

Finances and Reporting

Co2mmunity kick-off meeting
Kiel

Kiel 16. November 2017

Katrin Gerle

Finances

General Comments

- Designate one person responsible for financial issues and / or find out who is responsible for the project finances at your institution
- Read the Programme Manual [https://www.interreg-baltic.eu/fileadmin/user_upload/about_programme/Main documents/Programme Manual clean.pdf](https://www.interreg-baltic.eu/fileadmin/user_upload/about_programme/Main_documents/Programme_Manual_clean.pdf)
- If you encounter problems, contact Gerlind sufficiently early
- Make sure you have all supporting documents (especially for staff costs)

Finances

Tipps

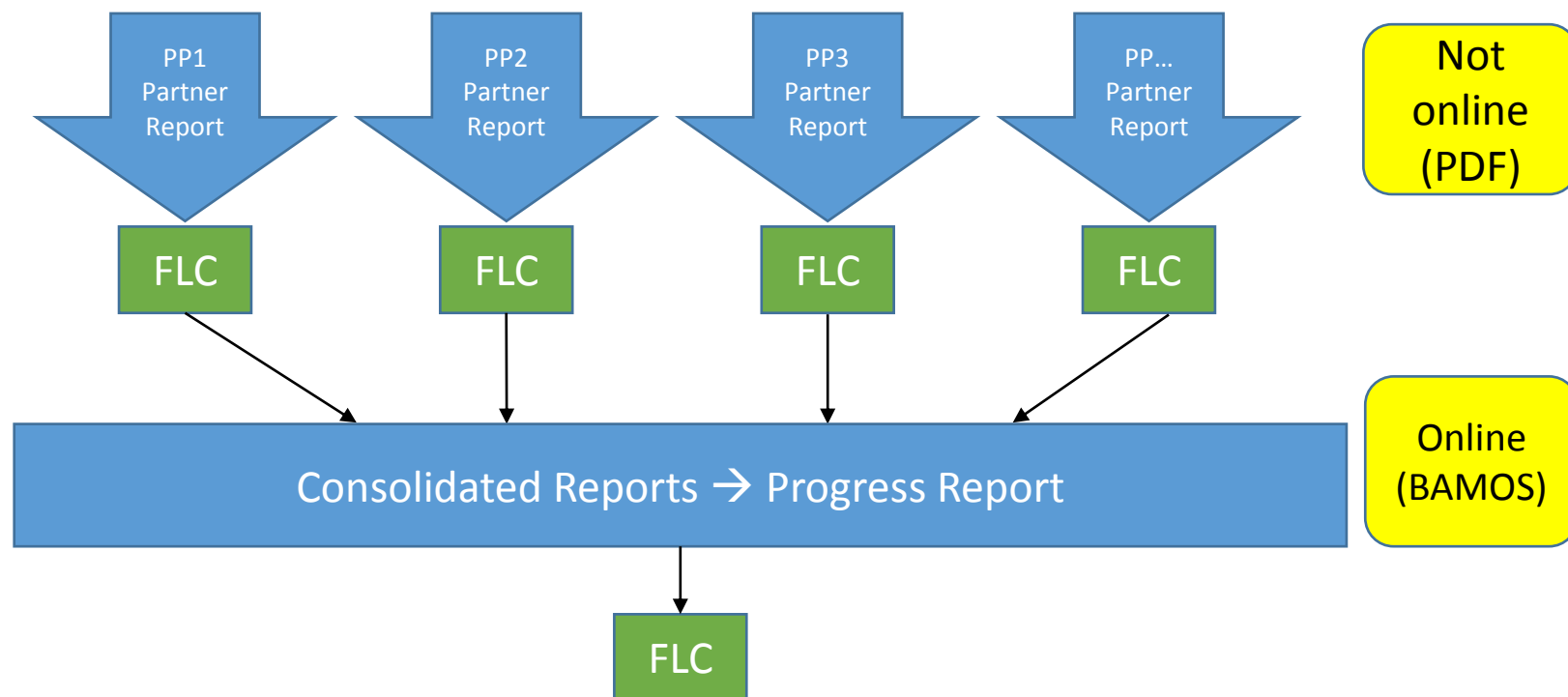
- To mark all your invoices and receipts it is useful to get a stamp with the project's short name and (if applicable) an internal reference number
- Keep your list of expenditure up to date and in line with your accounting system

Finances

Staff costs

- There are calculation methods with no timesheets needed BUT in our experience it is best to have timesheets for every staff member
- Timesheets should be consistent with your internal rules and regulations, i.e. templates
- You cannot mix calculation methods for one person but you CAN within the project for different staff members

Reporting Overview



Reporting Deadlines

Deadlines to submit your audited and signed Partner Reports:

1. Reporting Period: 25.05.2017 – 31.03.2018 → **30.04.2018**
2. Reporting Period: 01.04.2018 – 30.09.2018 → **31.10.2018**
3. Reporting Period: 01.10.2018 – 31.03.2019 → **30.04.2019**
4. Reporting Period: 01.04.2019 – 30.09.2019 → **31.10.2019**
5. Reporting Period: 01.10.2019 – 31.03.2020 → **30.04.2020**
6. Reporting Period: 01.04.2020 – 30.09.2020 → **31.10.2020**

Reporting

TO DOs

- Inform Gerlind of the contact person(s) responsible for financial issues at your institution
- Make sure you have a designated FLC
- Get an appointment for FLC on time
- Please respond without delay to any requests for information
- Please contact Gerlind if you foresee any problems or delays

Questions? Need help?

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