



PeerCivic

101131845 — PeerCivic — ERASMUS–YOUTH–2023–YOUTH–TOG

Kick Off Meeting : Craiova, Romania – 16.01 – 17.01.2024



Co-funded by
the European Union

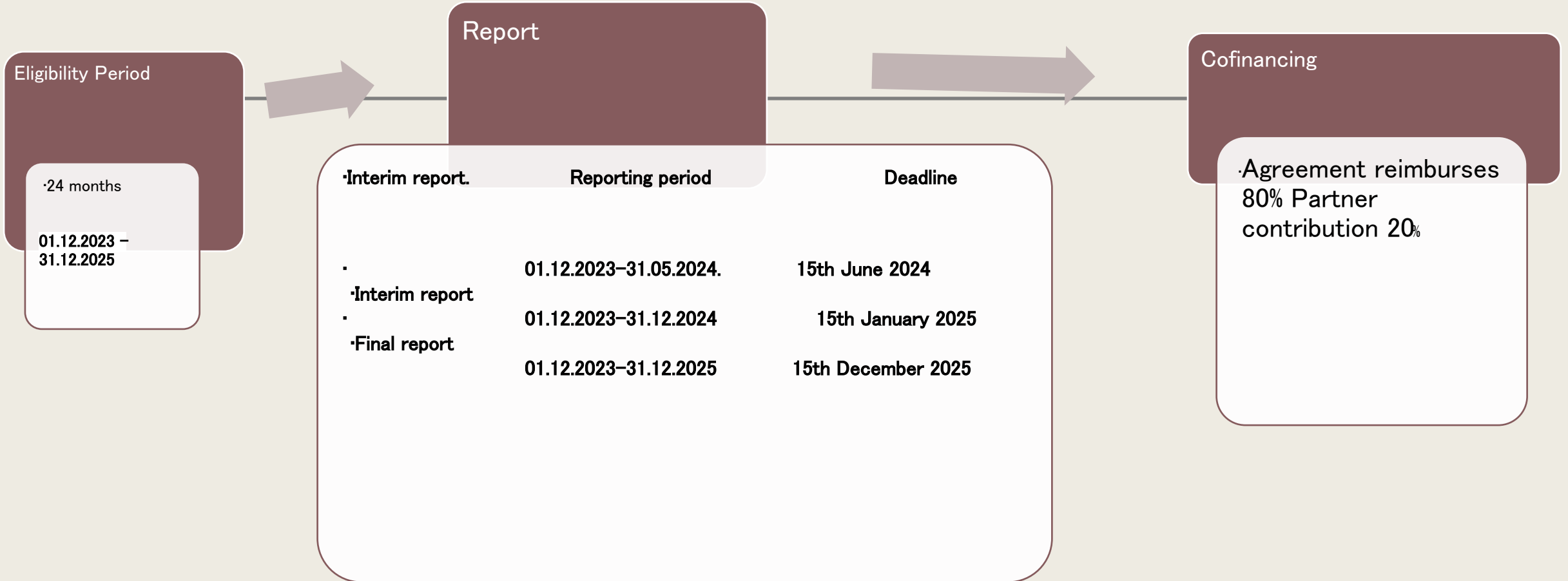
Financial Guidelines

Lead by : ANDCTR



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General overview – shoort



Budget headings ???



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Human Resources

A1. Employees

personnel working for the beneficiary under an employment contract and assigned to the action.

A2. Costs for natural persons working under a direct contract other than an employment contract

SPECIFIC CONDITIONS for A2. : a) assigned to the action, fulfil the general eligibility conditions

b) work under conditions similar to those of an employee

c) the result of the work belongs to the beneficiary (unless agreed otherwise)



Human Resources

DAILY RATE EXPLANATION

+ Annual gross salary

+ Additional costs for social security charges + Additional costs for social insurance

= **Total annual personnel costs**

Total annual personnel costs / numbers of working days in one year = DAILY RATE



Human Resources

SUPPORTING DOCUMENTS

Timesheets - uploaded in drive

Daily rate explanation/calculation – uploaded in drive

ID, Contracts and CVs - uploaded in drive

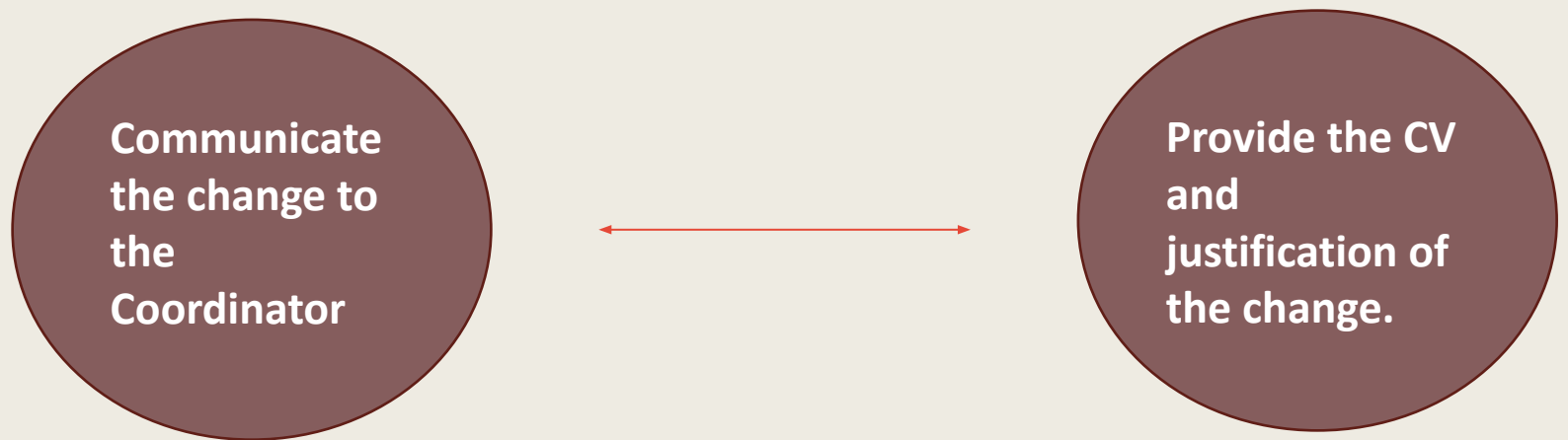
Payslip (Original documents shall be kept for 5 years starting from the date of payment of the balance) - kept by each partner

Proof of payment (Original documents shall be kept for 5 years starting from the date of payment of the balance) - kept by each partner



Human Resources

STAFF CHANGES



Communicate
the change to
the
Coordinator

Provide the CV
and
justification of
the change.

Purchase (Travel & Subsistence)

TRAVEL COSTS

For staff and other persons involved in the action.

Based on distance band

The travel costs should include all costs and all means for travel from the point of origin to the point of destination (and vice versa).



Purchase (Travel & Subsistence)

TRAVEL COSTS – SUPPORTING DOCUMENTS

Boarding passes - uploaded in drive

Tickets (plane, train, bus, etc.) and invoices (travel agency) – (Original documents shall be kept for 5 years starting from the date of payment of the balance)

Proof of payment (bank transfer or bank account balance) – (Original documents shall be kept for 5 years starting from the date of payment of the balance)



Purchase (Travel & Subsistence)

ACCOMMODATION & SUBSISTENCE COSTS

For staff and other persons involved in the action

Reimbursement based on the existing rules of the beneficiary organisation: actual costs or per diem system

No subsistence costs are allowed for local staff/local participants



Purchase (Travel & Subsistence)

ACCOMMODATION & SUBSISTENCE COSTS - SUPPORTING DOCUMENTS

List of participants - uploaded in drive

Hotel/restaurant invoices - (Original documents shall be kept for 5 years starting from the date of payment of the balance)

Internal rules defining modalities for reimbursement of subsistence costs - (Original documents shall be kept for 5 years starting from the date of payment of the balance)

RECOMMENDATION: reimbursements done through a bank transfer. Not CASH!



Other Goods

CONFERENCES: translation, interpretation costs, printing, room rental, coffee break

PUBLICATIONS and DISSEMINATION: printing materials, domain

ALL OTHERS EXPENSES - SUPPORTING DOCUMENTS

Invoices / Receipt

Proof of payment

(Original documents shall be kept for 5 years starting from the date of payment of the balance)

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Ineligible costs

Return of capital

Debt and debt services charges

Provisions for losses or potential future liabilities

Interest owed

Doubtful debts

Exchange losses

Costs declared by the Beneficiary and covered by another project Excessive or reckless expenditure

Gifts and presents

Touristic or cultural site programmes

Contributions in kind

Expenditure incurred outside the lifetime of the AMIF, ISF or DRUG Expenditure related to reports/audits not requested by the EC

Deductible VAT



Payments

1st – payment – 40 % – Upon receiving the signed Partnership Agreement.

2st – payment – 40 % – Within 60 days after the correct delivery of 1st Interim report

Final payment (balance) 20% – After receiving the balance following the approval of the final report by the EACEA.



Ex-Post Audit

Be aware that our project can be randomly selected for an ex-post audit

Original documents shall be kept for 5 years starting from the date of payment of the balance



Templates provided by coordinator

1. Timesheet template
2. Hourly daily rate