

FP7&H2020 - FAST TRACK TO FINANCIAL REPORTING AND EC AUDITS
2 December 2016, Vienna - Austria

DAY 1

08:30 – 09:00 **Registration**

09:00 – 09:15 **Event opening**

09:15 – 10:45 **FP7 and H2020 Financial Rules in theory and in practice (Part 1)**

Detailed introduction to financial rules for H2020 and FP7 with real-life examples:

- » Basic facts, definition of the budget, importance of the resources;
- » Reimbursement models, forms of costs;
- » Eligible and non-eligible costs with comparison and all exceptions;
- » Direct/Indirect costs;
- » Personnel costs calculation – showing the possible ways;
- » Travel costs, Consumables vs. Overheads;
- » Indirect costs calculation;
- » Funding Rates and EC payments;
- » Guarantee Fund;
- » Certificates on Financial Statements, Certificate on Methodology, Certificate on Average Personnel Costs, etc.

(10:45 – 11:00 Coffee break)

11:00 – 12:30 **FP7 and H2020 Financial Rules in Theory (Part 2)**

(12:30 – 13:30 Lunch)

13:30 – 16:00 **Workshop: Financial Reporting**

Participants prepare financial statements for FP7 and Horizon 2020, based on "dummy" invoices, salary slips, receipts and bills, time records and certificates, which are generated individually for each participant. Submission deadline 16:00.

(15:00 Coffee break)

16:00 – 17:00 **Understanding the financial reporting**

Pragmatic approaches in reporting; Point-by-point assessment of the prepared financial reports: Format, content; overall principles, possible bottlenecks, what should and should not be included.

17:00 – 17:30 **EC Financial Audits in a nutshell**

Introducing the EC audit process: information letter, legal obligations and practical aspects from the Beneficiary's perspective. Typical bottlenecks and mistakes based on real-life examples.

Extended Q&A session until 18:00

