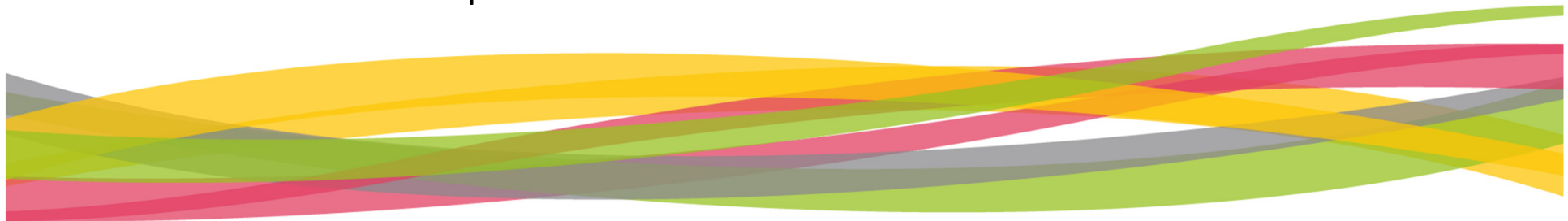




Financial reporting and First Level Control: Who does what and which report is due when?

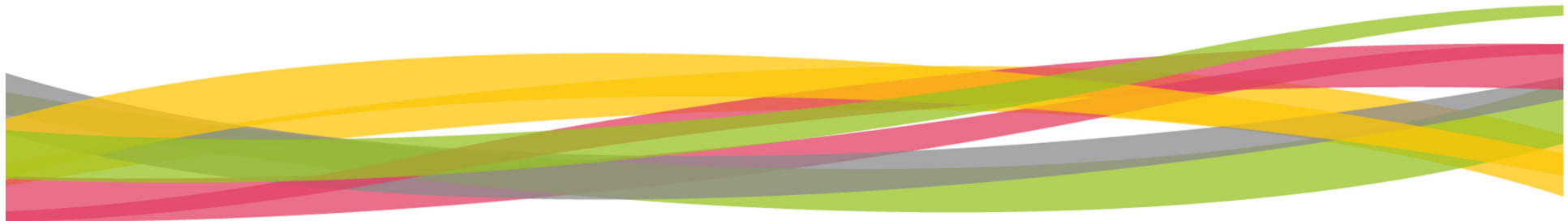
First Level Control seminar
Germany and the Netherlands
September 2016





Agenda

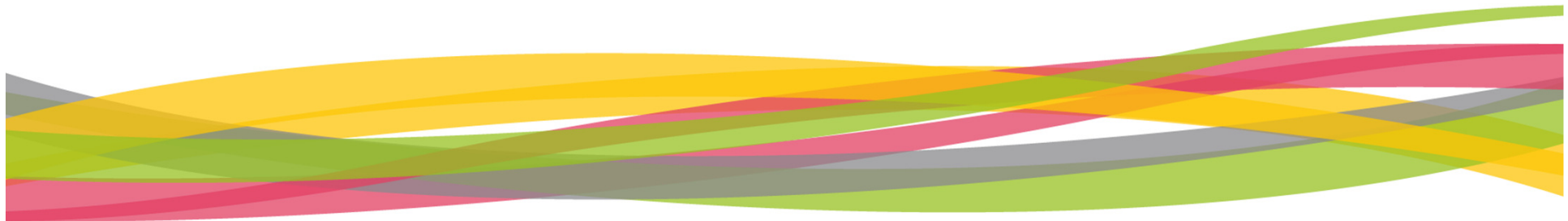
- + Who is who?
- + What are the report types?
- + Division of labor
- + Reporting: the basics
- + Reporting procedure workflow
- + Example of reporting schedule: Project X
- + Questions





Who is who?

- + *Beneficiary*: an organisation that is part of the partnership in the project application
- + *Lead beneficiary (LB)*: the managing organisation of the partnership
- + *Authorised Signatory (AS)*: person who can legally sign on behalf of an organization (both for LB and beneficiary)
- + *First Level Controller (FLC)*: an external (to the partnership) auditor that takes a critical view of all project expenditure and verifies that it is in line with all relevant regulations and guidelines
- + *Joint Secretariat (JS)*: organisation responsible for the day-to-day programme management



What are the report types?

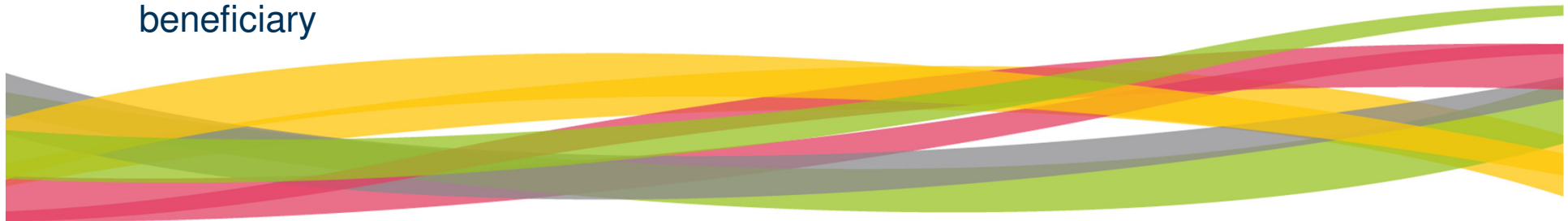
- + Basic progress report: short summary of project's achievements over the last six months with facts and figures on progress towards work package targets. Statement of expenditure is **optional**.
- + Full progress report: the basic report plus some questions on the functioning of the partnership, 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.





Division of labor

- + Beneficiaries complete their individual activity reports and statements of expenditure
- + First Level Controllers for each beneficiary check beneficiaries' statements of expenditure, including the underlying accounting evidence, and submit them to LB
- + Lead Beneficiary compiles all progress reports and statements of expenditure and submits to JS for review
- + Lead Beneficiary's FLC does **not** re-control expenditure reported by other beneficiaries
- + Joint Secretariat processes report within 90 days and makes payment to LB
- + Lead Beneficiary transfers, without delay, the relevant share of ERDF to each beneficiary





Reporting: The basics

- + Twice a year (but full progress report with statement of expenditure mandatory **once** a year)
 - + The basic progress report
 - + The full progress report
- + Submission of report via the Online Monitoring System (OMS) – everything done in this system
- + First Level Control
- + First report – Basic progress report by (LATEST) 12 months after contract is signed and deadline has been agreed with JS; thereafter, every 6 months

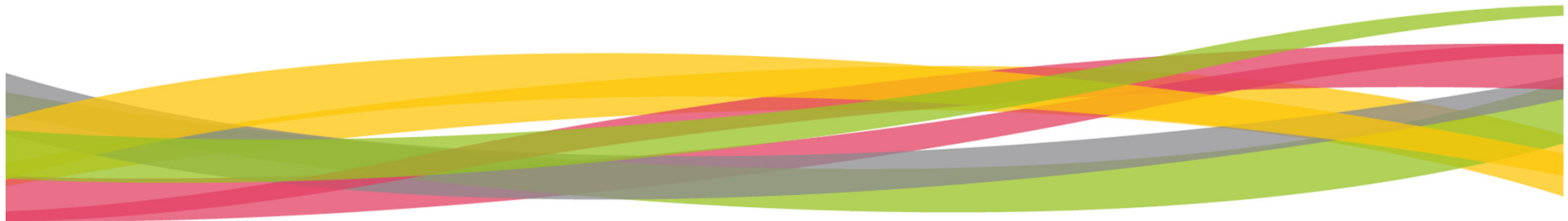
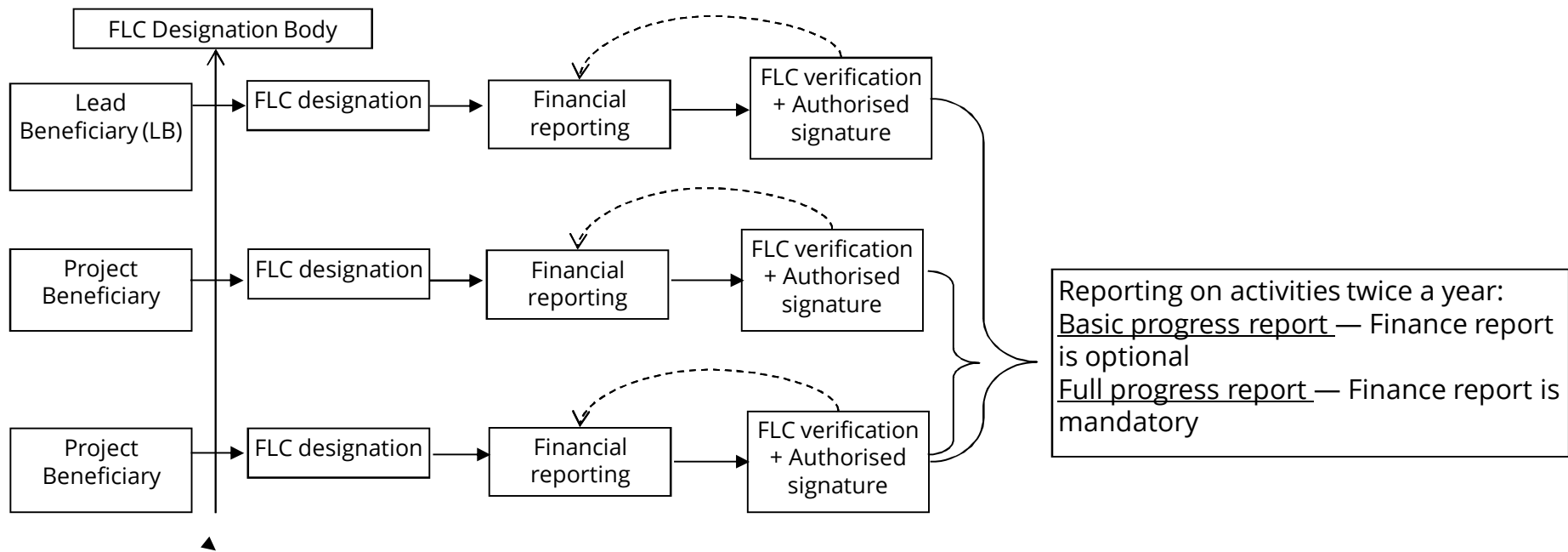
For an overview, please see the table below:

Type of Report	Frequency	Obligatory	Subject to FLC
Basic	Every 6 months	Yes	Yes/No ¹
Finance report with basic report	Every 6 months	No	Yes
Full	Once a year	Yes	Yes
Finance report with full report	Once a year	Yes	Yes
Final	Once	Yes	Yes
Finance report with final report	Once	Yes	Yes



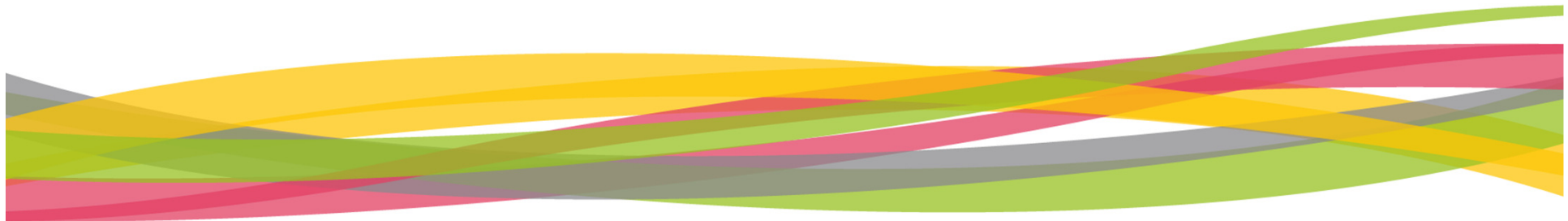
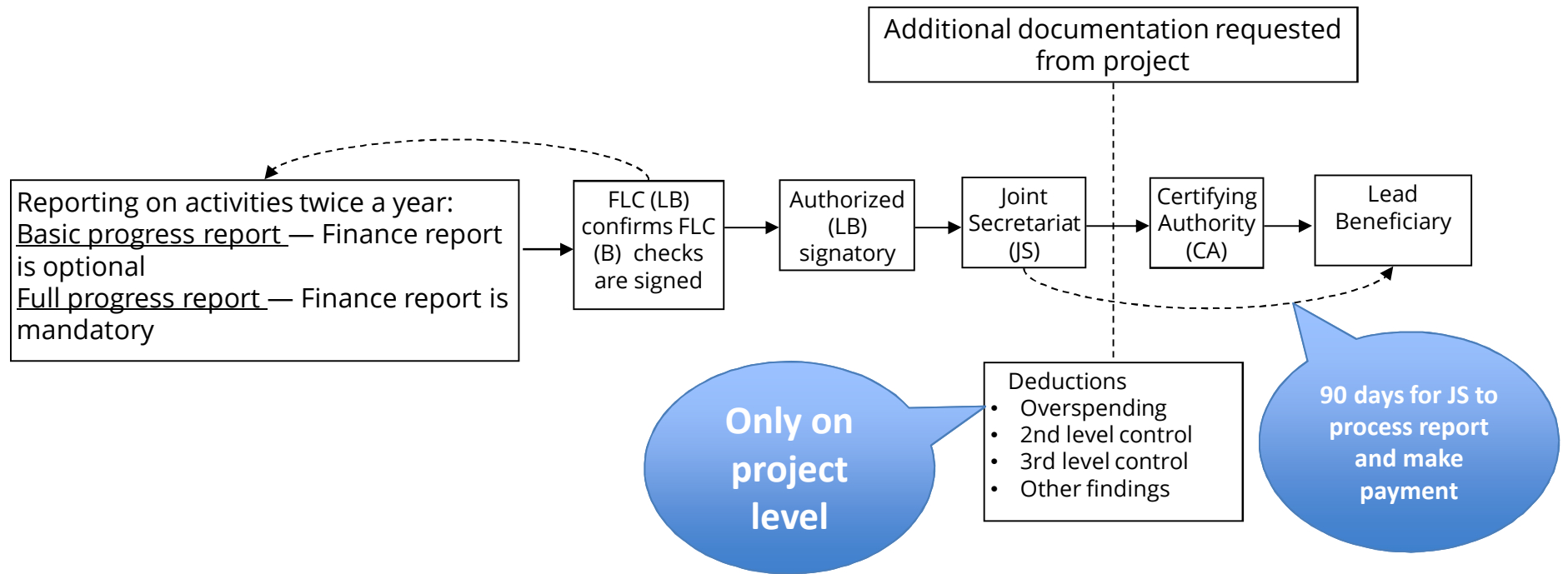


Reporting procedure workflow (part I)





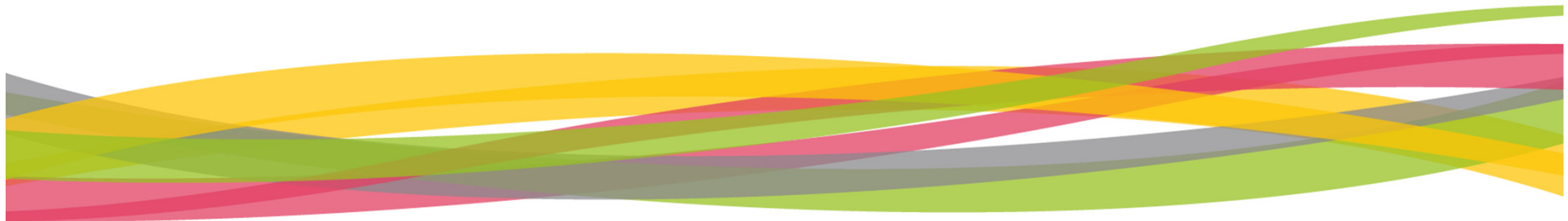
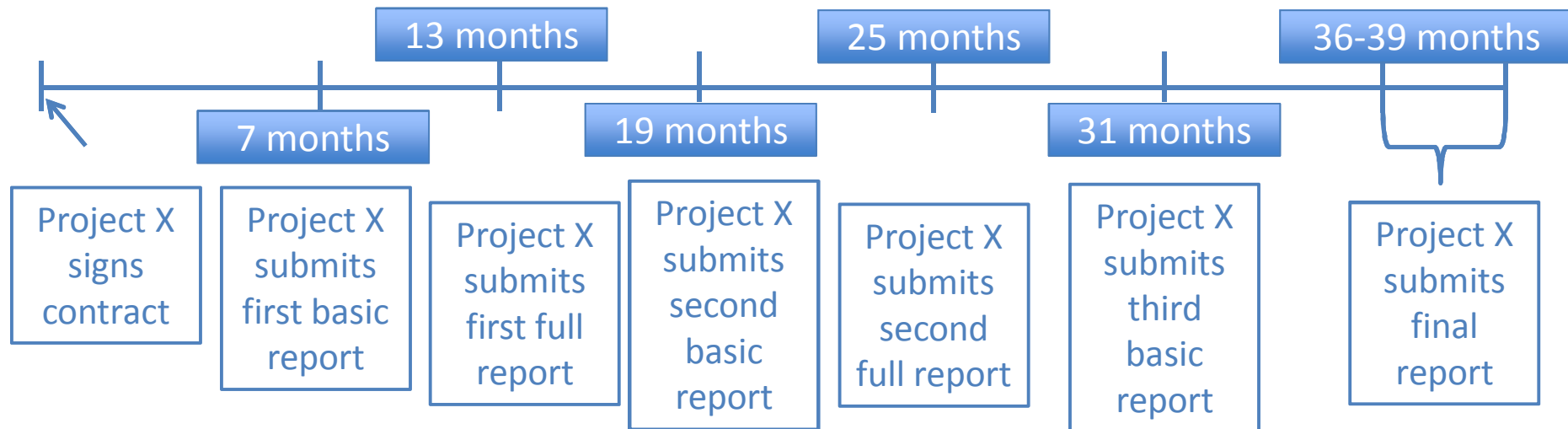
Reporting procedure workflow (part II)





Example of reporting schedule – Project X

+ Project X has a three-year lifetime





Please check out the following information:
Reporting: Fact Sheet 22
Roles and Responsibilities: Fact Sheet 13
Programme Website
www.northsearegion.eu for info on
accessing the OMS, Authorised Signatories
and designating FLCs

