

**Interreg  
Europe**



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# Project Training Days

## Day 1: Financial reporting

26 September 2023

Interreg Europe training days for 1<sup>st</sup> call projects  
Lille, France

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# Agenda of the day

09:30-11:00	Basic reporting principles, legal framework and verification of expenditure		
11:00-11:30	Coffee break		
11:30-12:45	<p><b>Group 1</b></p> <p>Eligibility of expenditure <i>(Flex 4 / R-1)</i></p>	<p><b>Group 2</b></p> <p>Reporting in the Portal <i>(Workplace 1)</i></p>	<p><b>Group 3</b></p> <p>External expertise and services etc. <i>(Verrière)</i></p>
12:45-14:15	Lunch break		
14:15-15:30	<p><b>Group 1</b></p> <p>External expertise and services etc. <i>(Verrière)</i></p>	<p><b>Group 2</b></p> <p>Eligibility of expenditure <i>(Flex 4 / R-1)</i></p>	<p><b>Group 3</b></p> <p>Reporting in the Portal <i>(Workplace 1)</i></p>
15:30-16:00	Coffee break		
16:00-17:15	<p><b>Group 1</b></p> <p>Reporting in the Portal <i>(Workplace 1)</i></p>	<p><b>Group 2</b></p> <p>External expertise and services etc. <i>(Verrière)</i></p>	<p><b>Group 3</b></p> <p>Eligibility of expenditure <i>(Flex 4 / R-1)</i></p>
17:15	Networking cocktail		

# Meet the finance and audit team



**Petra Geitner**

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**Anne-Cécile Renard**

Coordinator - Programme Finances



**Ilaria Piazza**

Coordinator - Project Finances



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**Ségolène Jean**

Finance Officer



**Rūta Ročāne**





Finance Officer



**Feodora Braconne**

Senior Projects & Finance Assistant

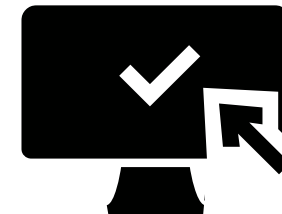
# What will you get from today?

-  Understand financial reporting and control procedures work
-  Practice with case studies
-  Ask your questions
-  Exchange with financial managers and controllers of other projects

# Main terminology & abbreviations

- JS = joint secretariat
- MA = Managing Authority
- MC = Monitoring Committee
- LP = lead partner
- PP = project partner
- APA = Associated policy authority
- PR = progress report
- Portal = programme's monitoring system

<https://www.interregeurope.eu/glossary-terms>



# Content of the presentation

1. Reporting procedures and legal framework
2. Eligibility of expenditure
3. Reporting in the online monitoring system (Portal)

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# Reporting procedures and legal framework



26 September 2023

Interreg Europe training days  
Lille, France

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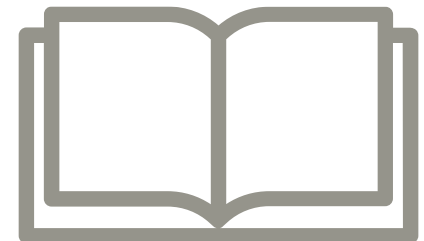


# 1. **Legal** framework



# Recommended **reading**

- Subsidy contract
- Programme manual (latest version)
- Regulation (EU) No 1059/2021 (*Interreg regulation*)
- Regulation (EU) No 1060/2021 (*Common provision regulation*)
- Regulation (EU) No 1058/2021 (*ERDF regulation*)
- EU Directive on public procurement



# 2. Eligibility period and eligibility principles



# Eligibility period

**Eligibility period** from project approval

- by the monitoring committee (**13 Dec 2022**)
- to the project end date (**31 May 2027**)



Submission date of last report = project end date = end date of eligibility of costs

# Reporting periods and deadlines

Progress report	Reporting period	Deadline for submission
First (= PR1)	<b>13/12/2022 (*)</b> – 31/08/2023	<b>01/12/2023</b> (= 3 months after the end of the reporting period)
PR2	01/09/2023 – 28/02/2024 (six months)	01/06/2024
PR3	01/03/2024 – 31/08/2024 (six months)	01/12/2024
PR4	01/09/2024 – 28/02/2025 (six months) <i>Midterm review</i>	01/06/2025
PR5	01/03/2025 – 31/08/2025 (six months)	01/12/2025
PR6	01/09/2025 – 28/02/2026 (six months)	01/06/2026
PR7	01/03/2026 – 31/08/2026 (six months)	01/12/2026
Last (= PR8)	01/09/2026 – <b>31/05/2027 (**)</b> (nine months)	31/05/2027 (= end of the project = end date of eligibility)

TBC!

# Eligibility period



NO

- It is not possible to include costs that have been paid out **after** the end of the reporting period of a progress report



YES

- It is possible to include **costs paid in a previous reporting period** in a progress report (e.g. staff costs of the last months of the previous reporting period)

# Reminder

Only partners that have signed the **partnership agreement** can report costs!



# 3

## **Reporting process**

- *General principles*

# General **principles**

## **Different levels of rules**

- European: EU Regulations
- Programme
- National
- Partner/ institutional



# General **principles**

## **CONSISTENT**

the expenditure allocated to the right cost category



## **JUSTIFIED**

unforeseen expenditure items or over/ underspending needs to be justified



## **COHERENT**

reported activities and finances have to match



## General **principles**

Eligibility of costs is determined by the **relevance of the activities!**

Costs necessary to:

- Carry out the project activities
- Achieve the project objectives



# Points of **attention**

Prior **approval from JS** necessary for items not already specified and approved in the application form

For example:

- Activities/ travel outside the programme area
- Equipment
- Infrastructure and works

# 3

## **Reporting process**

- *Verification of expenditure*

# Regulatory requirements for control system

The organisation of control systems



Partner State responsibility

*Legal basis:*

*Art. 74 of Regulation (EU) No 2021/1060*

*Art. 46 of Regulation (EU) 2021/1059*

# The different **control systems**

## Centralised control

Belgium (Brussels + Wallonia), Bulgaria, Czech Republic, Croatia, Estonia, Finland, Greece, Hungary, Ireland, Latvia, Luxemburg, Poland, Romania, Slovenia, Slovakia, Sweden

Directly **appointed by Control body**

## Decentralised control

Austria, Belgium (Flanders), Cyprus, Denmark, France, Germany, Italy, Lithuania, Malta, Netherlands, Norway, Portugal (+ validation), Spain (+ validation)

Controller needs **to be contracted by the PP and approved by Approbation body** (sometimes there is shortlist)

<https://www.interregeurope.eu/in-my-country>

Discover the programme

Look for funding

**Approved projects**

Get policy advice

Find policy solutions

Meet our community

## Approved projects

[See all](#)

Projects by topic:



Smart



Green



Connected



Social



Citizens



Governance

Search approved projects by :

**Country**

(France, Italy, Germany...)



## Implement project

**Programme manual  
2021-2027**

**Programme manual  
2014-2020**

**Guidance and templates  
2021-2027**

**Guidance and templates  
2014-2020**

**Country specific info**

## Project results

### Overview

Latest programme achievements

### 30 stories about policy changes

A publication about results in 30 countries

### Web documentary

A set of video stories about project results

## Project news

[See all](#)



**The results of our first call  
are out**



| 13 December 2022

### See also

[Facts and figures](#)

[Policy solutions](#)

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# What do controllers check?

- **Partnership agreement** signed (*in 1<sup>st</sup> PR*)
- The list of expenditure is complete (*descriptions are clear and self explanatory, in English, 1 cost per line, etc.*)
- **Contracts** and procedures
- **Proof of delivery and payment** of services and products
- Invoices and all supporting documents comply with programme's, national and EU rules
- All costs are in line with activities reported



## **Where** do controllers check?

- List of Expenditure section in partner's financial report
- Upload all supporting documents on **Portal**  
→ **online**
- Potentially 1 On-the-spot-check in the project lifetime
- No need to send paper version



# Controller's **access to Portal**

Access granted by the national **Control/Approbation body**

Discover the programme    Look for funding    **Approved projects**    Get policy advice    Find policy solutions    Meet our community

## Approved projects See all

Projects by topic:

- Smart >
- Green >
- Connected >
- Social >
- Citizens >
- Governance >

Search approved projects by :

**Country**  
(France, Italy, Germany...)

## Implement project

- Programme manual 2021-2027
- Programme manual 2014-2020
- Guidance and templates 2021-2027
- Guidance and templates 2014-2020
- Country specific info

## Project results

**Overview**  
Latest programme achievements

**30 stories about policy changes**  
A publication about results in 30 countries

**Web documentary**  
A set of video stories about project results

## Project news See all

**The results of our first call are out**  
13 December 2022

**See also**  
[Facts and figures](#)  
[Policy solutions](#)

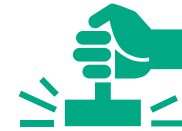
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# How do controllers check?

The controller certifies the expenditure and fills in Portal:

- **Control checklist and report**
- **Control certificate**

CHECKED



CERTIFIED

*Appendix 3 of programme manual (templates)*

+ additional step for validation for Spain and Portugal

NEW

# Sample methodology

- Made through **Portal**

A rectangular button with a blue border containing a blue icon of a document with a plus sign and the text "Draw sample".

- **Sample:**

- 10 lines in staff costs → **1 cost per line** (1 month = 1 line)
- 10 lines from other costs categories

## Guidance

For the period 2021-2027, the control of expenditure reported by partners is risk-based. The programme risk-based methodology is available here.



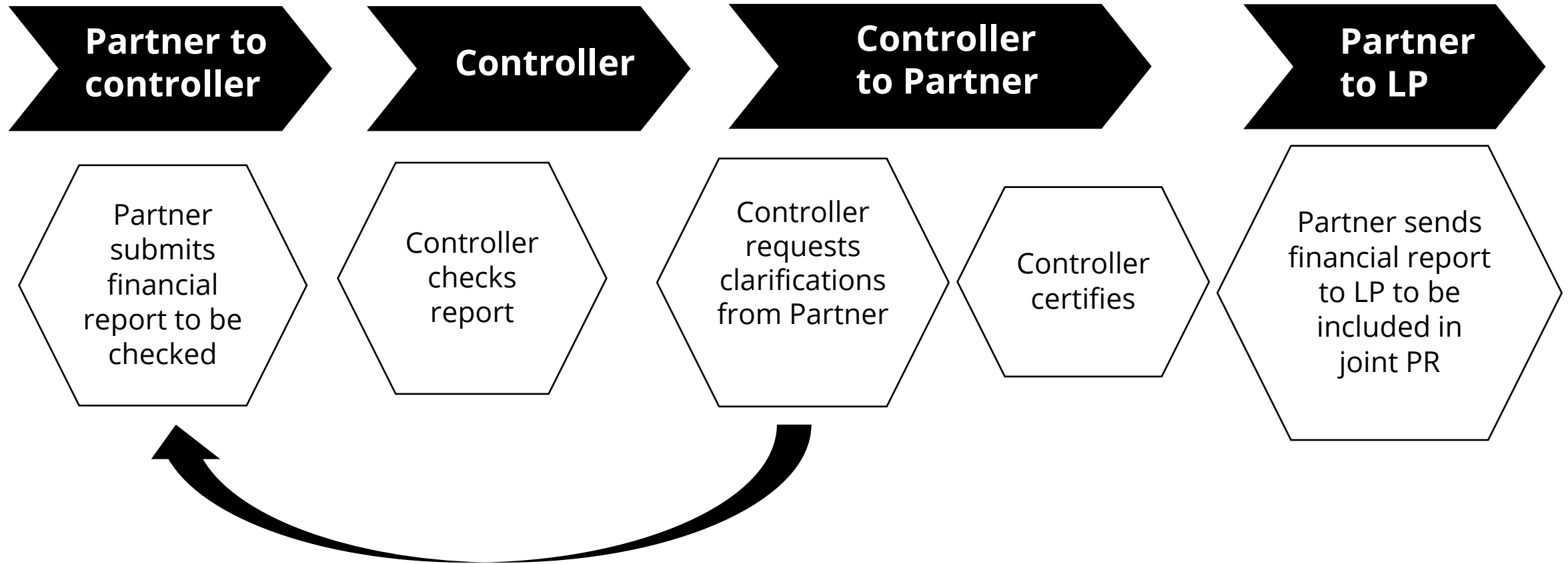
RISK BASED MANAGEMENT VERIFICATIONS  
METHODOLOGY.PDF

The programme risk-based  
methodology version 1 from  
October 2022.

[Download \(491.83 KB\)](#)

- Controller may extend the sample and check all items

# Sum-up control process



Keep in mind!

## **Make best use of the time!**

You can already:

- Fill in your report
- Have your controller selected with access to Portal
- Monitor your partners' advancement and support them to get ready on time!

# 3

## **Reporting process**

- *Lead partner's responsibilities*

# Lead partner principle



Lead partner:

- formal **link** between the project and the managing authority/joint secretariat
- **responsible** for management, communication, implementation and coordination of activities



# Including financial reports in the progress report

The LP consolidates the financial reports in the **joint progress report**

→ The expenditure is already certified by a controller (in line with national control requirements)



**Do not re-do the work of the partner's controllers!**

# Role of the lead partner **in the reporting**



The LP checks that:

- each financial report is **clear enough**
  - i.e. descriptions = concrete and self-explanatory
- the expenditure is **related to the project** and corresponds to the activities in the application form

## Lead partner's role in **reporting process**

After the submission of the progress report, the LP:

→ answers to the list of **clarification requests** sent by the JS

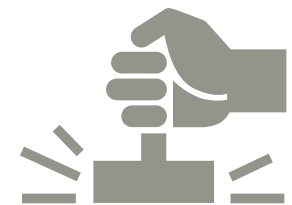
## Lead partner's role in **reporting process**

After the approval of the progress report, the LP:

- receives the payment of the programme funding;
- transfers the programme funding to project partners **without delay** (!) in compliance with the amounts stated in the progress report.

# Reporting **procedure**

1. LP compiles financial reports into a joint progress report (PR)
2. LP submits PR to Joint Secretariat (JS)
3. JS checks and sends back clarification requests
4. LP submits revised PR and replies to the clarifications
5. JS approves PR when all requests clarified
6. Accounting body transfers ERDF to LP (1 month)
7. LP transfers ERDF to partners quickly



**APPROVED**

# 4. **Audit and anti-fraud policy**



# Quality checks and 2nd level audits

## Second Level Auditors



## National checks

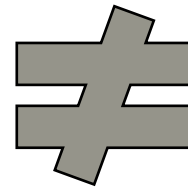
# What is **fraud**?

## **Irregularity**

Error/mistake



***Correction***



## **Fraud**

Intentional



***Correction***

***+ Investigation***



# What is fraud?

IRREGULARITY	FRAUD
Reported same <b>invoice</b> twice	Charged invoice for <b>goods not received</b> /for <b>personal gain</b>
Error in the calculation of <b>staff costs</b>	Staff costs claimed for 80% while <b>only 30% actually worked</b> on the project
Travel costs of director reported as <b>stakeholder travel costs</b>	Travel costs of staff members <b>systematically</b> reported as stakeholder travel costs
<b>Tendering process</b> did not fully comply with all the requirements	Terms of reference drafted so that <b>only one particular company</b> can meet the requirements

# Anti-fraud strategy

Main risks identified in our programme:

- **Staff costs reported** do not correspond to the reality
- **Public procurement** (conflict of interests, contract splitting)
- **Double financing**

*Ref. Programme Manual sections*

*- 6.9 Anti fraud policy*

*- 6.5 Preventing fraud in public procurement*

# Fraud risks

Fraud risks may be at the level of:

- the beneficiary staff
- the external contractors
- collusion between the two
- JS / staff (conflict of interest, corruption...)

→ **conflict of interest policy** has to be in place

# How can the MA/JS be informed ?

- Whistleblowing email for general public/beneficiaries

*[lanceur.alertes@hautsdefrance.fr](mailto:lanceur.alertes@hautsdefrance.fr)*



- Controller reports to JS audit officer - template available on website (*Appendix 4 in Programme Manual*)

[www.interregeurope.eu/anti-fraud-policy](http://www.interregeurope.eu/anti-fraud-policy)

# Further potential measures



- **Police investigation**
- **National court**

# 5. Monitoring **project budget**



# The 20% flexibility rule

→ For minor changes in the project budget

Check out our [tutorial video](#)

Find more information in section 5.3.7 of the [programme manual](#)

# Exercise





PP03 asks if they can bring two additional staff of their APA to the kick off, as the control cost will be lower than expected.  
You

- a) Check with the JS if this change is ok
- b) Say yes because it is a minor & clearly justified reallocation
- c) Say no because it's not in line with the flexibility rule

**b) Say yes because it is a minor & clearly justified reallocation**

PP05 wants to shift € 28,000 from staff to external expertise and services to finance local training activities for their staff and produce a study. You

- a) Ask more information on the added value of these activities for the project + double check with JS in case of doubts
- b) Say yes because it is a minor reallocation + they have budget available
- c) Say no (not in line with the flexibility rule)

Partner	Preparation	Staff	Office & Administration	Travel & accommodation	External expertise and services	Equipment	Total	ERDF
LP01	17,500	174,800	26,220	26,220	98,000	750	343,490	274,792
PP02		146,950	22,042	22,042	45,000		236,034	188,827
PP03		107,850	16,177	16,177	65,000	1,000	206,204	164,963
AP04		125,000	18,750	18,750	58,000		220,500	176,400
PP05		108,000	16,200	16,200	89,500		229,900	183,920
PP06		159,645	23,947	23,947	15,000		222,539	178,031
PP07		164,000	24,600	24,600	56,000		269,200	215,360
<b>Total</b>	<b>17,500</b>	<b>986,245</b>	<b>147,936</b>	<b>147,936</b>	<b>426,500</b>	<b>1,750</b>	<b>1,727,867</b>	<b>1,382,294</b>

**a) Ask more information on the added value of these activities for the project + double check with JS in case of doubts**

PP07 wants to purchase an online video conferencing software tool and a laptop, for a total amount of € 1,350. You

- a) Check with the JS if this unplanned equipment can be accepted
- b) Say yes to this minor re-allocation
- c) Say no because PP07 has no equipment budget

Partner	Preparation	Staff	Office & Administration	Travel & accommodation	External expertise and services	Equipment	Total	ERDF
LP01	17,500	174,800	26,220	26,220	98,000	750	343,490	274,792
PP02		146,950	22,042	22,042	45,000		236,034	188,827
PP03		107,850	16,177	16,177	65,000	1,000	206,204	164,963
AP04		125,000	18,750	18,750	58,000		220,500	176,400
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**a) Check with the JS if this unplanned equipment can be accepted**

Equipment must be planned in the application form or should be pre-approved by the JS!



AP04 expects to exceed their budget by € 30,000 at the end of the project. You

- a) Say yes because it does not exceed 20% flexibility rule
- b) Say no because 20% flexibility rule is exceeded
- c) Ask AP04 to justify this overspending and check if it can be compensated by other partner(s) underspending

Partner	Preparation	Staff	Office & Administration	Travel & accommodation	External expertise and services	Equipment	Total	ERDF
LP01	17,500	174,800	26,220	26,220	98,000	750	343,490	274,792
PP02		146,950	22,042	22,042	45,000		236,034	188,827
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**c) Ask AP04 to justify this overspending and check if it can be compensated by other partner(s) underspending**

€ 63.000 should be shifted from PP03 to partner PP02 because PP02 had to take over many tasks from PP03. Does this budget shift have to be approved by the JS/MA through a formal request for change?

- a) YES
- b) NO

Partner	Preparation	Staff	Office & Administration	Travel & accommodation	External expertise and services	Equipment	Total	ERDF
LP01	17,500	174,800	26,220	26,220	98,000	750	343,490	274,792
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## a) YES

PP02 budget excess is above flexibility rule, 20% of PP02 budget € 236,034 = € 47,206

- **LP is responsible to monitor** budget reallocations requested by partners
- **20%** limit applies to **partner** budget
- **Total ERDF/NO funding can never be exceeded**
- LP can agree to **minor changes** if clearly **justified** (no need to check with JS)

- Budget reallocations even if **below flexibility rule** must be needed for the project & **clearly justified**
- LP should **check with JS** if reallocation is significant/not clearly justified/doubts (*=> avoid problems when reporting*)
- Application form revision (**request for change**) **only for reallocation above flexibility rule**



# Project's mid-term review

## **What?**

→ A meeting between the JS and the LP

## **When?**

→ In the first semester of 2025

## **Why?**

→ Discuss the state of play of policy improvement

→ Discuss the spending rate of the project

→ Discuss whether the project is requesting a pilot action or not

## Project's mid-term review

In case of **significant underspending** faced by the project:

→ discuss whether the project will be able to spend its total budget or not

→ if not, it may lead to a budget reduction proportional to the amount of underspending

Funds returned to the programme will be used to support other activities

# Project partners not reporting costs

Partners not reporting any expenditure after 2 semesters:

- JS issues a warning to LP and informs the Partner State
- If no costs reported in third PR + not due to circumstances outside its control = **project partner's budget reduced taking into account its spending plan**
- If budget reduction = will be implemented **after the mid-term review meeting**

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# Eligibility of expenditure

26 SEPTEMBER 2023 | 95 Minutes

Training Days – Mastering Financial reporting  
Lille, France

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Focus on **staff costs,**  
**flat rates & External**  
**expertise and services**

# Staff costs

- 1) Only one staff cost reporting method → fixed percentage
- 2) Supporting documents (task assignment letter, employment document, payslips, proof of payment)
- 3) Entry in the Portal is by month (monthly gross employment cost × % set in task assignment letter)

→ **Regulation (EU) No 2021/1060 Article 55(5)**

→ **Section 6.2.1 of the programme manual**

# Administrative costs & travel costs

15% of staff costs automatically received as a flat rate for admin costs and for travel costs



## **Two points of attention:**

- 1) No supporting documents needed for the control, but the controller needs to know the activities carried out, including trips which are still expected to happen!
- 2) Admin and travel costs not to be reported elsewhere in the report.

**→Section 6.2.2 & 6.2.3 of the programme manual**

# Eligibility – External expertise and services

External expertise and service costs = expenditure paid, based on contracts or written agreements, and related invoices or requests for reimbursement to external service providers who are subcontracted to carry out certain tasks or activities linked to delivering the project.

- **Regulation (EU) No 2021/1059 Article 42**
- **Section 6.2.4 of the programme manual**



# Exercise

- Your job is to decide – as a small group – on a **credible percentage** to set for each of the 4 employees and fill in accordingly their task assignment letter.
- Based on the % chosen, eligible staff costs for each employee should be **calculated** and indicated in the table in the grey cells.
- Your job is also to focus on the eligibility aspect of **external expertise costs**.



*Some elements will be or have been tackled in more details in other sessions (e.g. Portal, External expertise and services...)*

# Wrap-up - task assignment letter - Ashwasha

- in charge of two projects, including Electri-Cities where the agency has the role of LP
- attends all project meetings in person (rarely online)
- supervises the work of her colleagues in drafting deliverables
- collects all the information necessary to fill the activities and results part of the PR

**→ Approx. 75% suggested**

# Wrap-up - task assignment letter - Liam

- Works on several projects
- gathers all supporting documents
- leads all public procurement procedures
- fills in the financial side of the report and if needed, he is in touch with the controller
- looks into the certified reports of the other partners
- is available for assisting the partners and contributes to the clarification process

**→ Approx. 25% suggested**

# Wrap-up - task assignment letter - Milena

- supervises the work of her team (LP = COM leader)
- is often involved in the production of the communication materials and website production
- preparation of final event

→ **Approx. 30% suggested**

# Wrap-up - task assignment letter - Roberto

- low involvement in the project activities (attends some events when relevant, gets weekly information about all projects the Agency is involved in)

**→ 0-5% suggested**

# External expertise and services - CORRECTION

5	External expertise and services	N/A	<del>Office supplies (pens and post-it)</del>
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→ Office supplies are covered by the office and administrative cost category = 15% of the reported staff costs

→ **Regulation (EU) No 2021/1059 Article 40**

→ **Section 6.2.2 of the programme manual**



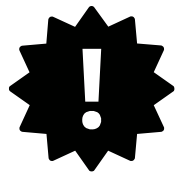
2 cost categories are a 15% flat rate of the staff costs!

# External expertise and services - CORRECTION

7	External expertise and services	14	Partner meeting 2 (Donegal 21/06/2023) - <del>promotional materials – USB sticks with logo of the project</del>
---	---------------------------------	----	---

→ Strict programme's approach on promotional gadgets or giveaways

→ Only in exceptional cases when added-value for project's communication objectives is strongly demonstrated



**Prior approval of the joint secretariat needed!**

# External expertise and services - CORRECTION

8	External expertise and services	14	<b>Award</b> best partner competition study visit Donegal (21/06/2023)
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→ Costs for **awards** and **prizes** granted or given at competitions organised by project partners are **not eligible**



# External expertise and services - CORRECTION

			Travel and accommodation costs for 3 persons attending the kick-off meeting in Florence: Mr Smith (stakeholder), Mrs Kelly (stakeholder), <del>Mrs O'Sullivan</del>
10	External expertise and services	13	<del>(partner)</del> : airport parking fees, flight tickets, hotel rooms for 2 nights

→ Travel and accommodation costs for staff **employed by the partner organisation** = **“travel and accommodation”** cost category

 Partners who selected the flat rate for travel and accommodation costs do not report as real costs (= covered by the 15% flat rate)

# External expertise and services - CORRECTION

11	External expertise and services	N/A	<del>Development of an online platform on e-bikes</del>
----	---------------------------------	-----	---

→ Interreg Europe mostly funds activities linked to the **exchange of experience between partners at the policy level**

→ **No implementation-oriented activities** unless approved in a pilot action

# External expertise and services - CORRECTION

13	External expertise and services	11	<b>Paid article</b> - promotion of the project objectives and results
----	---------------------------------	----	---

- Strict programme's approach on paid articles:
  - **media presence of a project = successful communication strategy, not a paid campaign**
- Accepted in exceptional cases if **justified + pre-approved** by JS

# External expertise and services - CORRECTION

15	External expertise and services	14	Costs for the organisation of the study visit in Donegal (21/06/2023): lunch for 25 persons, coffee break, room rental, <del>golf course after the meeting</del>
----	---------------------------------	----	--

→ activities of a purely touristic/entertaining character = **not eligible to ERDF**

# External expertise and services - CORRECTION

17	External expertise and services	N/A	50% of the invoice for catering services <del>shared with PP4</del> - organisation of the Kick-off meeting in Florence (25/04/2023)
----	---------------------------------	-----	---

→ **No shared costs!**

One contracting partner = budgets, pays, reports **100% of the cost item** and receives the related ERDF

# External expertise and services - CORRECTION

19	External expertise and services	N/A	<del>Postal charges to send subsidy contract to the JS</del>
----	---------------------------------	-----	--

→ Postal services are also office and administrative expenditure  
Cf. **Regulation (EU) No 2021/1059 Article 40**

# Wrap-up - task assignment letter

## Key messages to take away:

- Find a plausible average, based on an estimation of the involvement of the staff member during the entire project. **For simplification!**
- Task assignment letter usually signed before the end of the reporting period it applies to.
- % ideally not changed frequently but only upon a change of responsibilities of the staff member or after annual staff appraisal.
- The higher the percentage and involvement of the staff member, the higher the level of details of the tasks in the task assignment letter.
- If you realize that the involvement is very low, consider carefully if it is worth it to draft the letter and report the related costs of the employee (simplification).

# Wrap-up - travel costs flat rate

- Travel costs flat rate = also for staff members not assigned to the project (not reporting their staff costs) but occasionally participating in project events (e.g. final event)
- Travel flat rate = **partners should still travel!**
  - Learning on the ground = at the heart of the programme logic



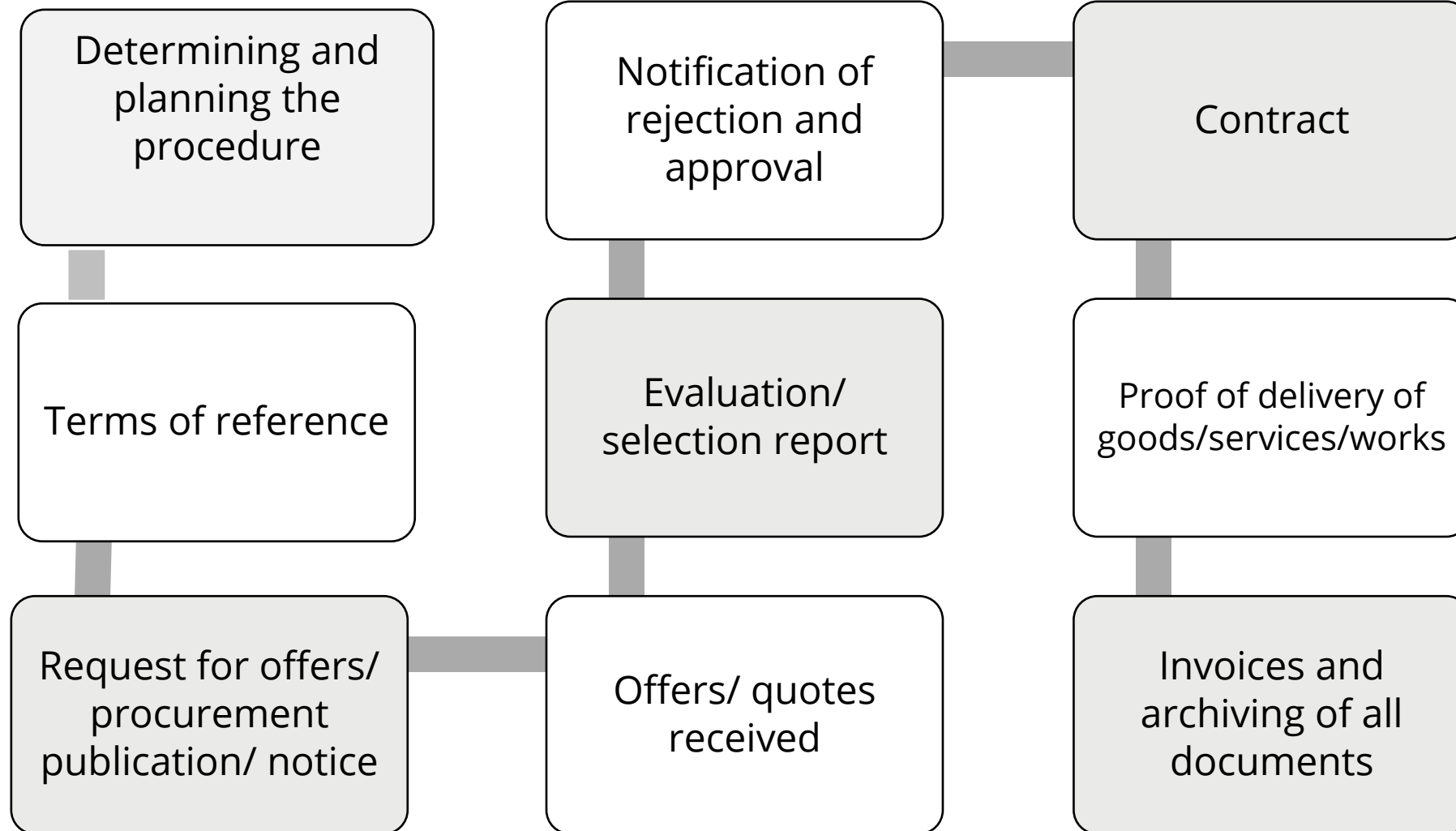
# Wrap-up

- Read carefully the programme manual, especially **section 6. Financial management**
- In case of doubt, contact your JS officers!
- And don't let your grand-mother complete your partner report! 😊

# 2. **Focus on public procurement**



# Procurement timeline



# Procurement

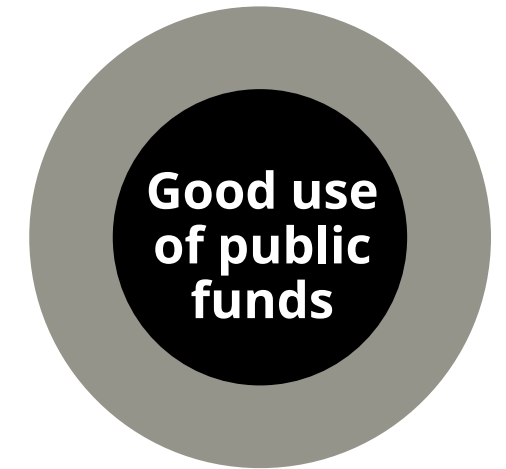
## No programme-specific rules

### Procurement **applicable rules**:



- the EU public procurement directives (Directive 2014/24/EU)
- national rules
- internal rules of the partner organisation

## **The strictest rule** must always be **applied**

The controller will **verify** the compliance



# Procurement **success factors**

- ✓ Takes time: **start as early as possible!** 
- ✓ **Estimate** the value of your need (at institutional level) 
- ✓ **Identify which rules apply** (European, national, internal)

# Procurement **success factors**

- ✓ **Apply** the right procedure (adequate advertising through adequate media depending on interest of tender, timeframe)
- ✓ **Award** the contract in a fair and transparent way
- ✓ **Document** and archive the relevant documentation/ justification (even for direct awards)



# Frequent errors

- Inadequate procedure chosen  
e.g. direct award of contract not justified
- Value of the contract not estimated at institutional level
- Insufficient publicity
- Splitting the contracts to fit below thresholds
- Lack of documentation of each steps



# Unjustified direct award

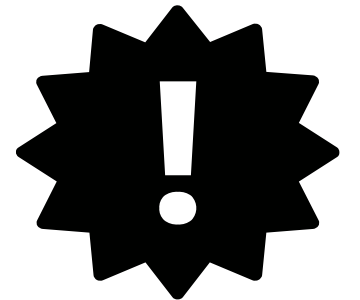
**Carefully** consider:

“Urgency”

“The only one”

“More economic – no cost for training new person”

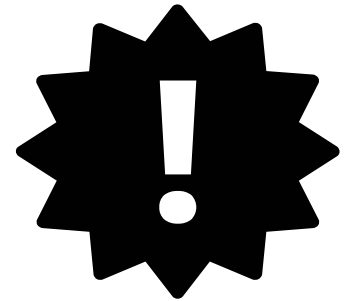
“Good value (based on old comparison)”





# Potential conflict of interest

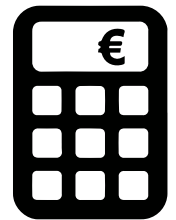
- Check your organization's internal rules and procedures
- Make sure that the internal procedure is applied
- Keep adequate documentation for control/audits



# Financial corrections

**Flat rate corrections of up to 100%** of the costs can be applied by controllers or auditors in case of non-compliance with public procurement rules.

**Reference:** [Commission guidelines C\(2019\) 3452](#)



# 4

**Exercise on how to  
report costs in the  
consolidation tab**





## Are the costs well reported ?

Partner 4 reports EUR 1,400 in **External expertise and services** under a planned item for 'Exchange of experience – **travel and accommodation external bodies**'.

Description provided:

"Flight and hotel for 2 stakeholders attending study visit in Ireland (24-26 June 2023)".



### The costs are well reported

- Concise and detailed description.
- Costs linked with the activity.
- Partners should keep documentation of the invitation to stakeholders (e.g., collaboration agreement, email).

## Are the costs well reported ?

The lead partner reports EUR 1,000 in **Equipment** in a planned item. The original amount planned is EUR 800.

Description provided:

“Laptop for project manager. The project manager initially planned to work 80% of his time on the project and finally works 100% ”.



### The costs are well reported

- Justification on why the costs are higher than planned is provided.

To keep in mind:

- Only the **share related to the use of the equipment** for the project may be reported.
- Depending on when the equipment was purchased → **pro rata depreciation.**



## Are the costs well reported ?

Partner 6 reports EUR 200 in **External expertise and services** under a planned item for 'Communication - materials'.

Description provided:

"Communication materials"



### The definition is too vague

What are the communication materials in question ?

Reminder: Communication materials should be used for **external purposes** (events, visibility).

**Proposal:** roll-up produced and posters printed externally



## Are the costs well reported ?

Partner 2 reports EUR 1,200 in **External expertise and services** under a planned item for 'Exchange of experience – travel and accommodation external bodies'.

Description provided: "Train ticket Marco"



The definition is too vague

What is the **link with the activity** ?  
**Who** took the train and to which event ? Is Marco a **stakeholder/expert/APA?**

Reminder: costs for staff members are included in the T&A flat rate.

**Proposal:** train for stakeholder from the Ministry to take part in the Study Visit in Vienna on 3<sup>rd</sup> May 2023.



## Are the costs well reported ?

Partner 5 reports EUR 3,200 in **External expertise and services** under a planned item for 'Exchange of experience – meetings'. The original amount planned is EUR 2,500.

Description provided: "external support"



### The definition is too vague

What is the link with the activities?  
What was the support about, which service was provided, in which meeting?

Justification for amount exceeded must be provided.

**Proposal:** Catering, room rental and translation for partners meeting with stakeholders in Turku on 24 June.

Justification – More stakeholders were able to attend. 35 people in total instead of 20 planned.



# How to write an external expertise item description

Give a concise and detailed description in the consolidation tab.

The description should indicate:

- Nature of the costs (*e.g. flight, catering, room rental...*)
- Link with the activities = be **consistent** with the activity report.
- Date/place when related to an event.
- Who is the person involved (*e.g. stakeholder/expert*).



## Are the costs well reported ?

Partner 5 reports EUR 15,000 in **External expertise and services** under a planned item for 'Exchange of experience – external support'. The original amount planned is EUR 10,000.

Description provided: "External study on local state of play carried out by an expert"



### Amount exceeded and no justification provided

**Justification** expected in the progress report for unplanned expenditure or amounts higher than expected.

*Why was the external study more expensive than originally planned ?  
What is the added value for the exchange of experience ?*

Suppliers	Description	Justification
supplier 3	description of the unplanned item	Justification of the unplanned item 35/500
supplier 4	Consolidated description	Justification of the overspent item 35/500

24/500

35/500



## Are the costs well reported ?

Partner 3 reports EUR 400 in **External expertise and services** under an unplanned item for 'communication material'.

Description provided: "zoom licence for project meetings – 3 years"



### Wrong cost category selected

IT software falls under the **equipment** cost category.

**Equipment** item should have been planned or agreed with JS previously.



## Are the costs well reported ?

Partner 3 reports EUR 500 in **External expertise and services** under a planned item for 'exchange of experience – travel and accommodation external bodies'.

Description provided: "flight to go to Budapest and hotel for the director of our organisation attending interregional workshop on 14/06/2023"



### Costs to be removed

Travel and accommodation costs of staff members are already covered by the **T&A flat rate**.

*The director is employed by the partner's organisation.*



## Are the costs well reported ?

Partner 5 reports EUR 10,000 in **Infrastructure and works**. This partner does not have a pilot action.

Description provided: "Costs for adapting road infrastructure to implement policy change"



### Costs to be removed

Infrastructure and works :

- Only when **planned/pre-approved**.
- Only for pilot actions.



**Implementation oriented costs cannot be covered** by the project's budget (except for pilots).

## References:

### Programme Manual

- section 6.2.4, 6.2.5 and 6.2.6
- section 7.1.2 on communication materials
- section 3.1.2 for costs 'implementation oriented'

Regulation (EU) No 2021/1059 Art. 42, 43 and 44

**Interreg  
Europe**



Co-funded by  
the European Union

# Reporting in the Portal

<https://portal.interregeurope.eu>



Follow us on social media :



# Portal – State of play

## Partner report

- Report to be filled in
- Supporting document deletion
- Submission to controller active

Ready  
October  
October

## Controllers

- Sampling
- Control report and checklist
- Validation for PT and ES

Ready  
Ready  
October/November

## Joint progress report

- Policy part
- Financial part

Ready (hidden)  
In progress (hidden)



# User access

- LP, PPs, Controllers see the Application form
- PP users will only see their own partner reports
- LP users will see their own reports and the other partners' reports
- Controller sees the financial report when it's submitted to them
  
- All users assigned to the PP or LP receive the notifications related to that organisation

# The lifecycle of a progress report



<https://portal.interregeurope.eu>



# 1. Financial report

- **Compiled by each partner within 2 weeks after end of the reporting period**
- **Includes:**
  - Activity summary (≠ policy report)
  - List of expenditure
  - Procurements
- **Supporting documents uploaded on the Portal**

# 1. Create a **financial report**

Financial reports

+ Create report

Create your first report by clicking on the button above.

### Create financial report

The new financial report will be created for semester 1 starting on 01 March 2023.

Select the end semester for the report

Semester 1 (ends on 31 August 2023) ▾

Cancel Save




Impossible to change the reporting period after the report has been created

Only one report per semester

# 1. Report identification: general info on partner

✔ Report identification    ✔ Activity summary    ✔ List of expenditures    ✔ EE consolidation    ✔ Procurements    ✔ Financial overview    ✔ Submit

✔ Supporting documents

<b>Report number</b>	3
<b>Project acronym</b>	WEEEWaste
<b>Project title</b>	Improving policies for waste management of electrical and electronic equipment
<b>Application form version</b>	5 
<b>Partner number</b>	5
<b>Partner name</b>	Aufbauwerk Region Leipzig GmbH
<b>Partner from</b>	01/03/2023
<b>Partner until</b>	31/05/2027
<b>Legal status</b>	Public
<b>Reporting period start</b>	Semester 3 (begins on 01 March 2024)
<b>Reporting period end</b>	Semester 3 (ends on 31 August 2024)

# 1. Activity summary

- ✓ Report identification
- ✓ Activity summary
- ✓ List of expenditures
- ✓ EE consolidation
- ✓ Procurements
- ✓ Financial overview
- ✓ Submit
- ✓ Control report
- ✓ Confirm/Reject
- ✓ Supporting documents

## Activity summary

Please briefly describe the activities that have taken place in this reporting period.

Partner's activities during the reporting period:

- events organised
- events participated in
- outputs produced

112/3000



**Autosave function**  
= no need to click on save

# 1. List of expenditure

Report identification
  Activity summary
  List of expenditures
  Consolidation
  Procurements
  Financial overview
  Submit
  Control report
  Confirm/Reject
  Supporting documents

+ Add expenditure

ID	Cost category	Contract number	Application form item number or month <sup>?</sup>	Description	Employee/supplier	Document reference number	Date of invoice/document	Date of payment	Currency	Exchange
1	Staff costs		04 - April	project manager sa 22/300	Bruce Dickinson 15/300	BD0423 6/300	Please select	24 Apr 2023	Euro	
2	Staff costs		04 - April	com manager sala 18/300	Paul Newman 11/300	PN0423 6/300	Please select	24 Apr 2023	Euro	
3	Staff costs		04 - April	finance manager s: 22/300	Rod Stewart 11/300	RS0423 6/300	Please select	24 Apr 2023	Euro	
4	Staff costs		05 - May	project manager sa 22/300	Bruce Dickinson 15/300	BD0523 6/300	Please select	29 May 2023	Euro	
5	Staff costs		05 - May	com manager sala 18/300	Paul Newman 11/300	PN0523 6/300	Please select	28 May 2023	Euro	
6	Staff costs		05 - May	finance manager s: 22/300	Rod Stewart 11/300	RS0523 6/300	Please select	29 May 2023	Euro	
7	Staff costs		06 - June	project manager sa 22/300	Bruce Dickinson 15/300	BD0623 6/300	Please select	29 May 2023	Euro	
8	Staff costs		06 - June	com manager sala	Paul Newman	PN0623	Please select	26 Jun 2023	Euro	



# 1. List of expenditure

- Expenditure only for cost categories reported on real cost basis
- Drop down list to select a contract number
- Month selection for staff costs
- Link with application form section F2
- Descriptions in English
- Expenditure converted to EUR automatically
- **Not visible in the joint PR**



# 1. Consolidation by AF number

- ✔ Report identification
- ✔ Activity summary
- ✔ List of expenditures
- ✔ Consolidation
- ✔ Procurements
- ✔ Financial overview
- ✔ Submit
- ✔ Control report
- ✔ Confirm/Reject
- ✔ Supporting documents

All	External expertise and services	Equipment	Infrastructure and works
-----	---------------------------------	-----------	--------------------------

Item number / Description in AF	Planned amount in EUR	Suppliers	Description	Justification	Total amount in EUR
1 Management – expenditure control   External expertise and services	8,100.00	Controller	Controller cost semesters 1-6 29/500	The planned amount was overspent due to... 42/500	10,000.00
10 Exchange of experience – meetings   External expertise and services interregional partner meetings, regional stakeholder group meetings	4,700.00	Awesome Catering, Great Hotel	Partner meeting in Brussels on 14 July 2023. Room rental and lunch for 25 people 80/500	0/500	4,000.00



**This tab is transferred to the Progress Report**

## Unplanned items

Item	Suppliers	Description	Justification	Total amount in EUR
Unplanned - Communication – material   External expertise and services	Printing	unplanned COM material 22/500	pre-approved by JS in email on 8 Aug 2023 41/500	1,000.00

# 1. Procurements and contracts

- ✔ Report identification
- ✔ Activity summary
- ✔ List of expenditures
- ✔ EE consolidation
- ✔ Procurements
- ✔ Financial overview
- ✔ Submit
- ✔ Control report
- ✔ Confirm/Reject
- ✔ Supporting documents

+ Add procurement

Contract number	Contract name	Reference number	Contract date	Contract type	Contract amount (excl. VAT) in EUR	Above EU threshold	Procedure applied	Supplier name	Supplier VAT number	Partner's comments	Controller's comments	Created in	Last changed	
LP01-001	1	1	01/09/2023	Services	150,000.00	Yes	Open Procedure	1	1			1	11/09/2023	 Delete
LP01-002	2	2	01/09/2023	Services	20,000.00	No	Request for several offers	2	2			1	11/09/2023	 Delete
LP01-003	3	3	01/09/2023	Services	14,000.00	No	Request for several offers	3	3			1	11/09/2023	 Delete

**Automatic contract numbering** to easily link expenditure items to a contract

**One list** for all finance reports

# 1. Procurements and contracts

- Only list contracts above or equal **EUR 10,000** without VAT
- For contracts **above the EU threshold**:
  - Subcontracts above EUR 50,000
  - Beneficial owners

## Sub contract(s)

+ Add subcontractor

## Beneficial owner(s)

Please indicate the beneficial owner of the supplier as defined in Directive 2015-849 Article 3 (6). If the supplier is not a private company, you may put n/a in all fields.

+ Add beneficial owner

# 1. Financial overview

[✔ Report identification](#)
[✔ Activity summary](#)
[✔ List of expenditures](#)
[✔ Consolidation](#)
[✔ Procurements](#)
[✔ Financial overview](#)
[✔ Submit](#)
[✔ Control report](#)
[✔ Confirm/Reject](#)
[✔ Supporting documents](#)

## Partner expenditure overview

Cost category	Total partner budget	This report	This report - confirmed	Total reported so far	% of partner budget used	Remaining budget
Preparation costs	17,500.00	17,500.00	0.00	17,500.00	100.0%	0.00
Staff costs	181,000.00	5,000.00	0.00	5,000.00	2.8%	176,000.00
Office and administration	27,150.00	750.00	0.00	750.00	2.8%	26,400.00
Travel and accommodation	27,150.00	750.00	0.00	750.00	2.8%	26,400.00
External expertise and services	136,600.00	1,100.00	0.00	1,100.00	0.8%	135,500.00
Equipment	0.00	100.00	0.00	100.00	0.0%	-100.00
Infrastructure and works	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total</b>	<b>389,400.00</b>	<b>25,200.00</b>	<b>0.00</b>	<b>25,200.00</b>	<b>6.5%</b>	<b>364,200.00</b>

Shows **totals per cost category**  
and **total reported**

# 1. Partner contribution per funding source

## Partner expenditure breakdown per source of funding

Please note, that changing entries in "List of expenditures" will reset the contribution.

	Total	ERDF / NO	Total partner contribution	Partner contribution from public sources	Partner contribution from private sources
Declared by partner	6,500.00	5,200.00	1,300.00	1,300.00	0.00
Confirmed by controller	0.00	0.00	0.00	0.00	0.00








Attribution to **public** or **private** based on the application form, but **editable** by partner and controller

Double check and correct (if needed) as a **last step**, because adding/ removing expenditure forces recalculation

# 1. Supporting documents

Report identification
  Activity summary
  List of expenditures
  Consolidation
  Procurements
  Financial overview
  Submit
  Control report
  Confirm/Reject
  Supporting documents


## Supporting documents

<input type="checkbox"/>	Name	Date	Size	Uploader	Tags
<input type="checkbox"/>	 <a href="#">Amazing Consultant contract.pdf</a>	15/09/2023	27.59 KB	leadmarisa@gmail.com	<span>Procurement ×</span> <span>Ext. Expertise &amp; services ×</span> <span>+</span>
<input type="checkbox"/>	 <a href="#">Amazing Consultant first trimester invoice.pdf</a>	15/09/2023	27.23 KB	leadmarisa@gmail.com	<span>Period 1 ×</span> <span>Ext. Expertise &amp; services ×</span> <span>+</span>
<input type="checkbox"/>	 <a href="#">Great Hotel invoice partner meeting.pdf</a>	15/09/2023	27.94 KB	leadmarisa@gmail.com	<span>Ext. Expertise &amp; services ×</span> <span>+</span>
<input type="checkbox"/>	 <a href="#">Great Restaurant invoice stakeholder meeting.pdf</a>	15/09/2023	27.94 KB	leadmarisa@gmail.com	<span>Ext. Expertise &amp; services ×</span> <span>+</span>
<input type="checkbox"/>	 <a href="#">Tom Sawyer employment contract.pdf</a>	15/09/2023	27.94 KB	leadmarisa@gmail.com	<span>Staff ×</span> <span>Staff contract ×</span> <span>+</span>
<input type="checkbox"/>	 <a href="#">Tom Sawyer salary slip March 2023.pdf</a>	15/09/2023	26.89 KB	leadmarisa@gmail.com	<span>Staff ×</span> <span>Period 1 ×</span> <span>+</span>
<input type="checkbox"/>	 <a href="#">Tom Sawyer task assignement letter.pdf</a>	15/09/2023	27.94 KB	leadmarisa@gmail.com	<span>Staff ×</span> <span>+</span>

 Upload

### Upload restrictions:

- Allowed file types: PDF, Word, Excel, JPG, PNG.
- Max file size: 100 MB.
- You may upload multiple files at once. The total size of all files must be 100 MB max. If it is more than 100 MB, please upload in several chunks.

 Download ZIP

Selected: 7 file(s), total size: 193.46 KB

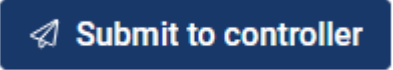


**Visible only to the partner and their controller**





## 2. Submitting to the controller & certification

- Partner submits financial report to the controller 
- Controller checks the financial report, based on the sample (if applicable)
- Asks for clarifications, if needed (outside Portal)
- Confirms the financial report and issues:
  1. *Standard control certificate* Appendix 3.1 to the programme manual
  2. *Standard control report and checklist* Appendix 3.2 to the programme manual

## 2. Controller's actions

Reject

- Controller can return the report to the partner before the sample is drawn, if quality is poor
- All of the fields are editable by the controller (except *Amount declared*)
- If the amount is wrong, the controller modifies it in the field *Amount confirmed by controller*
- Partner can upload new documents even after the report is submitted to the controller, but before it is certified

Confirm

# 2. Sample generator

Report identification
  Activity summary
  List of expenditures
  EE consolidation
  Procurements
  Financial overview
  Submit
  Control report
  Confirm/Reject
  Supporting documents

+ Add expenditure

ID #	Cost category	Contract number	Application form item number or month <sup>?</sup>	Description	Employee/supplier	Document reference number	Date of invoice/document	Date of payment	Currency	Exchange ra
1	External expert	N/A	19 - Communic	qe 2/300	e 1/300	d 1/300	Please select	28 Aug 2023	Euro	
2	External expert	N/A	19 - Communic	e 1/300	e 1/300	d 1/300	Please select	28 Aug 2023	Euro	
3	External expert	LP01-001	16 - Pilot actio	d 1/300	d 1/300	d 1/300	Please select	28 Aug 2023	Euro	
4	External expert	LP01-002	20 - Manageme	dd 2/300	dd 2/300	d 1/300	Please select	28 Aug 2023	Euro	
5	External expert	LP01-003	18 - Exchange c	d 1/300	d 1/300	d 1/300	Please select	29 Aug 2023	Euro	
6	External expert	LP01-001	16 - Pilot actio	d 1/300	d 1/300	d 1/300	Please select	29 Aug 2023	Euro	
7	External expert	LP01-001	16 - Pilot actio	d 1/300	d 1/300	d 1/300	Please select	28 Aug 2023	Euro	
8	External expert	LP01-002	20 - Manageme	d 1/300	d 1/300	d 1/300	Please select	29 Aug 2023	Euro	
9	External expert	LP01-002	20 - Manageme	d 1/300	d 1/300	dd 2/300	Please select	28 Aug 2023	Euro	

**White:** not in sample

**Yellow:** automatic sample

**Grey:** added by the controller

# 2. Control report (incl. checklist)

- Directly in the Portal
- Documents downloadable after the report confirmed by the controller

Control Report	Control Checklist
----------------	-------------------

## Interreg Europe Control Report

### 1. Project partner progress report

<b>Project title</b>	Increasing Work Prospects of NEETs through capacity building and improved policy measures
<b>Project acronym</b>	atWork4NEETs
<b>Project ID</b>	01C0295
<b>Reporting period</b>	01/03/2023–31/08/2023
<b>Partner report number</b>	1

### 2. Project partner

<b>Name of partner organisation in English language</b>	National Association of Italian Municipalities Tuscany (ANCI Tuscany)
<b>Partner type of organisation</b>	Public body or body governed by public law
<b>Partner number</b>	2
<b>Start date of partner participation in project</b>	01/03/2023
<b>End date of partner participation in project</b>	31/05/2027

### 3. Designated controller

<b>Control body responsible for the verification</b>	Control
<b>Name of the controller</b>	Hakan Italy
<b>Job title</b>	Controller

Control Report	Control Checklist
----------------	-------------------

## Interreg Europe Control Checklist

(Annex to the Control Report)

### General checks

*Done once and again in case of change at first report (for third point: after first transfer of ERDF or Norwegian funding)*

Project partner maintains separate accounting records/system, or accounting code, for all transactions related to the project. Ensuring separation of project expenditure for all transactions relating to the project [according to Art. 74 1a(i) of Reg. (EU) No 2021/1060]

Yes	No
-----	----

This field is required for submission.

0/1500

Mechanisms are in place to exclude double-financing: e.g., accounting system avoids the allocation of the same invoice to different projects

Yes	No
-----	----

This field is required for submission.

0/1500

The project partnership agreement is available and signed by all partners.

Yes	No
-----	----

This field is required for submission.

0/1500

### General comments, recommendations, points to follow-up


Description of findings, observations and limitations  N/A

0/2000


This field is required for submission.

## 2. Control documents

Consolidation   ✓ Procurements   ✓ Financial overview   ✓ Submit   ✓ Control report   ✓ Confirm/Reject   ✓ Supporting documents

[Validate](#)   [Confirm](#)   [Reject](#)    [Export](#)

Financial report confirmed on 22/09/2023, 11:57 by hakanES@gmail.com.

 [Download control documents](#)

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- **List of expenditures**
- **Procurements**

- **Control certificate**
- **Control report incl. checklist**

# Exercise for partners

TEST Portal

<https://ie21-test.gecko.de/>

- **List of expenditure**

1. Fill-in the missing information
2. Link to the correct AF item
3. Link to procurement, if applicable

- **Consolidation tab**

1. Provide common description and justification, when needed

- **Supporting documents**

1. Add relevant tags to the documents
2. Filter and download only staff related documents

# Exercise for controllers

- **List of expenditure**
  1. Draw the sample
  2. Add 1 item manually to the sample
  3. Modify item description
  4. Change cost category
  5. Change the confirmed amount
  6. Link an item with a procurement
- **Procurements tab**
  1. Modify the type of procedure applied in an existing procurement
  2. Add a procurement above EU threshold
    - Add a subcontractor
    - Add a beneficial owner
- **Supporting documents**
  1. Remove/add relevant tags to the documents
  2. Filter and download only staff related documents
- **Control report**
  1. Open control report and checklist and fill it in

TEST Portal

<https://ie21-test.gecko.de/>





# 3. Finance report confirmed

[Submit to lead partner](#)

Dear Partner,

your finance report no 1, reporting period 01/03/2023 - 31/08/2023 has just been confirmed by your controller. Please submit it to your lead partner, so that it could be included in the progress report.

Kind regards,  
Interreg Europe

This is an automatic email - please do not reply.



## 4. LP compiles the joint progress report

- **LP includes the financial reports that have been confirmed by a controller in the joint progress report**
- **LP checks that:**
  - the information provided by partners is accurately reflected in the joint progress report
  - the costs included result from implementing the project as planned and as set out in the application form and described in the progress report

# 4. LP includes finance reports in PR

## 3 Finance reports

Number	Version	Semesters	Partner		
1	1	1-1	LP01 Government of Catalonia - Department of Climate Action, Food and Rural Agenda	<a href="#">+ Include</a>	<a href="#">↶ Reject</a>
1	1	1-1	PP02 Eastern and Midland Regional Assembly	<a href="#">+ Include</a>	<a href="#">↶ Reject</a>
1	1	1-1	PP06 Emilia-Romagna Region	<a href="#">+ Include</a>	<a href="#">↶ Reject</a>

## 4. If corrections are needed...

### Minor corrections

=

LP can make the changes in the  
joint PR

- Item descriptions
- AF item link
- cost category
- justification

### Major corrections

=

Report goes back to the partner  
and its controller for re-  
certification

- change of the amount €

# 4. If corrections are needed...

✓ 1 Summary of project activities

✓ 2 Insight into project's results

✓ 3 Finance reports

✓ 3.4 Consolidation

✓ 4 Submit

All	External expertise and services	Equipment	Infrastructure and works
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Partner	Item number / Description in AF	Planned amount in EUR	Suppliers	Description	Justification	Total amount in EUR
PP05 The R&D center the municipality of Linköping	25 Exchange of experience – travel and accommodation external bodies   External expertise and...	16,250.00	Travel agency	Travel cost of SH Bruce Dickinson to partner meeting in Brussels on 14 July 2023 80/500	0/500	1,500.00
PP05 The R&D center the municipality of Linköping	26 Communication – material   External expertise and services Project communication and dissemination materials i...	950.00	Printer	Project poster printing 23/500	The printing costs were slightly underestimated 47/500	1,000.00
PP06 ULSS7 Pedemontana Agency	29 Exchange of experience – meetings   External expertise and services interregional partner...	10,600.00	Awesome Hotel, Great Catering	Partner meeting in Brussels on 14 July 2023. Room rental, lunch and coffee break for 20 people 94/500	0/500	2,000.00

## 4. Other Joint PR sections

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**Financial overview** - summary of the reported costs on partner and project level, ERDF/NO funding, partner contribution follow up

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**Spending plan, overspending/underspending** – LP will provide justification for the overall spending of the project





# PR submitted to JS

A dark blue rectangular button with a white paper plane icon on the left and the word "Submit" in white text on the right.

Dear Lead Partner,

Your progress report has been successfully submitted.  
The reference details are as follows:

- Interreg Europe 01C0045 CROWDFUNDMATCH
- Progress report: 1, reporting period: 01/03/2023 - 31/08/2023, version: 1
- Submission date/time: 12/09/2023 14:40:24

Please retain this message for your records.

Kind regards,  
Interreg Europe

This is an automatic email - please do not reply.



## 6. Joint PR checked and approved by the JS

- The JS checks **only the joint PR**

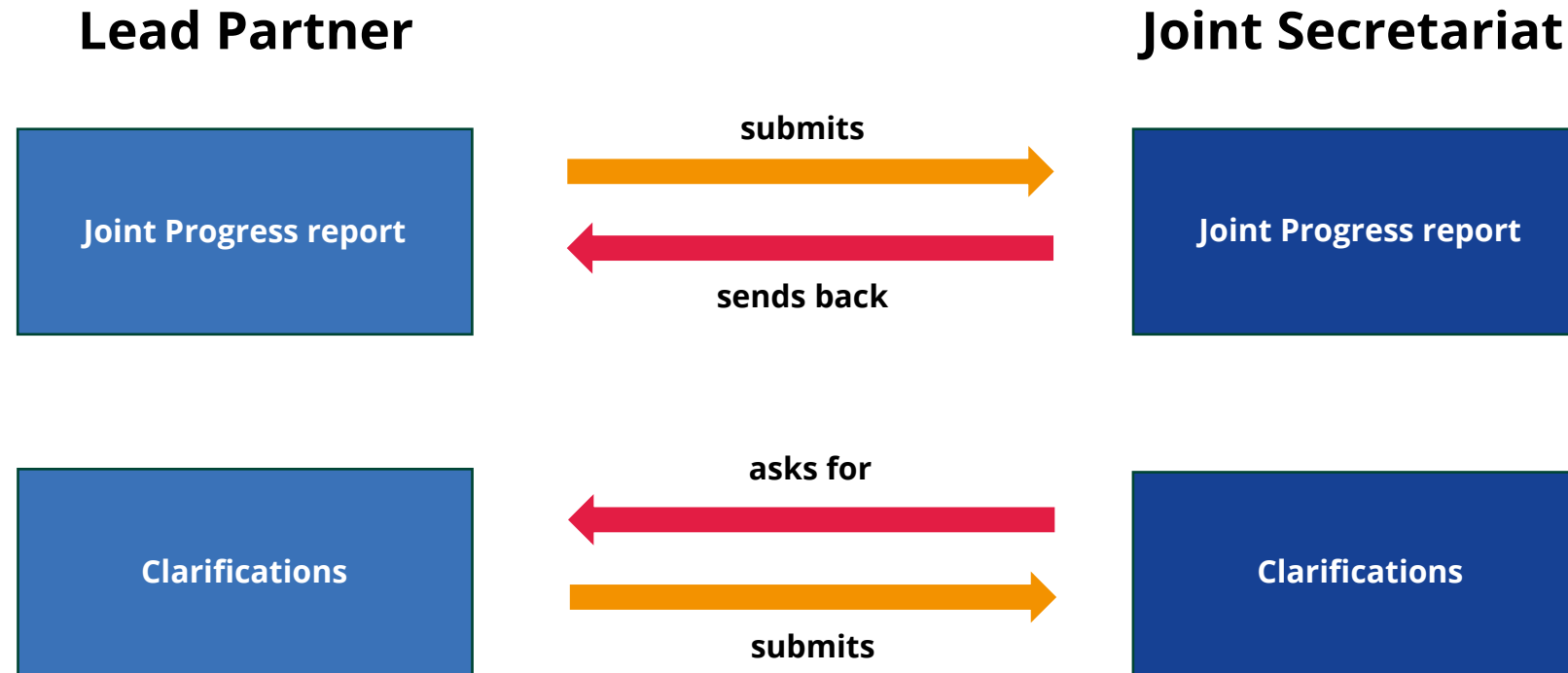
The JS does not check **individual partner financial reports**

**NB!** The JS does not check **the list of expenditures**

The JS has no access to **the supporting documents**

- If necessary, JS sends clarification requests to the LP (similar mechanism to the conditions)
- Most common clarifications:
  - Item description not clear, no link to the reported activities
  - Date, time, and place of an event missing
  - Specific tasks carried out by external experts not detailed enough

## 6. Joint PR checked and approved by JS



Once all points have been clarified, the PR can be **approved and paid!**



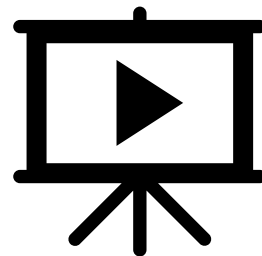
# Links to useful videos

- **Playlist of tutorials on reporting for partners**

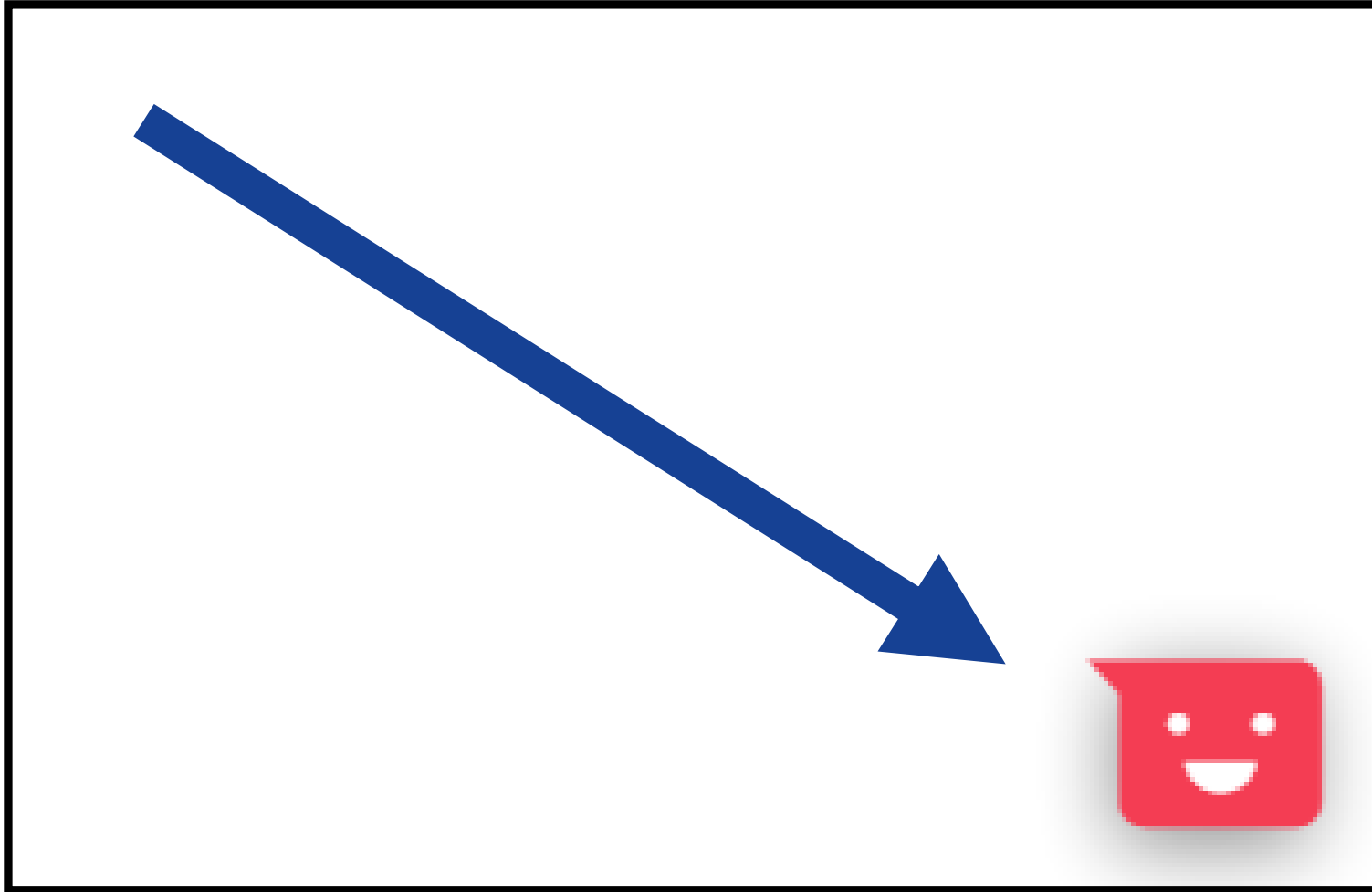
<https://youtu.be/Z4uZJEwbxco?list=PLXXM7UvBjnhg-nu0MaFm6IW9zcElepogm>

- **Playlist of tutorials on reporting for controllers**

[https://youtu.be/f5gA\\_hhxQUY?list=PLXXM7UvBjnhjc98zMRY8O\\_NKoljc8vUjy](https://youtu.be/f5gA_hhxQUY?list=PLXXM7UvBjnhjc98zMRY8O_NKoljc8vUjy)



# Your feedback is needed!



# Where to find **answers?**

Programme  
manual

Webinars

Website

Helpier

JS emails with tips



Stay tuned: upcoming webinar on reporting

## Online Q&A session on **20 October**

→ For all partners

→ To answer questions related to finances and financial reporting in the Portal