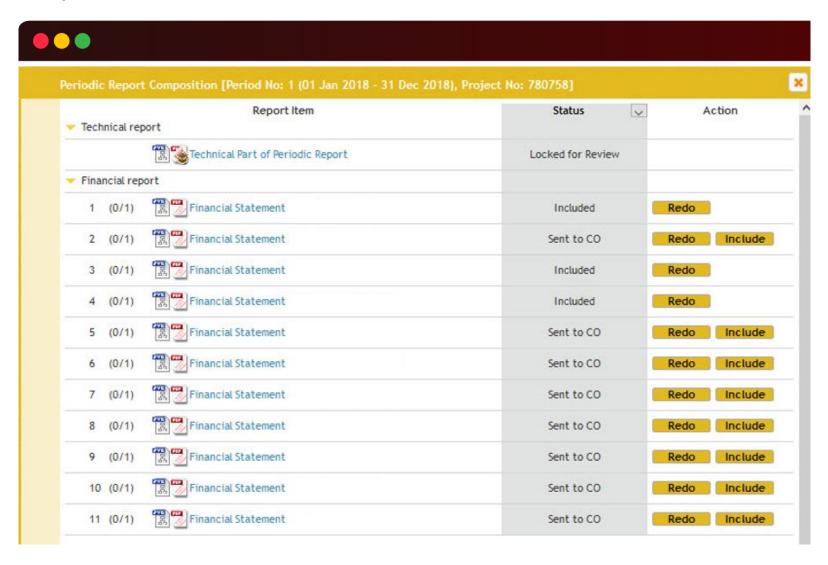




Submission

TRAININGS

of the Periodic Report



Submission of the Periodic Report



Please confirm

The beneficiary hereby confirms that:

- · The information provided is complete, reliable and true.
- · The costs declared are eligible (see Article 6).
- The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).
- For the last reporting period: that all the receipts have been declared (see Article 5.3.3).









Submission



of the Periodic Report



Delay

in submitting the periodic and the final report

The consortium is late: no reports on time

- The Commission/Agency will send a reminder
- The payment deadline is suspended
- If still not submitted after 30 days, the Commission / Agency may terminate the grant agreement!

One beneficiary is late: its report is not ready

- The Coordinator may decide to submit the reports without that beneficiary
- Beneficiary's costs will be considered 'zero' for this reporting period, but it can declare its costs with the next reporting period



EU assessment of the Periodic report

EU assessment

of the Periodic Report and the Payment

Suspension of the payment deadline letter

- You have to (re)submit the updated reports/requested information via your Participant Portal account — within 30 days /15 days (last period) from receiving this letter.
- Suspension will be lifted (and the remaining payment period will continue to run again) once all issues have been resolved.

Interim payment information letter / Payment of the Balance Letter to Coordinator

 The coordinator will be notified of the end of the payment process and will receive a payment letter and the supporting reports with the details of any cost rejected and the reasons for rejection.



Suspension of the Payment Deadline



Letter to the consortium

You are required to (re)submit the updated reports/requested information via the Participant Portal within 30 days /15 days (last period) from receiving the letter.

Suspension will be lifted (and the remaining payment period will continue to run again) once all issues have been resolved.

Please resubmit the updated report via your <u>Funding & Tenders Portal account</u> — within **15 days** after receiving this letter.

The suspension will be lifted (and the remaining payment period will continue to run again) once the problem is solved.

Please ensure that the other members of your consortium (if any) are informed of this letter.

For any questions, please contact us via your Funding & Tenders Portal account.

Yours faithfully,

Project Officer

Subject: Horizon 2020 Framework Programme

Project:

Periodic reporting: RP 2

Request for a revised periodic report

Suspension of the payment deadline (Article 47 GA)

Dear Madam/Sir,

In connection with your above-mentioned periodic report, I would like to inform you that we had to reject the report and suspend our payment deadline because the report must be revised.

The following changes are required for the financial part:

for
 "Venue renting (including audio visual equipment)....": 25.121,01€
 Could you please provide the details of the event (date/title/relation with the project)?

for

Adjustment to RP1:

Please add a paragraph describing the adjustment in the Final Report (page 114).

for

The actual effort for RP2 reported in the Final report (page 113) is not consistent with the effort reported in the Report on Explanation of the Use of Resources"

Other direct costs:

Startup Europe Club hosting: 117,00€

Please provide details of the event (date/relation with the project)

Startup World Cup Prague: 105,86€

Please provide details of the event (date/relation with the project)

The following changes are required for the technical part:

Certificate on the Financial Statements

Payment letter

Interim payment information letter Payment of the Balance Letter

Subject: Horizon 2020 Framework Programme

Grant Agreement:

Request for payment of the balance

Payment of the balance — Final grant amount (Articles 5.3, 21 GA)

Notification of amounts due

Dear Madam/Sir,

In connection with your above-mentioned request for **payment of the balance**, I would like to inform you that we will shortly **launch** the **payment** of **EUR 219730.69**. As coordinator, you must distribute this payment between the beneficiaries without delay.

You will find the detailed calculations in the enclosed documents.

Together with the payment of the balance, the Commission will also **release** the amount which was retained for the **Guarantee Fund** when the pre-financing was paid (**EUR 38306.22**).

Please ensure that the other members of your consortium are informed of this letter.

Subject: Horizon 2020 Framework Programme Grant Agreement

Request for interim payment (Reporting period 1 from 01/01/2015 to 31/12/2015

Dear Madam,

In connection with your above-mentioned **request for interim payment**, I would like to inform you that we will shortly **launch** the **payment** of **EUR 293,572.81**. As coordinator you must distribute this payment between the beneficiaries without delay.

You will find the detailed calculation in the enclosed documents.

Please ensure that the other members of yours consortium are informed of this letter.

Dear Madam/Sir,

In connection with your request for interim payment, I would like to inform you that we will soon make a payment of EUR 299,896.25.

The amount is below your request because:

- your consortium reached the 90% limit for interim payments.
- some costs were rejected as ineligible.

You will find the detailed calculations in the enclosed documents.

As coordinator, you must distribute this payment between the members of your consortium without delay.

For any questions, please contact us via your Participant Portal account .

THANK YOU!

for your attention

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for more

Things you wished you knew about Horizon 2020 and Horizon Europe





