



Steering Committee

GRAZ, 08 – 10 July 2009

Steering Committee

July, 10th 2009

- *Final Conference Graz, 08 – 10 July 2009*



Final To Do's

| No | Actions to be undertaken | Responsible | Deadline |
|----|---|---------------------------------------|---|
| 1 | Reports on Internships | Participants Graz Internship | 25 July 2009 |
| 2 | Prepare final Reporting - Narrative (Results, Lessons learned, MM Events, Dissemination) - Finance (prepare the audit, make dates final audit) | All GTZ (will provide template) | 31 July 2009 |
| 3 | Send Pictures for Website | All | After return (latest 14 August 2009) |



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Financial Issues

3rd and last Reporting Period

3rd Reporting Period

Documents to submit by each project partner:

- Annex 1 (Budget Follow Up Table)
- Annex 2 (Person Month Status Table)
- Form C (Cost Statement 3rd period)

**covers 3rd project period:
15.08.2008 – 14.08.2009**

- **Audit Certificate**
- **Form C (Cost Statement all periods)**

**covers whole project period:
15.08.2006 – 14.08.2009**

Annex 1 (Budget Follow Up Table)

| Cost Budget Follow-up Table | | | | | | | *) total budget figures - not EC f |
|------------------------------------|---|-------------------|-------------------------------|------------------|----------------|-------------------|------------------------------------|
| Contract N°: 31490 | | | Date: 15.08.2008 - 14.08.2009 | | | | |
| PARTICIPANTS | TYPE of EXPENDITURE (as defined by participants) | BUDGET e | ACTUAL COSTS (EUR) | | | | |
| | | | Period 1 a1 | Period 2 b1 | Period 3 c1 | Total e1 | |
| GTZ | Total Person-month | 11,70 | 3,204 | 4,605 | | 7,809 | |
| 1 | Personnel costs | 122.148,00 | 33.449,00 | 46.786,00 | | 80.235,00 | |
| 2 | Travel | 14.150,00 | 6.643,04 | 7.359,20 | | 14.002,24 | |
| 3 | Travel (managed by GTZ) | 64.550,00 | 9.654,85 | 13.928,61 | | 23.583,46 | |
| 4 | Other costs ('the rest') | 15.492,33 | 3.558,48 | 1.045,32 | | 4.603,80 | |
| 5 | of which subcontracting | 14.000,00 | 3.520,00 | 1.036,60 | | 4.556,60 | |
| 6 | Overhead | 40.468,07 | 9.957,07 | 13.616,51 | | 23.573,58 | |
| 7 | Total Costs | 256.808,40 | 63.262,44 | 82.735,64 | 0,00 | 145.998,08 | |

Annex 2 (Person Month Status Table)

Appendix 2 - Standard Reporting Template

Table 4

| Person-Month Status Table ¹ | | | Partner - Total (Funded + Unfunded) | | | | |
|--|-------------------------------|-------|-------------------------------------|--------------------|-------|-------|-----|
| CONTRACT N°: 31490 | | | TOTALS Person Month | TOTALS eligible | GTZ | EBP | PTV |
| ACRONYM: TRANSPOWER | | | | | | | |
| PERIOD: Period No. 3 (15.08.2008 - 14.08.2009) | | | | | | | |
| Workpackage 1: Kick-off and Project Set-up | Actual WP total (1st Report): | 3,254 | 2,684 | 1,181 | 0,100 | 0,233 | |
| | Actual WP total (2nd Report): | 0,150 | 0,100 | | 0,000 | 0,000 | |
| | Actual WP total (3rd Report): | 0,000 | 0,000 | | | | |
| | Planned WP total: | 2,400 | 2,400 | 1,300 | 0,100 | 0,100 | |



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3rd Reporting Period

- Audit Certificate
- Form C (Cost Statement all periods)

covers whole project period:
15.08.2006 – 14.08.2009

3rd Reporting Period

Audit Certificate

- Every project partner has to hand in an audit
- A template and guidelines* were sent to you
- Audit covers whole project period: 15.08.2006 – 14.08.2009
- Audit has to be made by an external auditor
- Public bodies have the choice between an external auditor or a competent public officer
- Audit in English
- Audit has to be signed (signature and stamp) and dated by the auditor

*“Audit Certificate Guidance Notes 6TH Framework Programme“

3rd Reporting Period

Audit Certificate

- Audit made by an external auditor
 - Possible for all project partners
 - Audit is a sub-contract
 - Obligation to find bids (offering best value for money)
 - Use of usual external auditor
 - A contract with the auditor is presumed and new bids are not necessary
 - Management of the Consortium costs

3rd Reporting Period

Audit Certificate

- Audit made by a competent public officer
 - Only possible for public bodies
 - Requirement: person is not involved in the processing of the Financial Statements (Form C)
 - Costs for the audit can be seen as personnel costs



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3rd Reporting Period

Form C (Cost Statement all periods)

- Covers costs whole project period: 15.08.2006 – 14.08.2009
 - That means the sum of the 3 Form C's
- Signed by the auditor

3rd Reporting Period

Deadlines

- Documents from each city:
 - Deadline **31. July 2009**: *Annex 1, Annex 2, Form C 3rd period and Form C whole period in electronic version*
 - Deadline **31. August 2009**: *Annex 1, Annex 2 and Form C 3rd period in 2 original plus Audit Certificate by auditor and Form C whole period signed by Auditor*

Templates will be provided to you in due time