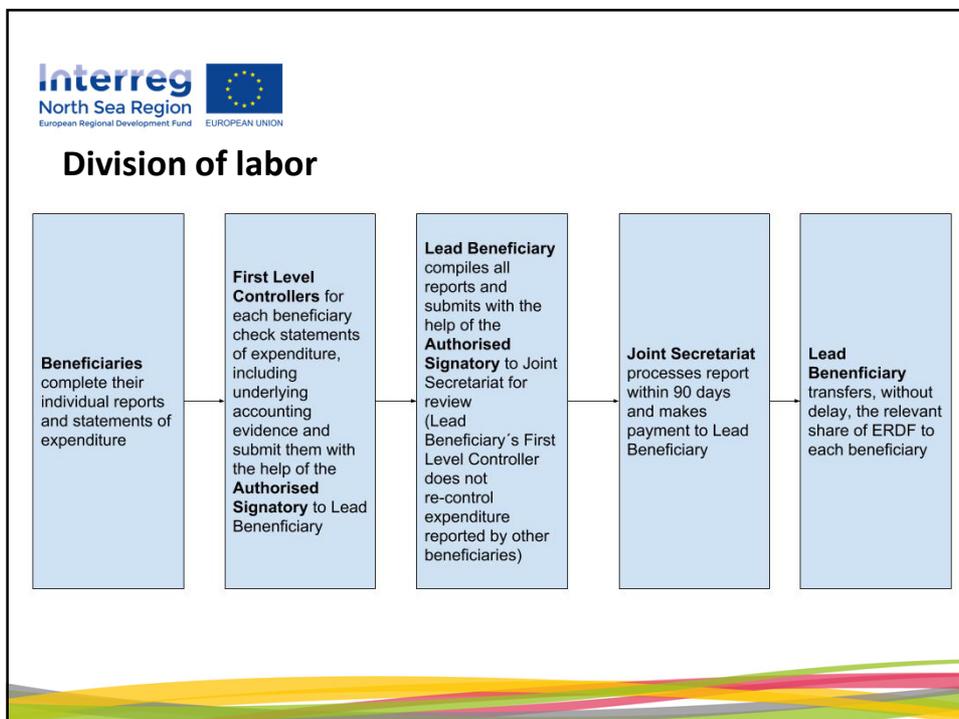


Reporting and Control in Practice
 - Financial Reporting and FLC – How to use the OMS
 Brussels 16 September 2019
 Jesper Jönsson

Interreg North Sea Region
 European Regional Development Fund EUROPEAN UNION

Extensions, closure and future call for applications

- Minor change (up to 6 months extension)
- Project extension in current call 11 (11/10 23:59:59)
- Closure of projects (30 June 2019 and onwards)
- Call 12 (Monitoring Committee meeting 6/11 2019)



What are the report types?

- **Basic progress report:** short summary of project's achievements over the last six months with facts and figures on progress towards work package targets. Statement of expenditure is **optional**.
- **Full progress report:** the basic report plus some questions on the functioning of the partnership, how stakeholders have been involved, etc. **Must** include statement of expenditure.
- **Final report:** focuses on overall achievements of partnership over whole project lifetime. **Must** include statement of expenditure.

Who is who in the OMS? Who does what?

- Project Managing User
- Beneficiary Managing User

- Authorised Signatory
- First Level Control

Authorised Signatory

- By signing submitting formal documents (reports)
- Does **not** have to be the head of the organisation but a staff member with the right to sign off (also financial commitments) on behalf of the beneficiary

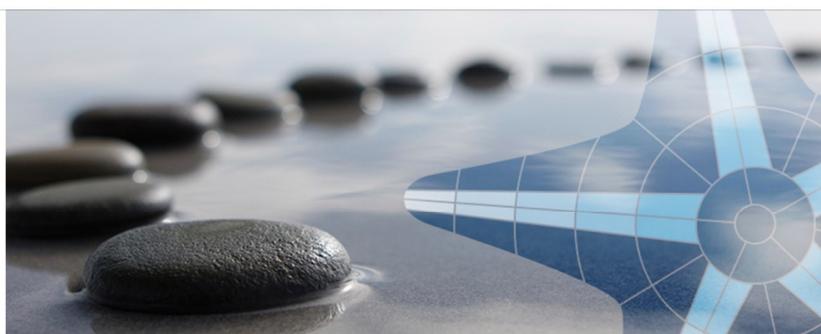
HOW can an Authorised Signatory be designated?

Procedure of approving an Authorised Signatory

1. Beneficiary Managing User needs to invite a person in their institution to become the Authorised Signatory
2. Paper documents need to be filled in and:
 - Sent by post to the Joint Secretariat
 - Uploaded in the Online Monitoring System
3. PIN code will be issued by the Joint Secretariat
4. Authorised Signatory needs to approve him/herself via PIN

HOW can a First Level Controller be designated?

1. Beneficiary Managing User needs to invite First Level Controller (procurement rules) to the Online Monitoring System by
 - filling out First Level Controller's contact details
 - filling out designation checklist
2. First Level Controller needs to agree to become the First Level Controller of the beneficiary
3. First Level Controller needs to be appointed by designation body



Thinking Growth 

Eco-innovation 

Sustainable NSR 



Interreg North Sea Region
European Regional Development Fund EUROPEAN UNION

VB/NSRP Online Monitoring System

https://vb.northsearegion.eu/app/user/home/

VB/NSRP Online Monitoring System

Welcome : VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

PROJECT APPLICATIONS

COMMUNICATION

LEGAL STATUS

- You are set as the Authorised Signatory as follows:
 - Project AS for Full Demo Application1 (Process not completed yet)
 - Beneficiary AS for partner FDA1 Denmark LB of project Full Demo Application1 (Process not completed yet)
- You have uploaded the following documents:
 - 20190125152906_Screenshot2019-01-25at15:26:58.png
- The JS has been informed that you have mailed your legal documents. As soon as they are received, they will be validated and a PIN code will be send to your physical address.

PROJECT APPLICATIONS

My Projects

Status	Title
	NSRP –TEST Call 7 Demo – NSRP TEST Full Application
	NSRP7demo Call 7 Demo NSRP Full Application
	FDA1 Full Demo Application1 Full Application
	FDA12 Full Demo Application2 Full Application
	ISA Isas Eol Call 6 Expression of Interest

WELCOME

Welcome to the Online Monitoring System. This is your one-stop point of access for all project information. For upcoming call for applications, please check the announcements.

ANNOUNCEMENTS

- 14/01/2019: Video contest is now open
- 15/01/2019: Great interest in upcoming Implementation
- 11/01/2019: Guidance for Calls 9 and 10 now available

COMMUNICATION

New Messages

Interreg North Sea Region
European Regional Development Fund EUROPEAN UNION

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports

Progress Reports

Currently open round: FDA1 #3 (submission period: 04/02/2017 - 03/03/2018). A submission extension has been approved, the closing date is 31/01/2019.

- Project-level progress report for FDA1 started. Finances report started.
- Beneficiary-level progress report for FDA6 Norway is not needed in a Final round. Finances report started.
- Beneficiary-level progress report for FDA1 Denmark LB is not needed in a Final round. Finances report does not exist. [Start](#)
- Beneficiary-level progress report for FDA2 Sweden is not needed in a Final round. Finances report is not needed as the beneficiary is inactive.
- Beneficiary-level progress report for FDA3 UK London is not needed in a Final round. Finances report started.

You can [unsubscribe](#) the Beneficiary Managing Users about this round.

My reports

Project	Round	Number / Level / Beneficiary	Progress report	Locked	FLC Approved	AS Signed	Submitted
FDA1	#1	#1 Project					
FDA1	#1	#1 Beneficiary: FDA1 Denmark LB					
FDA1	#1	#1 Beneficiary: FDA2 Sweden					
FDA1	#1	#1 Beneficiary: FDA6 Norway					
FDA1	#1	#1 Beneficiary: FDA3 UK London					
FDA1	#2	#2 Project					
FDA1	#2	#2 Beneficiary: FDA1 Denmark LB					
FDA1	#2	#2 Beneficiary: FDA2 Sweden					
FDA1	#2	#2 Beneficiary: FDA6 Norway					
FDA1	#2	#2 Beneficiary: FDA3 UK London					
FDA1	#3	#3 Project					
FDA1	#3	#3 Beneficiary: FDA6 Norway					
FDA1	#3	#3 Beneficiary: FDA3 UK London					
FDA1	#4	#4 Project					
FDA1	#4	#3 Beneficiary: FDA1 Denmark LB					
FDA1	#4	#3 Beneficiary: FDA6 Norway					
FDA1	#4	#4 Beneficiary: FDA3 UK London					




Main details (Beneficiary level)

VB/NSRP Online Monitoring System

 07:21

Periodic Reporting: Finances Reports
FDAI / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details | Investments | Equipment | Expenditures | State Aid | Outside prog. area | Funding | Annexes

Information in this tab is pre-determined/automated and can not be edited.

Reporting Round: #4

Report Type: Full Finances report

Form Version: Full Beneficiary Finances Report v1

Reporting level: Beneficiary

Beneficiary: FDA6 Norway

Report Number: 3

Previous Report: 2 #2

Save and return
Save and proceed to next step




Investment (Beneficiary level)

VB/NSRP Online Monitoring System

 07:49 Dimo Laidla

Periodic Reporting: Finances Reports
FDAI / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details | Investments | Equipment | Expenditures | State Aid | Outside prog. area | Funding | Annexes

Investment expenditure**

Related to section C.8 Investments in the application form

⚠ You have not reported any expenditure.

You may still submit your report but it will be noted by the IS. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure. In addition, your report must be signed and submitted by your Authorised Signatory.

Investment	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Norwegian investment	130.000 €	20.000 €	0 €	20.000 €	15%	110.000 €
Total	130.000 €	20.000 €	0 €	20.000 €	15%	110.000 €

Explanations on Investments deviations

Type something

Please explain deviations (if any) as regards spending on investments compared to the amounts indicated in the Application Form.

Save and return
Save and proceed to next step




Investment (Beneficiary level)

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports
FDA1 / #4, Beneficiary Finances Report

Home > Periodic Reporting > Finances Reports

Main details | Investments | Equipment

Investment

Investment	Total
Non-eu investment	
Total	

Expenditures Reporting

Edit Expenditures

Report Table: 4 Investment expenditure

Investment: Non-eu investment

Total Eligible Budget: 130000

Previously Reported: 20000

Current Report: € (Only integers numbers accepted, no commas or dots.)

Total reported so far: 20000

% of Total reported so far: 15%

Remaining budget: 110000

[Save](#)

provide an explanation for submitting 0 Euro expenditure; in addition, your

Total reported so far	Remaining budget
15	110.000 €
15	110.000 €

[Save and return](#) [Save and proceed to next step](#)




Equipment (Beneficiary level)

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports
FDA1 / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA1 / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details | Investments | Equipment | Expenditures | State Aid | Outside prog. area | Funding | Annexes

Equipment expenditure *

Related to section C.10 Equipment in the application form

⚠ You have not reported any expenditure. You may still submit your report but it will be noted by the IS. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure. In addition, your report must be signed and submitted by your Authorised Signatory.

Equipment	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Ben6	190.000 €	10.000 €	0 €	10.000 €	5	180.000 €
Total	190.000 €	10.000 €	0 €	10.000 €	5	180.000 €

Explanations on Equipment expenditure deviations

Type something

Please explain deviations (if any) as regards spending on equipment compared to the amounts indicated in the Application Form.

[Save and return](#) [Save and proceed to next step](#)



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Expenditures (Beneficiary level)

VB/NSRP Online Monitoring System
029:36 HELP Demo LeadUser

Periodic Reporting: Finances Reports
FDA1 / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA1 / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details
Investments
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Expenditures - breakdown per budget line *

Please note that the lines for Equipment and Investments are automatically updated from the corresponding tables in the previous steps. Office and administration costs costs are calculated as 15% of staff costs.

⚠ You have not reported any expenditure.
You may still submit your report but it will be noted by the DS. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report must be signed and submitted by your Authorised Signatory.

Budget	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Staff costs	99.700 €	11.230 €	0 €	11.230 €	11%	88.470 €
Office and administration	14.955 €	1.685 €	0 €	1.685 €	11%	13.270 €
Travel and accommodation	20.345 €	500 €	0 €	500 €	2%	19.845 €
External expertise and services	290.000 €	55.600 €	0 €	55.600 €	19%	234.400 €
Equipment	190.000 €	10.000 €	0 €	10.000 €	5%	180.000 €
Investments	130.000 €	20.000 €	0 €	20.000 €	15%	110.000 €
Total Expenditure	745.000 €	99.015 €	0 €	99.015 €	13%	645.985 €
(Net revenue)	0 €	0 €	0 €	0 €	0	0 €
Total Eligible Expenditure	745.000 €	99.015 €	0 €	99.015 €	13%	645.985 €

Explanation for no reported expenditure *

Type something

If you have reported 0 Euros of expenditure - please provide an explanation. If not, fill in N/A.

Save and return
Save and proceed to next step



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European Regional Development Fund



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Expenditures (Beneficiary level)

VB/NSRP Online Monitoring System
029:25 HELP Demo LeadUser

Periodic Reporting: Finances Reports
FDA1 / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA1 / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details
Investments
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Annexes

Expenditures Reporting

Edit Expenditures

Report Table: 3: Expenditure per budget line

Budget: Staff costs

Total Eligible Budget: 99700

Previously Reported: 11230

Current Report: € (Only integers numbers accepted, no commas or dots.)

Total reported so far: 11230

% of Total reported so far: 11%

Remaining budget: 88470

Save

Explanation for no reported expenditure *

Type something

If you have reported 0 Euros of expenditure - please provide an explanation. If not, fill in N/A.

Save and return
Save and proceed to next step



Expenditures (Beneficiary level)

Rounding must always be down to the nearest whole Euro and it must correspond exactly to the amount in the annex

Example: €5,90 > €5

Explanation box for no reported expenditure is mandatory. If you do report expenditure, please fill in N/A.

The Lead Beneficiary compiles all explanations



Compiled expenditure in project level report

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports
 FDAI / #4, Project Finances Report / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #4, Project Finances Report / Edit Report

Main details | Investments | Equipment | **Expenditures** | Outside prog. area | Funding

Expenditures - breakdown per budget line *

Please note that the lines for Equipment and Investments are automatically updated from the corresponding tables in the previous steps. Office and administration costs costs are calculated as 15% of staff costs.

▲ You have not reported any expenditure.
 You may still submit your report but it will be noted by the S. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure. In addition, your report must be signed and submitted by your Authorised Signatory.

Budget	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Staff costs	1.660.997 €	0 €	€	€	0%	0 €
Office and administration	249.150 €	0 €	€	€	0%	0 €
Travel and accommodation	292.813 €	0 €	€	€	0%	0 €
External expertise and services	1.907.500 €	0 €	€	€	0%	0 €
Equipment	321.600 €	0 €	€	€	0%	0 €
Investments	785.000 €	0 €	€	€	0%	0 €
Total Expenditure	5.217.060 €	0 €	€	€	0%	0 €
(Net revenue)	100.010 €	0 €	€	€	0%	0 €
Total Eligible Expenditure	5.117.050 €	0 €	€	€	0%	0 €

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European Regional Development Fund

State aid (Beneficiary level)

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details | Investments | Equipment | Expenditures | **State Aid** | Outside prog. area | Funding | Annexes

State Aid Scheme: **No Economic Advantage** Answer taken from section B1 of the application form

No economic Advantage, confirmation * No Yes, I confirm that the conditions agreed to in my organisation's self-declaration are being adhered to and that we follow all programme rules as a not-for-profit organisation

Aid received so far by beneficiary € Data from previous reporting

Aid granted to Final Recipients, De Minimis

Final Recipient Name	Work Package	Aid Received
Total		0 €

Please fill in below the information requested regarding any final recipients of state aid through one of your activities. Please note that all SMEs or final recipients that have received indirect aid need to have filled out a self-declaration form and your FLC must have controlled these.

Amount received by final recipients € Amount of aid received in the given periodic report. Automated from the Final Recipients table.

Total amount received by final recipients € Total amount of aid received, including the current round

Final recipients check * No Yes, I confirm all final recipients have been checked by FLC and are SMEs in line with SME definition by European Commission

Final recipients self-declarations * No Yes, I confirm all final recipients have submitted a self-declaration, which has been checked by beneficiary FLC.

[Save and return](#) [Save and proceed to next step](#)

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State aid (Beneficiary level)

Fill in the tab on state aid and final recipients

SMEs that are not listed in the project partnership but still get a benefit from the project may still fall under state aid rules as 'final recipients' of aid.

If you don't know how to report this, please ask your project advisor or look at Fact Sheet 16 and 17 on our website




Outside programme area (Beneficiary level)

VB/NSRP Online Monitoring System

 Q29-48  HELP

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details
Investments
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ERDF outside the programme area *	Category	Current Report	ERDF
	Staff costs	0 €	0 €
	Office and administration	0 €	0 €
	Travel and accommodation	0 €	0 €
	External expertise and services	0 €	0 €
	Equipment	0 €	0 €
	Investments	0 €	0 €
	Total	0 €	0 €

Please indicate the expenditure located outside of the eligible (programme) area. Office and administration costs costs are calculated as 15% of staff costs.

Save and return
Save and proceed to next step




Funding (Beneficiary level)

VB/NSRP Online Monitoring System

 Q29-38  HELP Demo Login

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details
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Breakdown of funding sources
 Please do not forget to update the numbers under beneficiary match funding (of which public contribution) and / or (of which private contribution). The final number should reflect the same number under programme co-funding ERDF.

⚠ You have not reported any expenditure.
 You may still submit your report but it will be noted by the JS. If you submit the report with no expenditure, the system will bypass First Level Control verification. In addition, your report must be signed and submitted by your Authorized Signatory.

	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Programme Co-funding	372.500 €	49.507 €	0 €	49.507 €	13	322.993 €
Total						
Programme Co-funding ERDF	0 €	0 €	0 €	0 €	0	0 €
Programme Co-funding equipment	372.500 €	49.507 €	0 €	49.507 €	13%	322.993 €
ERDF outside the programme area	0 €	100 €	0 €	100 €	0	-100 €
Beneficiary match-funding	372.500 €	49.508 €	0 €	49.508 €	13	322.992 €
of which public contribution	372.500 €	49.508 €	0 €	49.508 €	13	322.992 €
of which private contribution	0 €	0 €	0 €	0 €	0	0 €
Total Eligible Expenditure	745.000 €	99.015 €	0 €	99.015 €	13	645.985 €

Save and return
Save and proceed to next step

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Funding (Beneficiary level)

When the total is an odd number, the systems rounds in favor of the programme

Example

Total amount: €27
Split: Programme: €13;
Beneficiary match funding: €14



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Annexes (Beneficiary level)

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports
FDAI / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Main details Investments Equipment Expenditures State Aid Outside prog. area Funding Annexes

Annexes * Budget category Title File

Please upload a list of expenditure per budgetline as an extract from your accounting system. The list of expenditure and related amounts should match the totals which you have provided in this report. Any inconsistency between the two will result in a delayed reimbursement.



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Annexes (Beneficiary level)

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports
FDA1 / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Annexes

Budget category * Not defined

Title *

File *
Upload a file
Choose File No file chosen
If you have more than one document you would like to upload, please put them in a zip folder and upload the folder.

Save

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SAVE!!!

VB/NSRP Online Monitoring System

Periodic Reporting: Finances Reports
FDA1 / #4, Beneficiary Finances Report for FDA6 Norway / Edit Report

Annexes

Budget category Title File

Please upload a list of expenditure per budgetline as an extract from your accounting system. The list of expenditure and related amounts should match the totals which you have provided in this report. Any inconsistency between the two will result in a delayed reimbursement.

Save

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COMPLETE!!!

VB/NSRF Online Monitoring System

Periodic Reporting: Finances Reports
FDA! / #4, Beneficiary Finances Report for FDA6 Norway

Home > Periodic Reporting > Finances Reports > FDA! / #4, Beneficiary Finances Report for FDA6 Norway

⚠ You have not reported any expenditure. You may still submit your report but it will be noted by the JS. If you submit the report with no expenditure, the system will bypass First Level Control verification. In addition, your report must be signed and submitted by your Authorised Signatory.

The reporting round is not currently open. This report can not be submitted.

Workflow: Report completed and locked: No Yes No Yes No Yes No Yes No

Main details | Investments | Equipment | Expenditures | State Aid | Outside prog. area | Funding | Annexes | Submission

Project	FDA!
Reporting Round	#4
Report Type	Full Finances report
Form Version	Full Beneficiary Finances Report v1
Reporting level	Beneficiary
Beneficiary	FDA6 Norway
Report Number	3
Project start date	04/03/2015
Previous Report	2 #2
Project end date	30/06/2018
Reporting period start	01/01/2019
Reporting period end	31/01/2019

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Audit trail: Proof of evidence





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ERROR





Imperative Run
laurentiu.b@gmail.com

Customer: **A Monster**
Linfield Road 24
New York, New York 34627849
US
www.monster.com

Invoice No. **#INV-20171003-68**
Date: 03/10/2017
Due Date: 02/11/2017

INVOICE

Item	Description	Price/Unit	Qty	Price	
Web design	Total hours: 12hrs	\$150.00	3	\$450.00	
Ads	Total Hours: 1 hrs	\$45.00	1	\$45.00	
Copywriting					
Branding	Total Hours: 6 hrs	\$50.00	3	\$150.00	
Scoping & Social Media					
				Subtotal	\$645.00
				VAT 24%	\$154.80
				Total	\$799.80



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Finance Report

Main details
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Submission

Expenditures - breakdown per budget line

Budget	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Staff costs	440.000 €	180.583 €	54.041 €	234.624 €	53%	205.376 €
Office and administration	66.000 €	27.088 €	8.106 €	35.194 €	53%	30.806 €
Travel and accommodation	50.000 €	17.644 €	2.497 €	20.141 €	40%	29.859 €
External expertise and services	200.000 €	60.115 €	6.111 €	66.226 €	33%	133.774 €
Equipment	10.000 €	1.283 €	953 €	2.236 €	22%	7.764 €
Investments	0 €	0 €	0 €	0 €	0	0 €
Total Expenditure	766.000 €	286.713 €	71.708 €	358.421 €	47%	407.579 €
(Net revenue)	0 €	0 €	0 €	0 €	0	0 €
Total Eligible Expenditure	766.000 €	286.713 €	71.708 €	358.421 €	47%	407.579 €

Annex: Travel and accomodation

Site	50654673 / 7079	2018-09-03	2018-10-02	kr.	1522,00	kr.	278,00	7.489	1	203,78	Car rental from Aalborg Airport to Skagen and return
Taxi Energie	295 / 541	2018-10-10	2018-10-10	l	9,00	l	-	-	1	9,00	Train in Brussels
BBM&Co split	223 / 1917	2018-10-10	2018-10-15	l	10,00	l	-	-	1	10,00	Train in Brussels
Taxi Vests	6247 / 1548	2018-10-11	2018-10-15	l	40,00	l	-	-	1	10,00	Train in Brussels
CPH Parking	762441	2018-10-11	2018-10-12	kr.	640,00	kr.	-	7.489	1	65,69	Parking at Copenhagen Airport
Homo-Taxi	344 / 1550	2018-10-11	2018-10-16	l	8,00	l	-	-	1	65,00	Train in Brussels
Travel expenses - Susanne	70032	2018-10-22	2018-12-31	kr.	9 877,20	kr.	-	7.489	1	539,32	ing to and from the ESG Conference and partnership meeting in Skagen, and driving related to the meeting / meeting at Port of Vordingborg
RMBS	71668945742 / 189	2018-12-11	2018-12-13	l	21,00	l	-	-	1	21,00	Train ticket from Brussels Airport to Zone Elzeuge
CPH Parking	5182 / 159	2018-12-12	2018-12-13	kr.	640,00	kr.	-	7.489	1	21,00	Train ticket from Zone Elzeuge to Brussels Airport
Hotel The Praelart	100733 / 609	2018-12-12	2018-12-14	l	140,02	l	8,40	-	1	65,69	Parking at Copenhagen Airport
Travel expenses - Susanne	70055	2018-12-18	2018-12-31	kr.	2 286,08	kr.	-	7.489	1	140,02	Hotel at the Susanne in Brugge, Belgium
Travel expenses - Susanne	70082	2018-04-12	2018-04-30	kr.	690,21	kr.	-	7.489	1	307,82	CPH, Fort meeting
CPH Parking	5104 / 663	2018-02-22	2018-02-27	kr.	640,00	kr.	-	7.489	1	62,41	Driving to and from Copenhagen Airport (partnership meeting on Østende)
DSB	06NCCPH / 76070	2018-02-27	2018-03-21	kr.	368,00	kr.	-	7.489	1	65,69	Parking at Copenhagen Airport
Travel expenses - Camilla	70080	2018-04-10	2018-04-30	kr.	2 695,32	kr.	-	7.489	1	132,01	Train to Emden, Camilla (making new videos)
										355,36	Driving from Copenhagen Airport, Ulmna in Hvide Sande, Denmark, meeting at Port of Vordingborg
										2 497,73	
TOT CLAIMED											
PLACE											

€2497,73

Exchange rates and use of €

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

- Use the rate for the month when the expenditure is submitted to the FLC for verification, NOT when the expenditure were incurred
- Document it in your finance report

Certified expenditures

End of the control work 14/06/2019

Certified expenditure	Budget line	Declared	Certified	Difference	Certified in % of Declared
	Staff costs	54.041 €	54.041 €	0 €	100%
	Office and administration	8.106 €	8.106 €	0 €	100%
	Travel and accommodation	2.497 €	2.497 €	0 €	100%
	External expertise and services	6.111 €	6.111 €	0 €	100%
	Equipment	953 €	953 €	0 €	100%
	Investments	0 €	0 €	0 €	0%
	Total Expenditure	71.708 €	71.708 €	0 €	100%
	(Net revenue)	0 €	0 €	0 €	0%
	Total Eligible Expenditure	71.708 €	71.708 €	0 €	100%

Typical errors

- Uploaded receipts and invoices in the OMS
- Discrepancy in numbers between the certified and verified numbers in the OMS
- Rounding down €2497,73 = €2497
- Lack of reference to the exchange rates

Main differences between progress and finance report

Progress report:

Lead Beneficiary needs to decide which parts need to be filled out by which beneficiary.

Progress report will not be compiled automatically by the system (like finance report). Progress report needs to be compiled by Lead Beneficiary.

Local partnership reporting

Progress report

Coordinating beneficiary fills out one report, which includes all relevant information of all beneficiaries in the whole local partnership. -> "see report of coordinating beneficiary".

Finance report

Co-beneficiaries give relevant information to the coordinating beneficiary who fills out the individual finance reports for each and every co-beneficiary.

Objectives, Outputs, Results and Deliverables

Focus on

Level of achievement

Key outputs, results and deliverables

Explanations: What? How? When? Why? Next steps

Transnationally – how did you do it?

Aligned with the objectives of the project

Investments / Pilots

Impact?

In practice

- Joint Secretariat has 90 days
 - Issues requiring follow up letter (IRFL)
 - Concluding progress and payment cover letter
- Lead Beneficiary transfers received funding to partners without delay



Interreg
North Sea Region
European Regional Development Fund



European Union



Jesper Jönsson

jesper.joensson@northsearegion.eu

+45 21 35 89 23

