



MED PROGRAMME

MEDIWAT

Kickoff Meeting

Palermo – 23th September 2010

Administrative matters

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Expenditure reporting procedure

- 1 – **Each partner** enters activities and expenditures on **PRESAGE CTE**
- 2 - **Lead Partner validates** the other partners' entries
- 3 – **Controller of each partner FLC**
 - Validate the eligible expenditures
 - Generate a certificate of expenditure for each partner



Expenditure reporting procedure

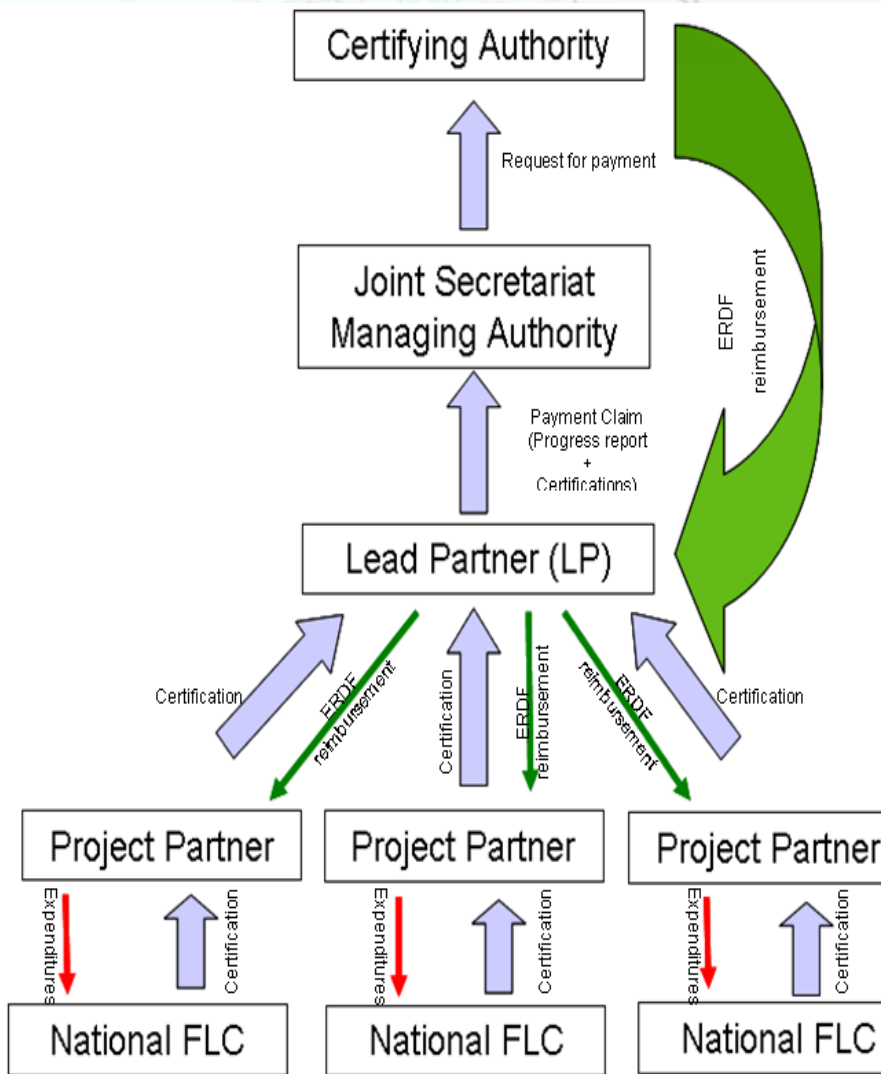
4 – In some Member State: controller's certificate has to be validated by the national authority in order to finalise the procedure (spain)

5 – The Lead Partner gathers all the certificates and **produce a payment claim**

6 – **Submission to the JTS** within the deadlines mentioned in the Subsidy contract



FINANCIAL FLOW



1. Uploading of expenditures in Presage and Certification Process

Each **project partner, LP** included:

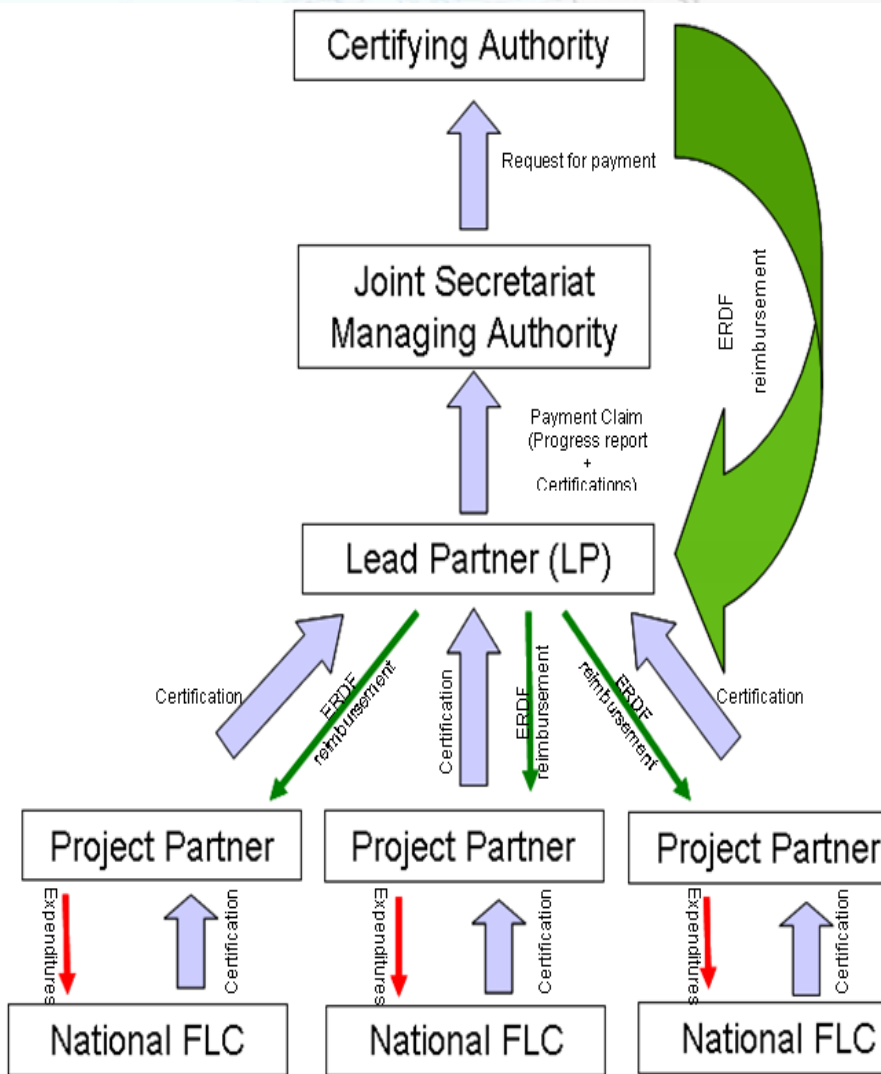
- › **fills in PRESAGE – CTE** with the required **data** of its own **expenditures** to be certified and related to the relevant reporting period as defined in the Subsidy contract.

The **LP**, through PRESAGE – CTE:

- › **controls that expenses are coherent** with the initial distribution per activity and per budgetary lines and that they have been incurred for the purpose of implementing the operation and corresponds to the activities agreed.



FINANCIAL FLOW

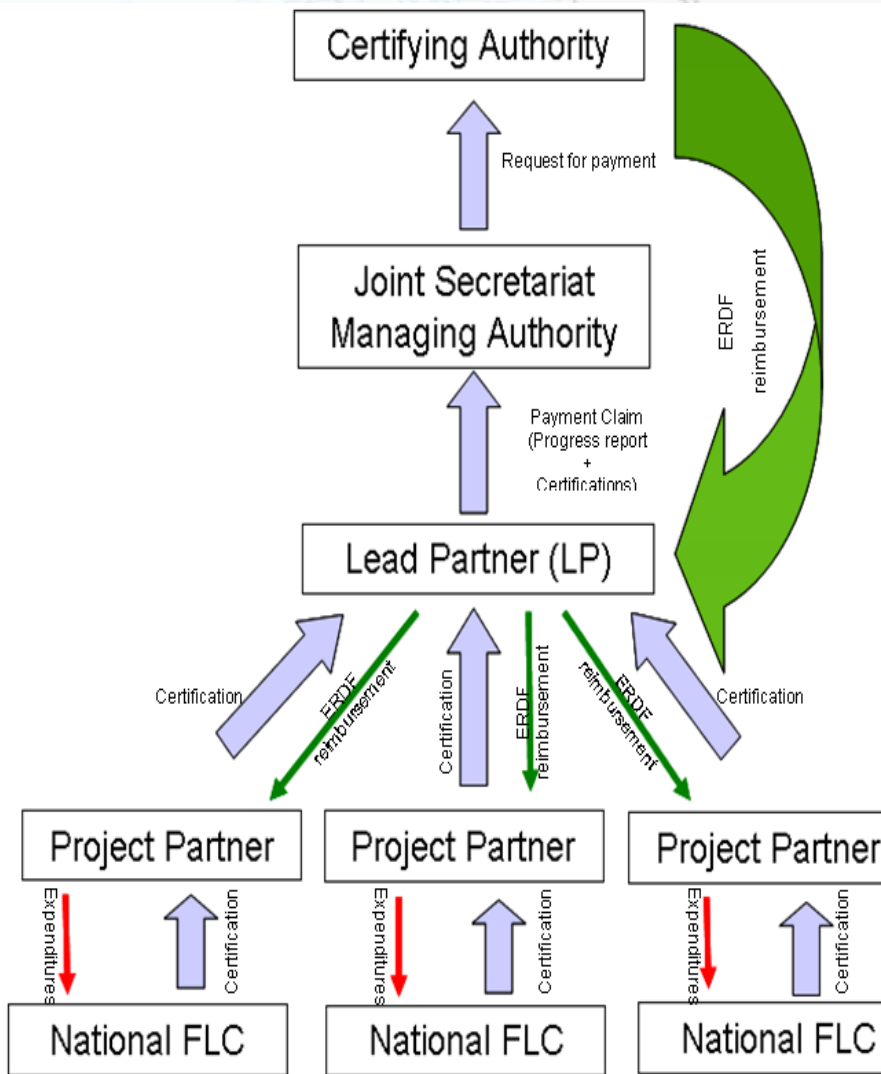


1. Uploading of expenditures in Presage and Certification Process

- **validates the expenditures** entered by the partners in order to allow the following step: verification of the expenditures by national first level controller;
- **partners send proofs of expenditures**, payments and related documents to relevant **First Level Controller** according to the defined national procedure.



FINANCIAL FLOW



1. Uploading of expenditures in Presage and Certification Process

First level controller:

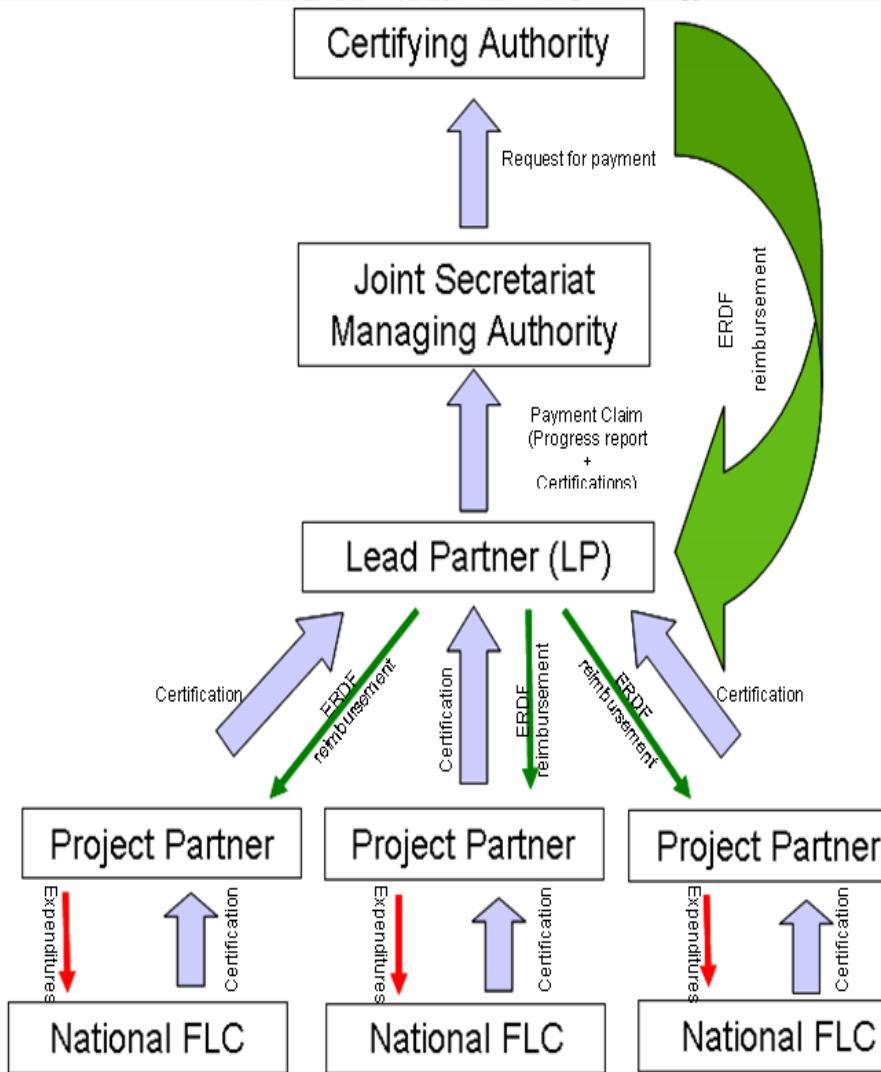
+ validates the eligible expenditures and signs the **certification of expenditures** and the check list whose models shall be filled in directly by PRESAGE – CTE. For Spain and Portugal the certification of expenditures issued by the first level controller must be validated by the relevant national authorities as well.

Project partners:

+ send to the LP copy of the **certifications of expenditures** and copy of related national validations for Spanish project partners.



FINANCIAL FLOW



2. Preparation of the payment claim together with the supporting documents and JTS check

The LP:

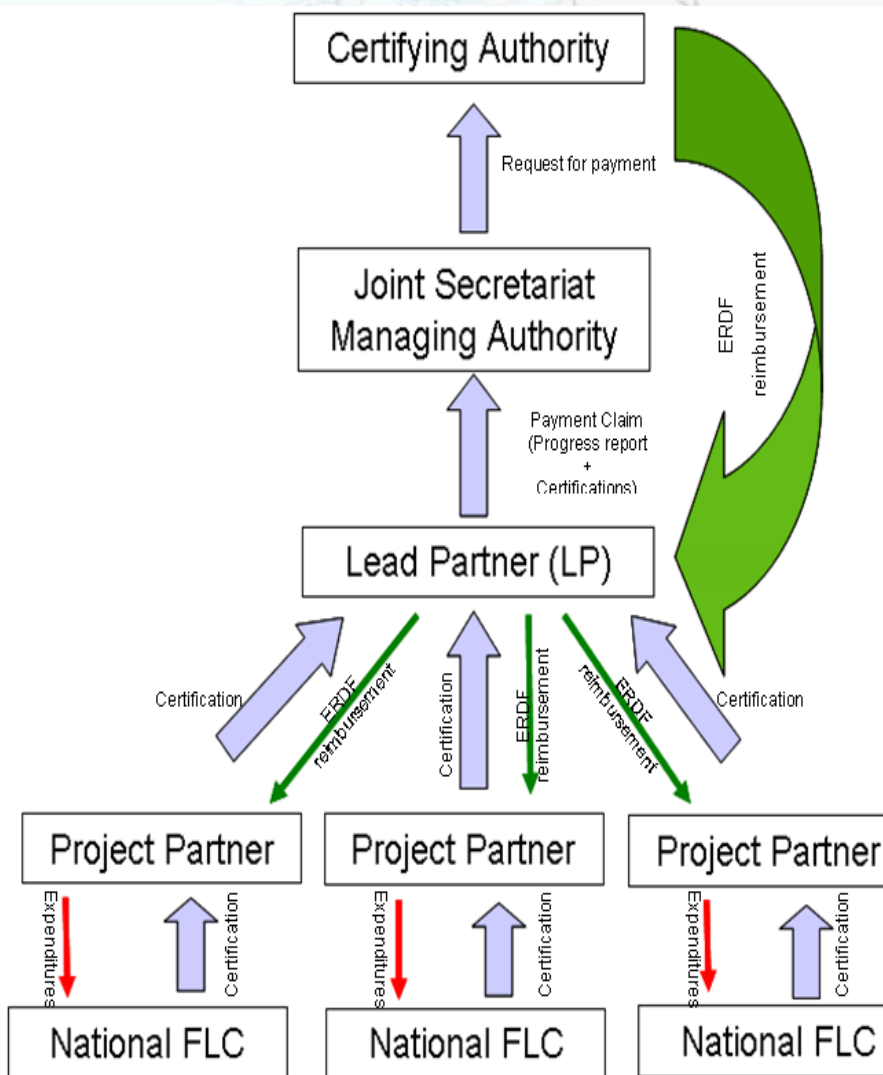
- + Prepares the **payment claim** and it **sends it to the JTS** within 2 months by the end of the relevant reporting period as defined in the Subsidy contract.

The **JTS** checks the conformity of:

- + the **payment claims** with reference to the activities and expenditures specified in the Subsidy Contract/application form for the relevant reporting period;
- + the **certifications** of expenditures and the respect of national procedures.



FINANCIAL FLOW



2. Preparation of the payment claim together with the supporting documents and JTS check

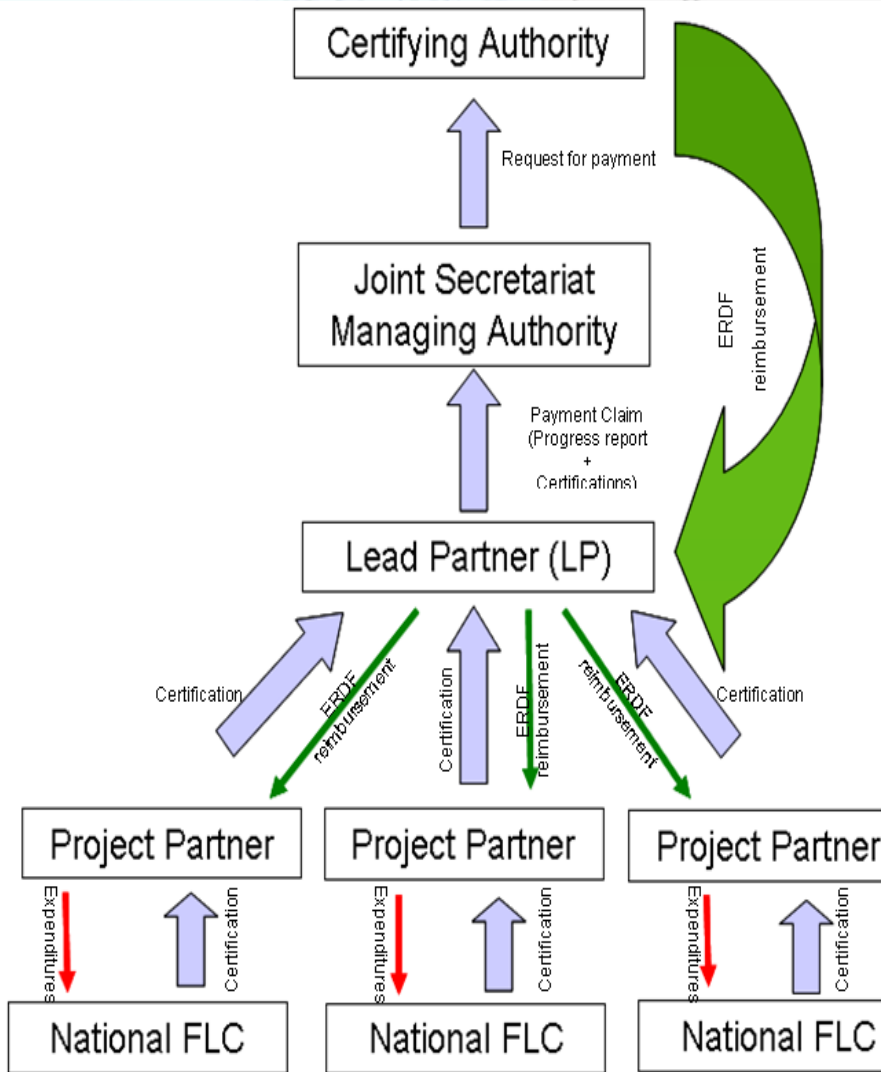
+ If the payment claim is correct and complete the **JTS sends it to the MA.**

The **MA**, within 15 working days from the reception of the payment claim:

+ Confirms its correctness and it transmits a **recommendation for payment** to the **Certifying Authority.**



FINANCIAL FLOW



3. Reimbursement from the Certifying Authority and transfer of the ERDF to all Partners

The **Certifying Authority** controls the recommendation for payment and proceeds as soon as possible to the **ERDF reimbursement to the Lead Partner;**

+ from the reception of funds, the **Lead Partner** shall transfer ERDF quota to its partners within **1 month maximum** according to the ERDF level of expenditures declared in the concerned payment claim.

+ **Lead Partner** and **project partners** fill in, through **PRESAGE – CTE**, the date of receipt of the ERDF amounts and **check** that these amounts correspond to those requested in reimbursement.



To login to PRESAGE CTE



Adresse  <https://med.presage-cte.org/>

Go to <https://med.presage-cte.org/>

PresageCTE
Outil de Gestion de Programmes

Connexion Créer un compte

Nom d'utilisateur

Mot de passe

Continuer →

You can login here by entering your user name and password. Then click on « **Continuer** »

styleshout



FEDER dans le cadre du programme national informatique



**Each partner enters expenditures on
PRESAGE CTE**







To enter expenditure data



Access application form data

Show the PDF version of the application form 

Show HTML version in readonly mode 

Access expenditure data

[Show expenditures list](#)

[Show certificates list](#)

[Show payment claims list](#)

[Show progress reports list](#)

[Show certificats managing authority list](#)

[Show received payments](#)

[Show controls list](#)

Financial monitoring

[Expenditures breakdown per action of the working plan](#)

[Expenditures breakdown per budget lines](#)

All the information should be completed in this part


This section contains financial tables which allow a global financial monitoring at project level



To enter expenditure data



▢ Access application form data

Show the PDF version of the application form 

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▢ Access expenditure data

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▢ Financial monitoring

Expenditures breakdown per action of the working plan

Expenditures breakdown per budget lines

To start entering the expenditure data, click on « **Show expenditure list** »



To enter expenditure data



+ Add an expenditure

Click on « **Add an expenditure** » to start entering an expenditure. And repeat the same procedure for each expense

[-] New expenditures

	Partner ▾	Expenditure count ▾	Total
	Slovenia TROIS	1	
	Total	1	550.00 €

[-] Expenditures in validation process

	Partner ▾	Expenditure count ▾	Total amount ▾
	Slovenia TROIS	1	1,600.00 €
	Total	1	1,600.00 €

[-] Expenditures in certification process

	Partner ▾	Expenditure count ▾	Total amount ▾
	Slovenia TROIS	2	4,000.00 €
	Total	2	4,000.00 €

[-] Expenditures certified but not included in a validated certificate

No expenditure available



To enter expenditure data



☑ Add an expenditure for Slovenia TROIS

Invoice document

Issued by

Who produced the invoice document

Invoice reference

invoice number, ...

Invoice date

Invoice date must be before current date, between project start date and expenditure eligibility end date, and before the payment date

Invoice document type

Invoice or certificate

Expenditure's data

Working plan action to which the expenditure is related

Choose the corresponding action in the list

Expenditure subcategory

Choose corresponding budget line

Payment mode

How the expenditure was paid

Payment date

Payment date must be before current date, between project start date and expenditure eligibility end date, and after the invoice date

Invoice original amount

The amount that can be found on the supporting invoice document (e.g. if the invoice is a salary sheet and the person is not working full time on the projet)

Expenditure amount

The amount to input to the project IN EURO. Beware that VAT should be included depending on the partner situation concerning its refund !

 € [Official exchange rates for euro](#)

Each expense must be linked to a Working Plan action and to a budget line



To enter expenditure data



☑ Add an expenditure for Slovenia TROIS

Invoice document

Issued by

Who produced the invoice document

Invoice reference

invoice number, ...

Invoice date

Invoice date must be before current date, between project start date and expenditure eligibility end date, and before the payment date

Invoice document type

Invoice or certificate

Expenditure's data

Working plan action to which the expenditure is related

Choose the corresponding action in the list

Expenditure subcategory

Choose corresponding budget line

Payment mode

How the expenditure was paid

Payment date

Payment date must be before current date, between project start date and expenditure eligibility end date, and after the invoice date

Invoice original amount

The amount that can be found on the supporting invoice document (e.g. if the invoice is a salary sheet and the person is not working full time on the projet)

Expenditure amount

The amount to input to the project IN EURO. Beware that VAT should be included depending on the partner situation concerning its refund !

Form fields for data entry:

- Issued by: [Yellow input field]
- Invoice reference: [Yellow input field]
- Invoice date: [Yellow input field]
- Invoice document type: Invoice (dropdown)
- Working plan action: Preparation compo (dropdown)
- Expenditure subcategory: Réunion (dropdown)
- Payment mode: Bank transfert (dropdown)
- Payment date: [Yellow input field]
- Invoice original amount: [Yellow input field]
- Expenditure amount: [Yellow input field]

€ [Official exchange rates for euro](#)

About dates: Alert messages will appear for example if you declare a payment date before the invoice date. Correct your dates following the instructions given in the message



To enter expenditure data



☑ Add an expenditure for Slovenia TROIS

Invoice document

Issued by

Who produced the invoice document

Invoice reference

invoice number, ...

Invoice date

Invoice date must be before current date, between project start date and expenditure eligibility end date, and before the payment date

Invoice document type

Invoice or certificate

Expenditure's data

Working plan action to which the expenditure is related

Choose the corresponding action in the list

Expenditure subcategory

Choose corresponding budget line

Payment mode

How the expenditure was paid

Payment date

Payment date must be before current date, between project start date and expenditure eligibility end date, and after the invoice date

Invoice original amount

The amount that can be found on the supporting invoice document (e.g. if the invoice is a salary sheet and the person is not working full time on the projet)

Expenditure amount

The amount to input to the project IN EURO. Beware that VAT should be included depending on the partner situation concerning its refund !

€ [Official exchange rates for euro](#)

Total amount of the invoice

Amount of the invoice to be charged to project



To enter expenditure data



▢ Add an expenditure for Slovenia TROIS

Invoice document

Issued by

Who produced the invoice document

Invoice reference

invoice number, ...

Invoice date

Invoice date must be before current date, between project start date and expenditure eligibility end date, and before the payment date

Invoice document type

Invoice or certificate

Expenditure's data

Working plan action to which the expenditure is related

Choose the corresponding action in the list

Expenditure subcategory

Choose corresponding budget line

Payment mode

How the expenditure was paid

Payment date

Payment date must be before current date, between project start date and expenditure eligibility end date, and after the invoice date

Invoice original amount

The amount that can be found on the supporting invoice document (e.g. if the invoice is a salary sheet and the person is not working full time on the projet)

Expenditure amount

The amount to input to the project IN EURO. Beware that VAT should be included depending on the partner situation concerning its refund !

 € [Official exchange rates for euro](#)**Comment**

Any comment that would help understand the expenditure link to the project

Save

Click on
"Save"



New expenditures



New Expenditures

Click here to modify an expenditure

Here the magnifying glass allows you to see the elements related to the expense

	Invoice reference	Issued by	Invoice date		Invoice amount		
	80208	P.Tinto	2009-09-11		550.00 €		
	60575	Los Plómez	2009-09-17	2009-09-17	500.00 €		
Total					1,050.00 €		

Delete selected expenditures

Validate selected expenditures

Tick all the boxes on the right hand side of the screen and then click « **Validate selected expenditure** ».



Lead Partner validates the other partners' entries



Each partner's First Level Controller validates the expenditure



In some Member States, the controller's certificate has to be validated by the responsible National Authority
(Spain responsible body: Ministerio de Economía y Hacienda, Dirección General de Fondos Comunitarios – Madrid)



**The Lead Partner gathers all the
certificates and produce a
payment claim**





**Each partner enters activities on
PRESAGE CTE and the Lead partner
enters activities also at project level**




Progress report




Progress report



Access application form data

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Progress report (partner)

Realisation per component

- 1. Component 0 (preparation costs only) +
- 2. Communication component +
- 3. Management component +
- 4. Activity +
- 5. Evaluation +

Each partner must describe the actions and achievements for every component



Describe achievements done for this component

Save



Submission to the JTS within the deadlines mentioned in the Subsidy contract

Reporting period	Date of submission to the JTS
June 1 – August 31	October 31
Sept. 1 – Feb. 28	April 30



Documents to be submitted to the JTS



- **Payment claim**
- The **certificates** delivered by the controllers to each partner (Lead partner included) and their annexes
- Consolidated **progress report** by the Lead partner



Eligibility Principles

- ✓ **Necessary** to carry out project's activities/objectives
- ✓ **Clearly related** to activities foreseen in the approved AF
- ✓ Incurred **during** eligible periods (preparation-implementation-closure)

Engaged, invoiced and **paid out** between:

- The day after the submission of complete AF **02/02/2010**
- Within date of project closure **31/05/2013**

- ✓ **Incurred on MED area.** In case the expenditures are incurred *outside MED area* but *inside EU territory* they must be duly justified and previously approved by MED Managing bodies. Travel and accommodation costs for trips outside EU territory shall be approved case by case and shall be duly justified.



Eligibility Principles

- ✓ Supported by document attesting **administrative procedures** adopted (tenders, contract, ...)
- ✓ Supported by accounting documents justifying **incurred expenses** (invoices, pay rolls....)
- ✓ **Real**: actually borne directly by the relevant project partners and supported by documents justifying the actual payments (bank statements, payment proofs...)
- ✓ **Respect** EU/national/Programme relevant rules
- ✓ **Respect** public procurement rules



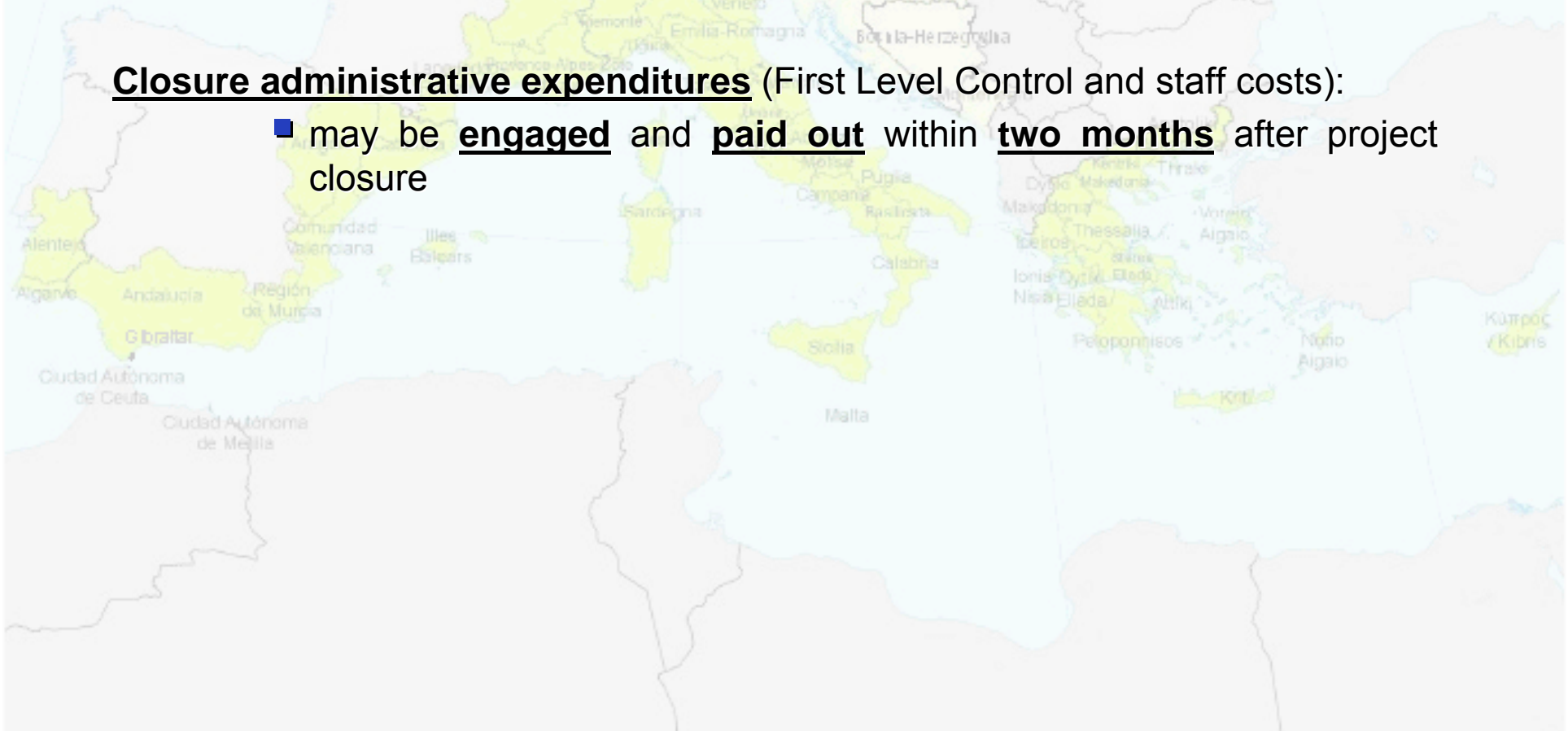
Eligibility closure costs

In case costs cannot be paid out within the date of project closure:

- paid out **within two months** after project closure

Closure administrative expenditures (First Level Control and staff costs):

- may be **engaged** and **paid out** within **two months** after project closure





Ineligible expenditures

- ✓ Representation expenditures (e.g. presents, flowers, etc.)
- ✓ Interest on debt
- ✓ Fines
- ✓ Financial penalties
- ✓ Expenditure on legal disputes
- ✓ Exchange losses
- ✓ Expenditures held outside the eligible period
- ✓ Not supported by the relevant public procurement procedures
- ✓ Lump sum, general estimations, unjustified calculations
- ✓ VAT which is recoverable
- ✓ Not justified by project's activities/objectives
- ✓ Not supported by relevant documentation



Budget Lines

- Staff
- Durable goods
- Consumable goods
- Travel and accommodation
- Services
- External expertise
- Promotion, information and publications
- Overheads
- Other



Staff

Cost of the actual time worked by the persons directly carrying out the work under the project and directly employed by the project partners' institutions officially listed in the application form.

These costs are eligible provided that they are based on **regular employment/labour contracts** according to the relevant national law.

If the **First Level Control** checks are carried out by **internal staff personnel** (working within a service/office independent from the one participating to the project as partner), related expenses must be charged under the budget line **"Staff cost"**.

The cost for the work carried out by **persons hired under a contract other than an employment/labour** one it should be included under budget lines **"Services"** or **"External expertise"**.



Staff

1. THE MED CONTEXT

Staff costs must be based on real costs, supported by proper documentation and calculated on the following basis:

- ❑ Gross salaries, employment taxes and social contributions calculated individually for each employee and based on the **monthly payslip**.
- ❑ Fringe benefits are not eligible.
- ❑ Based on recorded number of actually worked hours/month on the project through a **monthly timesheet per each employee**.
- ❑ Estimations of worked hours/days are not acceptable.
- ❑ The cost of **employees working part-time** on the project has to be calculated based on the **hourly rate** and actual hours worked for the project.
- ❑ The calculation of the hourly rate must comply with the national rules.



Staff

2. SUPPORTING DOCUMENTS FOR THE FLC

- ▣ List of personnel working on the project indicating:
 - ☞ Name
 - ☞ Qualification and function

- ▣ Employment/labour contracts or internal service orders indicating:
 - ☞ Tasks
 - ☞ Realistic share of time/months to be worked on the project

- ▣ Monthly time sheet for each employee indicating:
 - ☞ Hours and activities performed within the project
 - ☞ Signature of the employee and his/her supervisor



Staff

2. SUPPORTING DOCUMENTS FOR THE FLC

□ Proofs of the expenditures:

- ☞ Payslips
- ☞ Evidence of the calculation method to determine the value of the hourly cost
- ☞ Accounting documents proving the expenditures for taxes and security schemes

□ Proofs of payments of:

- ☞ Salary
- ☞ Taxes
- ☞ Security schemes

□ Any other document that the first level controller might require for checking compliance with national legislation



Travel & Accommodation

As general rule travel and accommodation costs must be directly related to and essential for the effective and correct implementation of the project activities and they must cover the economy class travel on public transport. The most economic way of transport relevant for the context must be used.

1. SPECIFIC PROVISIONS

Travel and accommodation costs are eligible provided that:

- + They are **directly** related and **essential** to project's implementation
- + They are held by personnel directly employed by project partners (**Staff**)
- + **Accommodation** costs are within the **national limits**
- + The **subsistence allowances** do not exceed the usual subsistence allowances of the **public authorities** of the project partner's country and comply with the rules applicable in that country. Despite of the project's partner legal status, the subsistence allowances rates of the public authorities have to be followed.



Travel & Accommodation

1. SPECIFIC PROVISIONS

Travel and accommodation expenditures declared by persons **not directly employed** by project partners as staff personnel should be reported under other budget lines, i.e. **“external expertise”** budget line (**and their link to the project justified**).

Travel and accommodation costs for trips **outside MED and inside EU territory** are subject to previous approval by Joint Technical Secretariat and Managing Authority if not already included in the approved application form.

Travel and accommodation costs for trips **outside EU territory** shall be approved case by case and shall be duly justified.



Travel & Accommodation

2. SUPPORTING DOCUMENTS FOR THE FLC

Travel and accommodation costs are eligible provided that:

+ Travel invoices paid directly by the institution, original **tickets** and all other original documentary evidence (i.e. **boarding pass, invoices**/other equivalent documents, in the case of **e-tickets** without its standard flight ticket an e-mail with the **booking number** serves as a proof etc.)

+ **Proofs of payment**

+ **Reimbursement request**

+ **Proof of effective reimbursement**

+ In case of use of own car: reimbursement request through mileage sheet, according to **national procedures** and agreed values

+ **Travel report** or equivalent memo

+ Any other document that the first level controller might require for checking compliance with national legislation



Consumable Goods

The costs of consumable goods concern the purchase of all goods likely to **wear out in no more than 1 year's time** and not subject to depreciation (for example, a low value asset).

These costs must be **essential** for the project's implementation.

European and national public procurement **rules** must be respected when **purchasing** consumable goods.

Even below European and/or national tendering thresholds, **a selection process shall be implemented in order to ensure that basic principles of non-discrimination, transparency, objectivity and respect of usual market rates** are applied by requesting at least **3/5 comparable offers from different providers**.

Costs must be reasonable according to the standard rates in the country where the contracting project partner is located.



Durable Goods

*Durable goods are goods subject to **depreciation**.*

Durable goods invoiced to the project must:

- +Be absolutely **necessary** for the correct implementation of project's activities/objectives
- +Be **foreseen** in the approved application form
- +Not already fully depreciated
- +Respect relevant **public procurement rules**
- +Be reasonable according to the standard rates in the country where the contracting project partner is located
- +**Not be completely financed with any other public financial instrument (European, national or regional)**



Durable Goods

If durable goods are **not used exclusively for the project purposes**:

+ Depreciation rules apply according to relevant national accounting rules.

The cost for **second-hand durable goods** is eligible provided that:

- + The provider issues a declaration that the good was not bought with the aid of any public financial instruments (European, national, regional or other grants)
- + The price of the good must not exceed its market value and must be less than the cost of a similar new item
- + The item must have the characteristics necessary for the project's purposes and comply with relevant norms and standards



Consumable/Durable Goods

SUPPORTING DOCUMENTS FOR THE FLC

- +Evidence of compliance with public procurement rules at European and national level:
 - ☞ **Evidence of the selection process** – related documents
- +**Contracts**
- +**Invoices** related to the purchase of goods
- +Evidence of the **depreciation plan adopted for each durable good**
- +For the goods only **partially used** for project's purposes:
 - ☞ **Calculation method to attribute a share of the depreciation allowance to the project**
- +**Proofs of payment**
- +Any other document that the first level controller might require for checking compliance with national legislation.



External Expertize

An external expert/consultant is an independent service provider **sub-contracted** by the partner/s to carry out certain specific tasks of the project (e.g. studies and surveys, translation, management or control of the project if sub-contracted, etc.) that **can not be accomplished internally by project partners' own staff**, as specific competences are required.

Thus external expert/consultant costs must not be included in staff costs.

1. MED CONTEXT

Project partners cannot be contracted as external experts or subcontractors by other partners in the framework of the same project.



External Expertize

1. MED CONTEXT

External expertise costs are eligible if:

- + the work is **essential** for project's purposes
- + they are reasonable according to the standard rates in the country where the contracting project partner is located
- + European and national **public procurement rules** are respected
- + even below European and/or national tendering thresholds, a **selection process** is implemented in order to ensure that basic principles of non-discrimination, transparency, objectivity and respect of usual market rates by requesting at least **3/5 comparable offers from different providers**
- + the specific work cannot be carried out internally by project staff
- + related costs are budgeted in the approved application form



External Expertize

1. MED CONTEXT

Travel and accommodation expenses declared by sub-contracted external experts/consultants should be recorded under the budget line “external expertise”.

If the **First Level Control** checks are carried out by external independent experts/consultants, related expenses must be included under budget line **“external expertise” – Component “Management”**.

External expertise related to specific actions such as **website development** or communications should be recorded under budget line **"Promotion, information and publications"**.



External Expertize

2. Supporting documents for the First Level Control

+Evidence of compliance with **public procurement rules** at European and national level:

☞ Evidence of the **selection process** – related documents

+**Contracts**

+**Invoices**

+**Proofs of payment**

+Any other document that the first level controller might require for checking compliance with national legislation.



SERVICES

*This cost category concerns expenditures for **suppliers of services and goods** (i.e. translations, interpreting, organising meetings, cost of venue, catering for events, etc.)*

When these services have a direct link with **promotion costs**, it is possible to choose between budget line “**services**” and “**promotion**” depending on budgetary needs.

European and national public procurement rules must be respected when selecting the company or the person providing the services.

Even below European and/or national tendering thresholds, a **selection process** is implemented in order to ensure that basic principles of non-discrimination, transparency, objectivity and respect of usual market rates are applied by requesting at least **3/5 comparable offers from different providers**.

Costs must be reasonable according to the standard rates in the country where the contracting project partner is located.



SERVICES

Supporting documents for the First Level Control

- Evidence of compliance with **public procurement rules** at European and national level:
 - Evidence of the **selection process** – related documents

- **Contracts**

- **Invoices**

- **Proofs of payment**

- Any other document that the first level controller might require for checking compliance with national legislation



Promotion



Costs directly linked to the promotion of the project, **organisation of meetings and events, output of websites, promotional material and printed publications** should be included under this budget line.

- European and national public **procurement rules** must be respected when selecting the company or the person supplying the services.
- Even below European and/or national tendering thresholds, a selection process shall be implemented in order to ensure that basic principles of non-discrimination, transparency, objectivity and respect of usual market rates by requesting at least **3/5 comparable offers from different providers**.
- Costs must be reasonable according to the standard rates in the country where the contracting project partner is located.



Promotion



Supporting documents for the First Level Control

- +Evidence of compliance with **public procurement rules** at European and national level:
 - ☞ Evidence of the selection process – related documents
- +**Contracts**
- +**Invoices**
- +Complementary documents such as **agenda** and/or **minutes of the meeting**, copies of **brochures, leaflets, newsletters, etc...**
- +**Proofs of payment**
- +Any other document that the first level controller might require for checking compliance with national legislation.



AUDIT TRAIL



The audit trail is an instrument the **LP and the project partners** shall put in place in order to ensure the “**self-control**” during the implementation of the project as **the audit trail allows a clear and objective traceability of project’s declared expenditures and relevant related documents.**

As general rule and in case no national stricter rules exist, the following applies for the MED Programme





AUDIT TRAIL



The audit trail should include the information/documents related to:

- **original invoices** (or documents of equivalent probative value) of all declared expenditures and related payment proofs;
- administrative supporting documents to **public procurement procedures** adopted: tenders, contracts, administrative procedures;
- clear description of the accounting evidence. **Accounting evidence should be related to the following budget lines:** staff costs, durable goods, consumable goods, travel and accommodation, services, external expertise, promotion, information and publications, overheads and other;
- **certifications** related to validated expenditure;
- procedures: **Subsidy Contract (changes), Partnership Agreement (changes), Progress Reports, relevant project correspondence**, etc;
- Main correspondence on **approval, implementation, modifications of the project**.
- Correspondence/verification of the **receipt, and transfer for the LP, of ERDF funds**.



AUDIT TRAIL



In order to ensure a clear identification of expenditure; the following requirements are to be fulfilled:

- open a specific **bank account** for project payments, if possible, or foresee a separate project code;
- **project specific cost-accounting analytical codes** in order to clearly trace project costs by **budget line, activity and payment date/reporting period** in the accounting system;
- **indicate the project title/reference number directly on the invoices/equivalent documents and on all supporting documents.**



AUDIT TRAIL



Moreover a correct audit trail foresees:

- **a separate archive** filled in by each project partner with all original documents related to project's implementation - financial and administrative. All partners shall keep the documents linked to the project **until 31st December 2021** or longer if foreseen at national level.
- **copy of relevant documents sent to the Lead Partner.**



Thank you

