



## Financial plan and its realization

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Strengthening of master curricula in water resources  
management for the Western Balkans HEIs and stakeholders  
Project number: 597888-EPP-1-2018-1-RS-EPPKA2-CBHE-JP



## Budget info

The grant shall be of a maximum of **EUR 931,289.00** and shall take the form of:

Staff costs:	<b>365,279 EUR</b>
Travel costs:	<b>90,210 EUR</b>
Costs of stay	<b>183,150 EUR</b>
Equipment costs:	<b>254,000 EUR</b>
Subcontracting:	<b>38,650 EUR</b>

Total project expenditures: **931,289 EUR**

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## Installments from EACEA to the Project coordinator


- first pre-financing payment of **50%** of the maximum amount:  
upon entry into force of the Grant Agreement (16 November  
2018 -> **465,644.50 EUR**)
- second pre-financing of **40%** of the maximum amount (01 April  
2020 -> **372,515.60 EUR**)
- balance of **10%** max upon the approval of the Final Report  
**(EACEA payment or recovery 60 days following the reception  
of the FR)**

## Monthly Rates valid in 04-2020

Bulgaria – 1 EUR = 1.9558 BGN  
Croatia – 1 EUR = 7.6265 HRK (new)  
Norway – 1 EUR = 11.6888 NOK (new)  
Bosnia and Herzegovina – 1 EUR = 1.95583 BAM  
Republic of Serbia – 1 EUR = 117.505 RSD (new)

The rates indicated are the market rates for the penultimate day  
of the previous month quoted by the European Central Bank or,  
depending on availability, provided by the delegations or other  
appropriate sources close to that date.




Co-funded by the Erasmus+ Programme of the European Union 


Institution (installment)	Money transferred	Not transferred
P2 BOKU (I, II, III)	28,613.20	8,175.20
P3 NMBU (I, II, III)	30,642.50	8,755.00
P4 AUTH (I, II, III)	23,263.10	6,646.60
P5 UACEG (I, II, III)	17,917.20	5,119.20
P6 UNIRIFCE (I, II, III)	18,183.20	5,195.20
P7 UL (I, II, III)	23,744.00	6,784.00
P8 UNS (I, II, equipment, III)	64,052.10	18,300.60
P9 UNSA (I, equipment, II, III)	64,668.80	18,476.80
P10 UNMO (I, equipment, II, III)	63,306.40	18,190.40
P11 UPKM (I, II, equipment, III, IV)	74,564.80	9,320.60
P12 TCASU (I, II, equipment, III, IV)	62,536.00	7,817.00
P13 UoM (I, II, equipment, III)	60,938.50	17,411.00
P14 PWMC VV (I, II, III)	5,320.70	1,520.20

**Transferred**  
**537,750.50**

**Not transferred**  
**132,071.80**

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Institution	Money spent	Money transferred
P1 UNI	131,928.11	
P2 BOKU	28,439.00	28,613.20
P3 NMBU	22,209.00	30,642.50
P4 AUTH	17,769.00	23,263.10
P5 UACEG	14,239.00	17,917.20
P6 UNIRIFCE	13,055.00	18,183.20
P7 UL	24,931.00	23,744.00
P8 UNS	53,468.01	64,052.10
P9 UNSA	62,613.13	64,668.80
P10 UNMO	62,809.92	63,306.40
P11 UPKM	67,531.15	74,564.80
P12 TCASU	64,715.50	62,536.00
P13 UoM	61,546.00	60,938.50
P14 PWMC VV	2,456.00	5,320.70

**Total budget:**  
**931,289.00**

**Total spent:**  
**627,709.82**

**% used:**  
**67.40 %**

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## Important info

- Second financial audit control: 13 September 2021
- Next financial report: 14 October 2021
- Last financial report: 14 March 2022
- TCASU -> AASKM
- Project extension -> 14 May 2022

## Staff costs – Supporting documents

- JOINT DECLARATION (Annex II) for each person employed **ORIGINAL**
- TIME-SHEETS (attached to each staff convention), indicating number of days worked for corresponding month/year, description of tasks , outputs produced and related work package **ORIGINAL**
- FORMAL CONTRACTUAL RELATIONSHIP (**EMPLOYMENT CONTRACT**) **Certified copy**
- ANY EVIDENCE allowing to verify that declared workloads correspond to actual activities/outputs (e.g. attendance lists for lectures given, tangible outputs / products, salary slips, etc.) **Certified copy**

## Staff costs – Supporting documents

- PROOF OF PAYMENT (net + taxes) Certified copy
- Calculation of gross, net and tax amount (especially important when for paying is used other currency than euro) Certified copy
- Contract for working on SWARM project Certified copy

## Travel costs and Costs of stay – Supporting documents

- Justification for the following elements:
  - Journeys actually took place
  - Journeys connected to specific and identifiable project-related activities

To be retained with project accounts:

- INDIVIDUAL TRAVEL REPORT (ITR) Original
  - Supporting documents (e.g. travel tickets, boarding passes, invoices, receipts, proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings) Certified copy
  - Proof of payment for travel costs and costs of stay (bank statement) Certified copy
  - Proof of payment for taxes (if any) Certified copy
- Any prior authorisation from the Agency

## Travel costs and Costs of stay – Supporting documents

- Invoices for accommodation **Certified copy**
- Calculation of gross, net and tax amount (especially important when for paying is used other currency than euro) **Certified copy**

## Travel costs and Costs of stay

### Travel costs

Distance	Eligible cost
10 – 99 km	20 Eur
100 – 499 km	180 Eur
500 – 1999 km	275 Eur
2000 – 2999 km	360 Eur
3000 – 3999 km	530 Eur
4000 – 7999 km	820 Eur
8000 km and more	1100 Eur

### Costs of stay (120EUR per day)

No. of days	Eligible cost
1	120
2	240
3	360
4	480
5	600
6	720

## Individual Travel Report (ITR)

- details of activity:
  - dates excluding travel
  - brief description of the activity performed should be inserted
- provide documents regarding financial transactions
- invoices, receipts, boarding passes
- add agenda and participation list for all days
- only participant should sign ITR

## Checks and Audits (Art. II.27)

- The **EACEA and/or the Commission** may carry out **technical and financial checks and audits** in relation to the use of the **grant**
- Carried out **either directly by EACEA / Commission or by an outside body authorised to do so on its behalf**
- During the implementation of the Agreement and for a period of **five years starting from the date of payment of the balance**
- Contractual obligation of the project to carry out a **financial audit at final report stage**



## Documentation

For SWARM

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18000 Nis  
SERBIA

Financial documentation (staff costs, travel costs, equipment and subcontracting costs) should be scanned as pdf and uploaded on SWARM platform under your HEI acronym or sent at [swarmuni@gmail.com](mailto:swarmuni@gmail.com).



## Be careful

## Check twice before signing