TRAININGS

# Typical mistakes in the periodic financial report

**22 February 2027**
**Webinar**

## AGENDA

**08:45 – 09:00** **Accessing the ZOOM Online Meeting Room**

**09:00 – 09:15** **Event opening and introduction to the course**

**09:15 – 10:00** **Overview of the Periodic Reporting process**

In this presentation we will briefly introduce the Periodic Reporting process and the roles and responsibilities of the partners and the coordinator. We will discuss who is responsible for what.

*(10:00 – 10:15 Coffee Break)*

**10:15 – 12:00** **How to get your partners prepared for periodic reporting**

Preparing the periodic report in 60 days is a great challenge for the consortium. We need to write an excellent report in 60 days, covering all the activities carried out, where the costs reported in the financial report are in perfect alignment with the technical report.

**Section 1: Eligibility Rules and Cost Reporting Basics**

The first part of the presentation provides a brief overview of the Horizon Europe cost eligibility rules, focusing on the most relevant cost categories from a practical reporting perspective.

We will cover: Key cost eligibility rules under Horizon Europe, short introduction to personnel cost calculation; brief overview of purchase costs assessed from an eligibility perspective.

(11:00 – 11:15 Short Break )

**Section 2: Internal Reporting and Common Mistakes in Periodic Financial Reports**

In the second part of the presentation, we focus on how to ensure that the financial and technical reports are fully aligned and accurately reflect the activities implemented.

This section will address: Internal financial and technical reporting processes; How to prepare partners for the financial reporting exercise; The link between the technical report and the financial report, and why consistency is critical; What should be considered a deviation, and why deviations must be clearly explained—both in terms of tasks and finances

We will also highlight typical mistakes observed in periodic financial reports, such as: Over- or underspending of person-months; Insufficient or unclear cost justifications; Misalignment between reported activities and declared costs

To conclude, we will share practical tools, templates, and internal checklists that we use in our own projects to support partners and streamline the reporting process. Our experts will also provide tips on how to review partners' financial reports and identify potential deviations early.

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(12:00 – 12:15 Short Break )

**12:15 – 12:45** **Typical mistakes in the periodic financial report**

This will be a very hands-on session with examples from Suspension of the payment deadline letters of our own projects. Through the examples we will show what are the real typical mistakes in periodic financial reports and how they could be avoided.

**12:45 – 13:00** **Final Q&A and close of event**

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