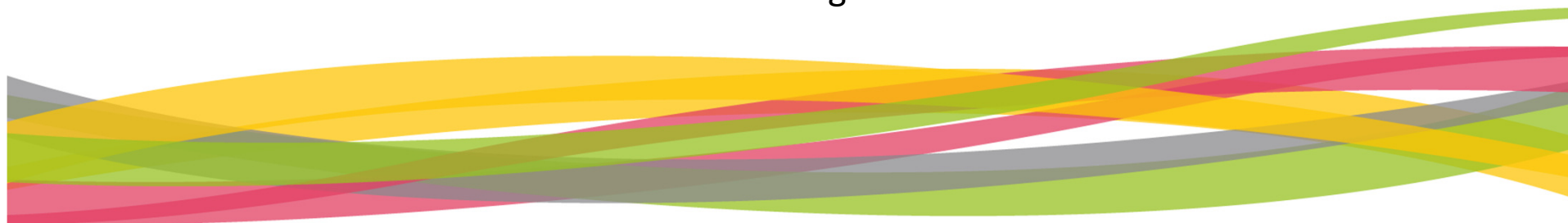




Financial reporting and First Level Control: Who does what and which report is due when?

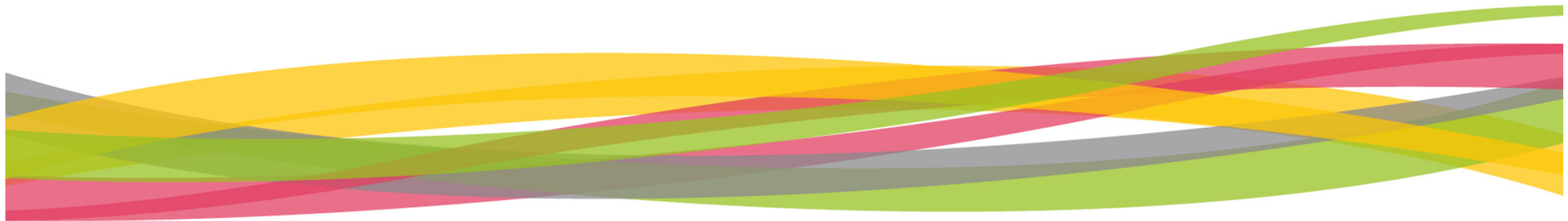
First Level Control seminar – Sweden
Gothenburg, 24 October 2017
Christoffer Stougaard Villsen





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?

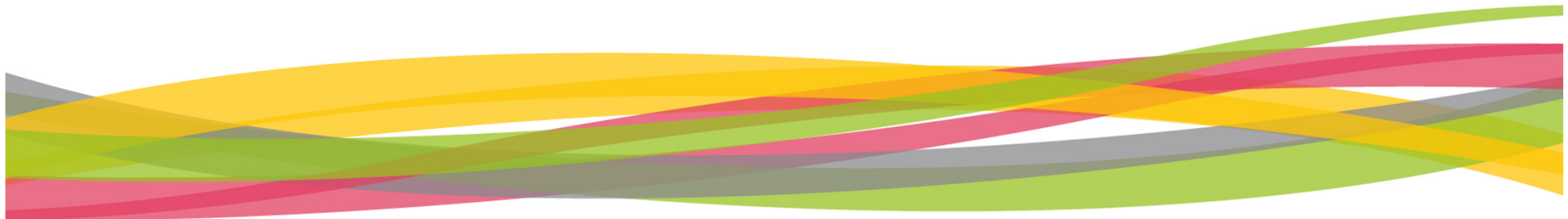
- + *Beneficiary/partner*: an organisation that is part of the partnership in the project application
- + *Lead beneficiary/partner (LB/LP)*: the managing organisation of the partnership
- + *First Level Controller (FLC)*: an external (to the partnership) auditor that takes a critical view of all project 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?

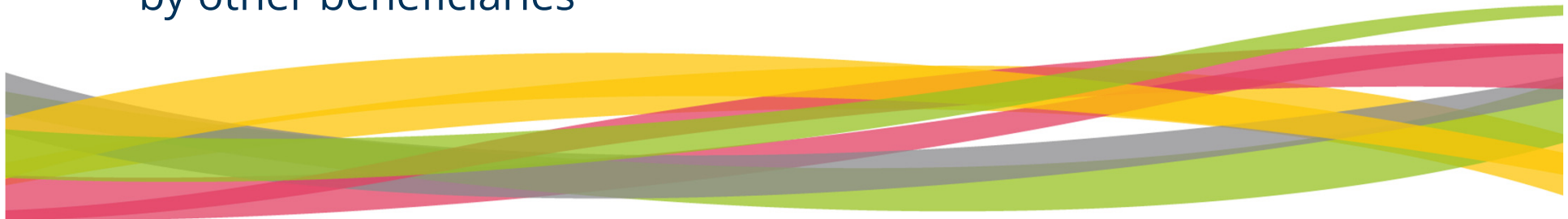
- + **Basic progress report**: short summary of project's achievements over the last six months with facts and figures on progress towards work package targets. Statement of expenditure is **optional**.
- + **Full progress report**: the basic report plus some questions on the functioning of the partnership, 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 (1/2)

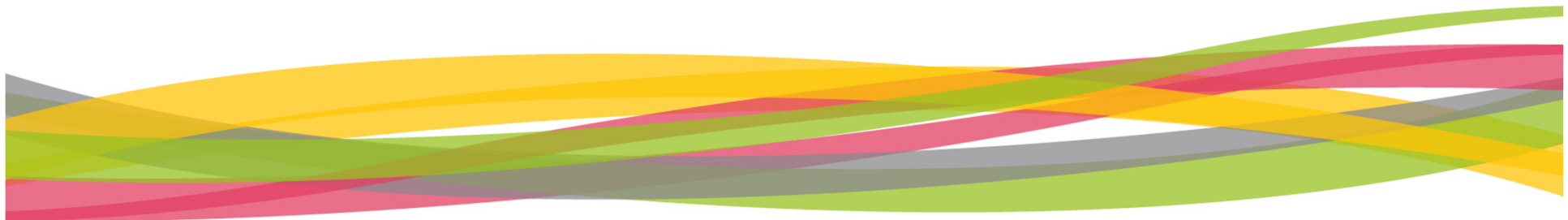
- + **Beneficiaries** complete their individual activity reports and statements of expenditure
- + **First Level Controllers** for each beneficiary check beneficiaries' statements of expenditure, including the underlying accounting evidence, and submit them to LB
- + **Lead Beneficiary** compiles all 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





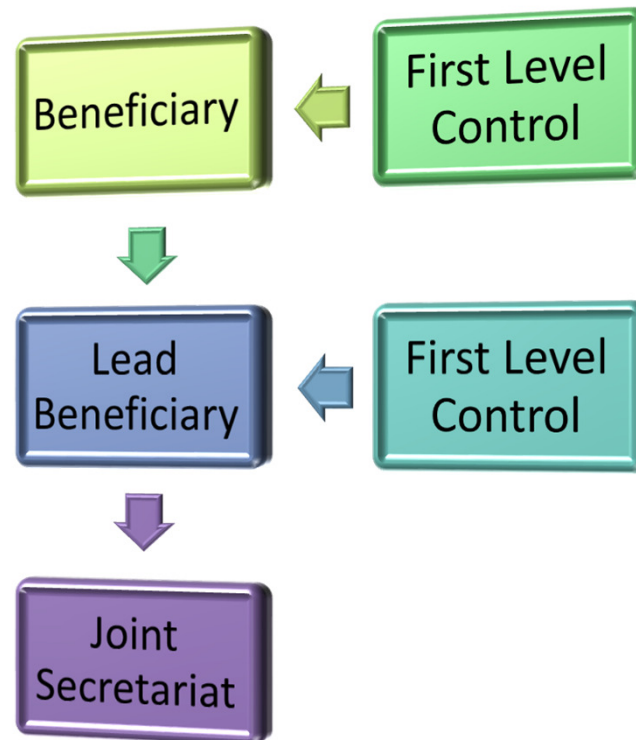
Division of labor (2/2)

- + **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



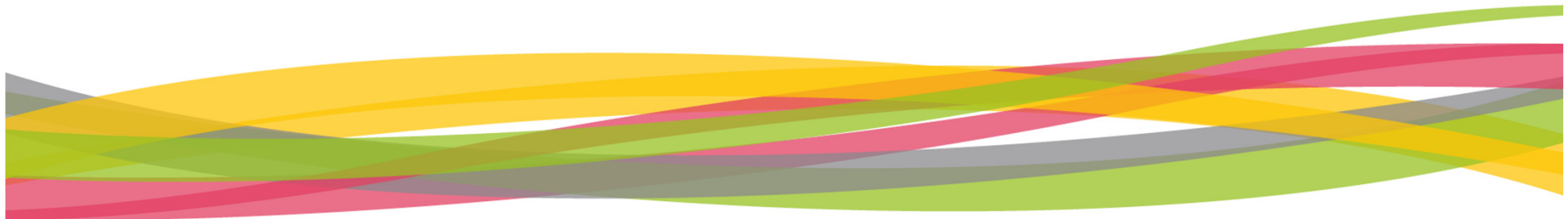


Lead beneficiary principle



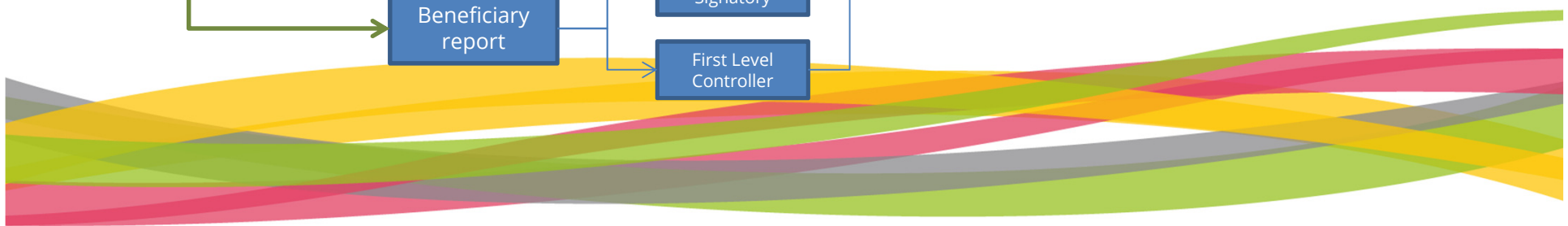
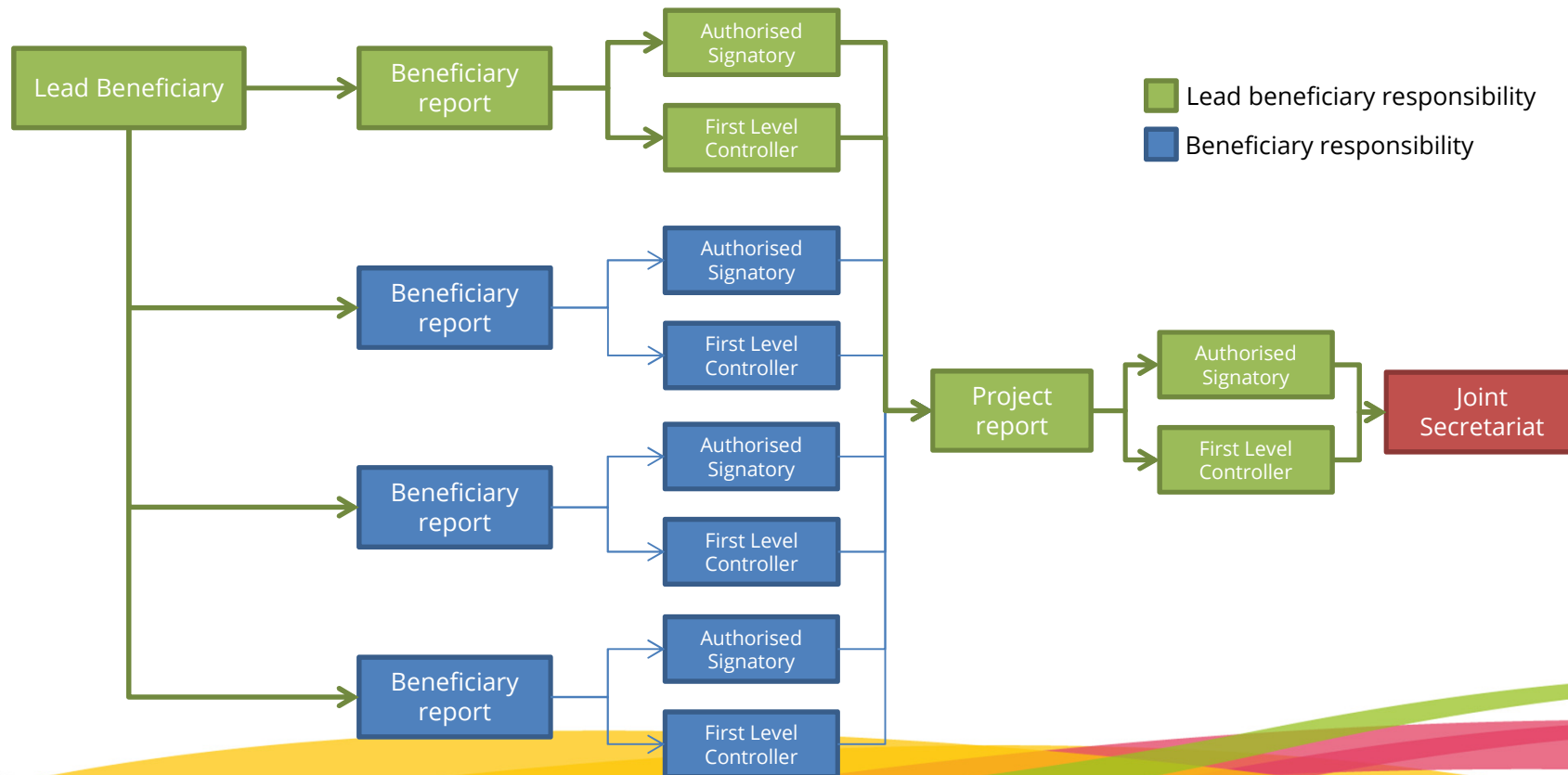
Reporting: The basics

- + 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



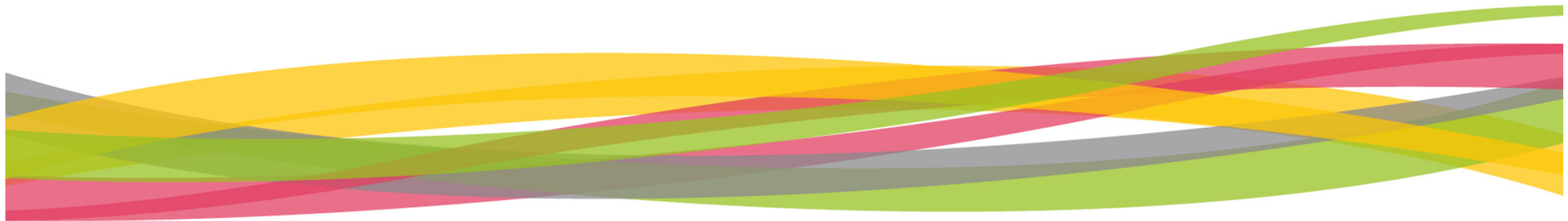
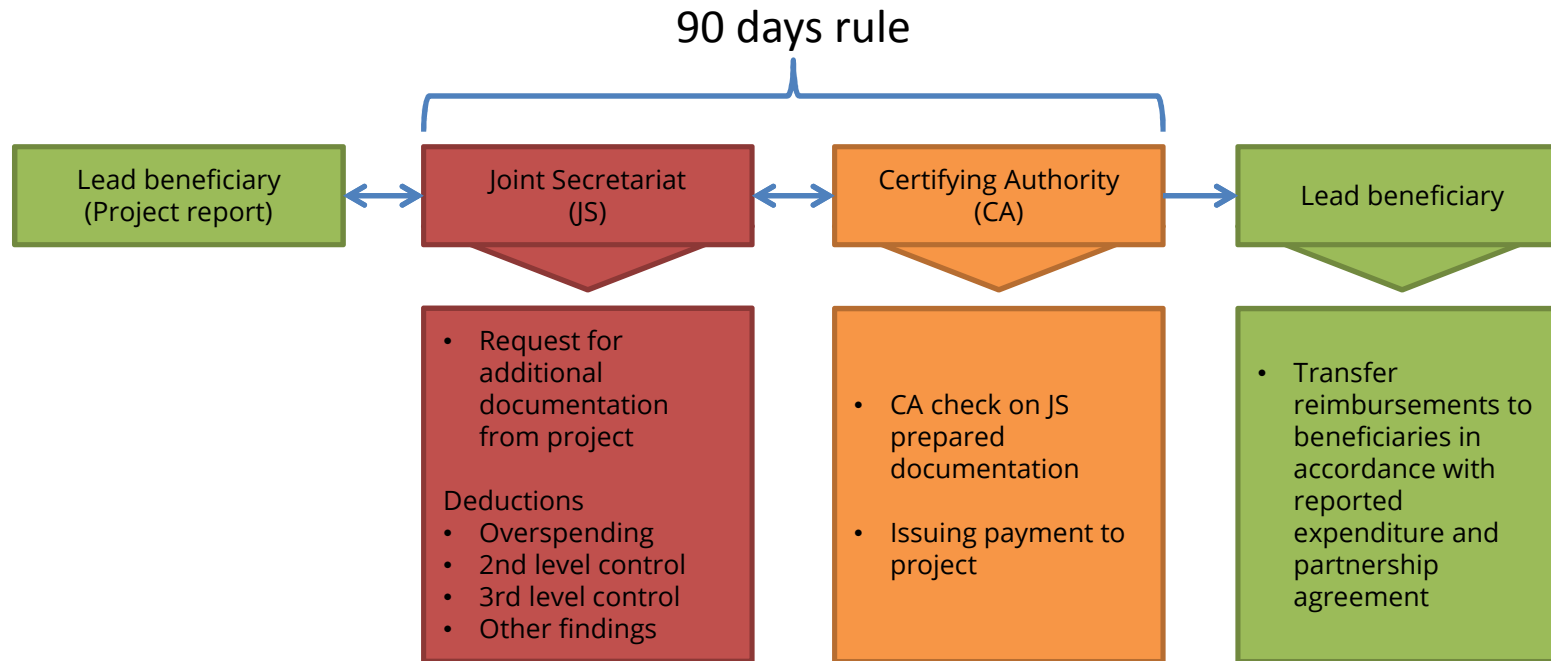


Reporting workflow (1/2)



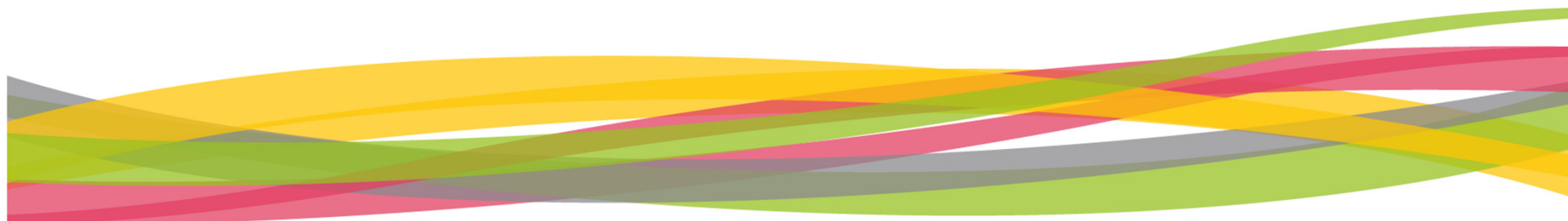
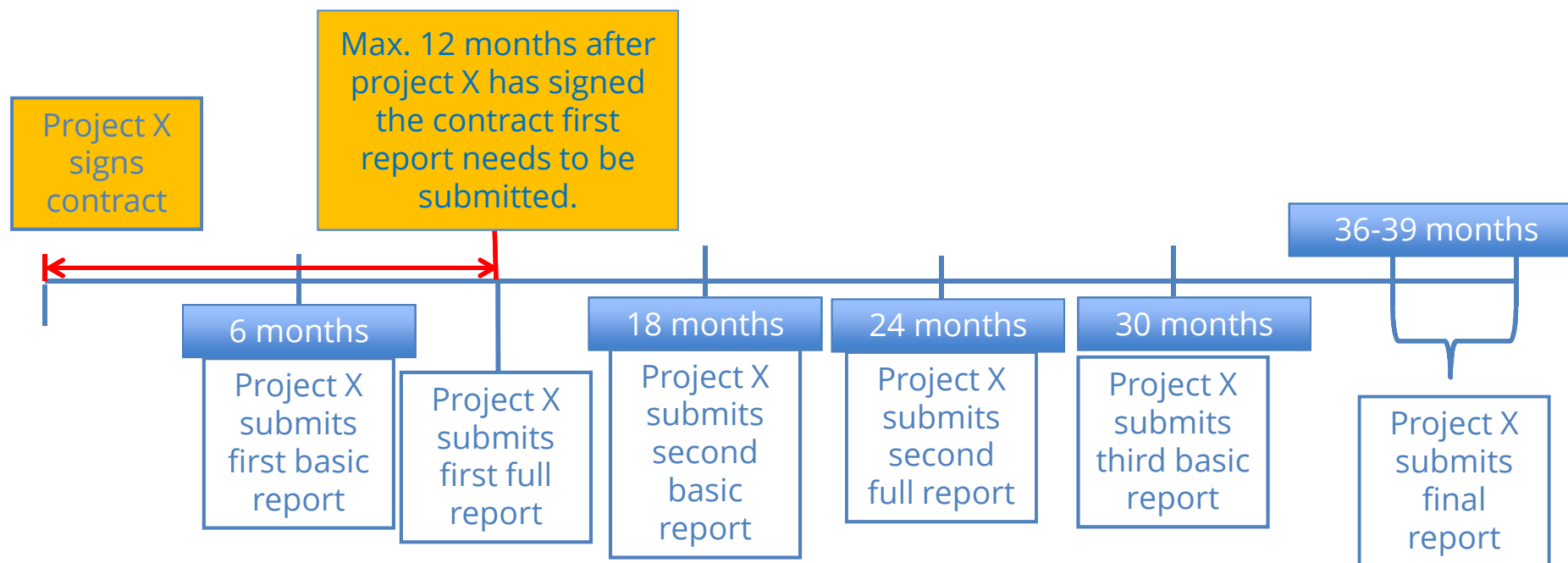


Reporting workflow (2/2)





Example of reporting schedule – Project X





Questions?

