

Horizon 2020

MASTER OF FINANCE AND EC AUDITS

23-25 September 2019

Vienna, Austria

Horizon 2020 MASTER OF FINANCE AND EC AUDITS

AGENDA

DAY 1

- 09:00 – 09:30** **Registration and Welcome**
- 09:30 – 10:00** **Event opening**
- 10:00 – 11:30** **Hitchhiker's Guide to the Financial Rules of Horizon 2020 Part 1: The Basics**
- Detailed introduction to the financial rules of H2020 with real-life examples:
- Basic facts
 - Importance of the budget and of the resources
 - Cost vs Price principle
 - Basic financial principles in theory and practice
 - Form of Grants, Forms of Costs
 - Eligible and non-eligible costs with comparison and all exceptions
 - Direct and indirect costs
- (11:30 – 12:00 Coffee break)
- 12:00 – 13:00** **Hitchhiker's Guide to the Financial Rules of Horizon 2020 Part 2/1: The Practicalities**
- Introducing the cost categories
- Personnel costs calculations – showing the possible ways:
 - Employees and other employment contracts
 - Financial-year based vs monthly-based calculation
 - Number of productive hours to consider
 - Additional remuneration
 - Bonuses, fringe-benefits and other complements
 - Unit-based personnel costs calculation
 - In-house consultants and seconded employees
 - SME-owner rates
- (13:00 – 14:00 Lunch)
- 14:00 – 15:00** **The Hitchhiker's Guide to the Financial Rules of Horizon 2020 Part 2/2: The Practicalities**
- Subcontracting and other third parties
 - Travel costs, Consumables vs. Overheads
 - Equipment and assets
 - Internally invoiced items
 - Indirect costs calculation
- 15:00 – 15:45** **The Hitchhiker's Guide to the Financial Rules of Horizon 2020 Part 3: The Easy stuff**
- Funding Rates
 - Receipt calculations
 - Guarantee Fund
 - Certificates on Financial Statements, Certificate on Methodology, etc.
 - Payments and Exchange rates
- (15:45 – 16:00 Coffee break)
- 16:00 – 17:00** **Individual consultancies, Q&A session**

Horizon 2020 MASTER OF FINANCE AND EC AUDITS

AGENDA

DAY 2

09:00 – 11:30

Workshop: Financial Reporting

Introduction - Participants will prepare a financial statement for a virtual Horizon 2020 project, based on "dummy" invoices, salary slips, receipts and bills, time records and certificates, which are generated individually for each participant.

(10:15 – 10:30 Coffee break)

11:30 – 13:00

Understanding the Financial Reports

Pragmatic approaches in reporting; Point-by-point assessment of the prepared financial reports: Format, content; overall principles, possible bottlenecks, what should and should not be included.

(13:00 – 14:00 Lunch)

14:00 – 15:15

How to deal with Financial issues in the Periodic Reports

Step-by-step guide on how to report costs, deal with deviations, and internal allocation issues. Handling the EC requests for clarification, suspension of payments and other issues with hands-on approach.

(15:15 – 15:30 Coffee break)

15:30 – 16:00

European Commission driven audits in theory

Technical and financial audits and reviews – how do they happen? What is the Beneficiaries' and the Commission's perspective: Pragmatic approaches in financial reporting

16:00 – 17:00

Individual consultancies, Q&A session

Horizon 2020 MASTER OF FINANCE AND EC AUDITS

AGENDA

DAY 3

09:00 – 09:15

Workshop: The EC Audit – Kick-off Meeting: Briefing of the "Auditors"

The Participants (Auditors) are briefed about the Workshop – introducing the audited company, its accounting and management principles, and the project that is being audited. Defining the scope of the Workshop.

09:15 – 12:00

Workshop: The EC Audit

Participants become EC Auditors – all participants receive a special H2020 package, including Financial Statements (Form Cs), full financial background documentation, a project periodic report and other supporting documentation for a virtual H2020 project. The primary objective is to identify the mistakes and/or miscalculations in favour of both the EC and the Beneficiary, and to summarise them in a Draft Audit Report.

(10:30 – 10:45 Coffee break) / (12:00 – 13:00 Lunch break)

13:00 – 14:15

Analysis of the Workshop

Discussing the findings of the audit process, finalising the Draft Audit Report. Possible consequences and outcomes of the EC Audits.

14:15 – 14:45

European Commission driven audits in reality

Experiences with EC Audits: how to prepare – format, content, overall principles, possible bottlenecks, what should and should not be included, project closure and audits. Lessons learned from previous FP7 and H2020 EC Audits

14:45

End of the course