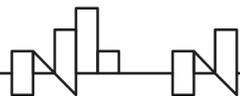
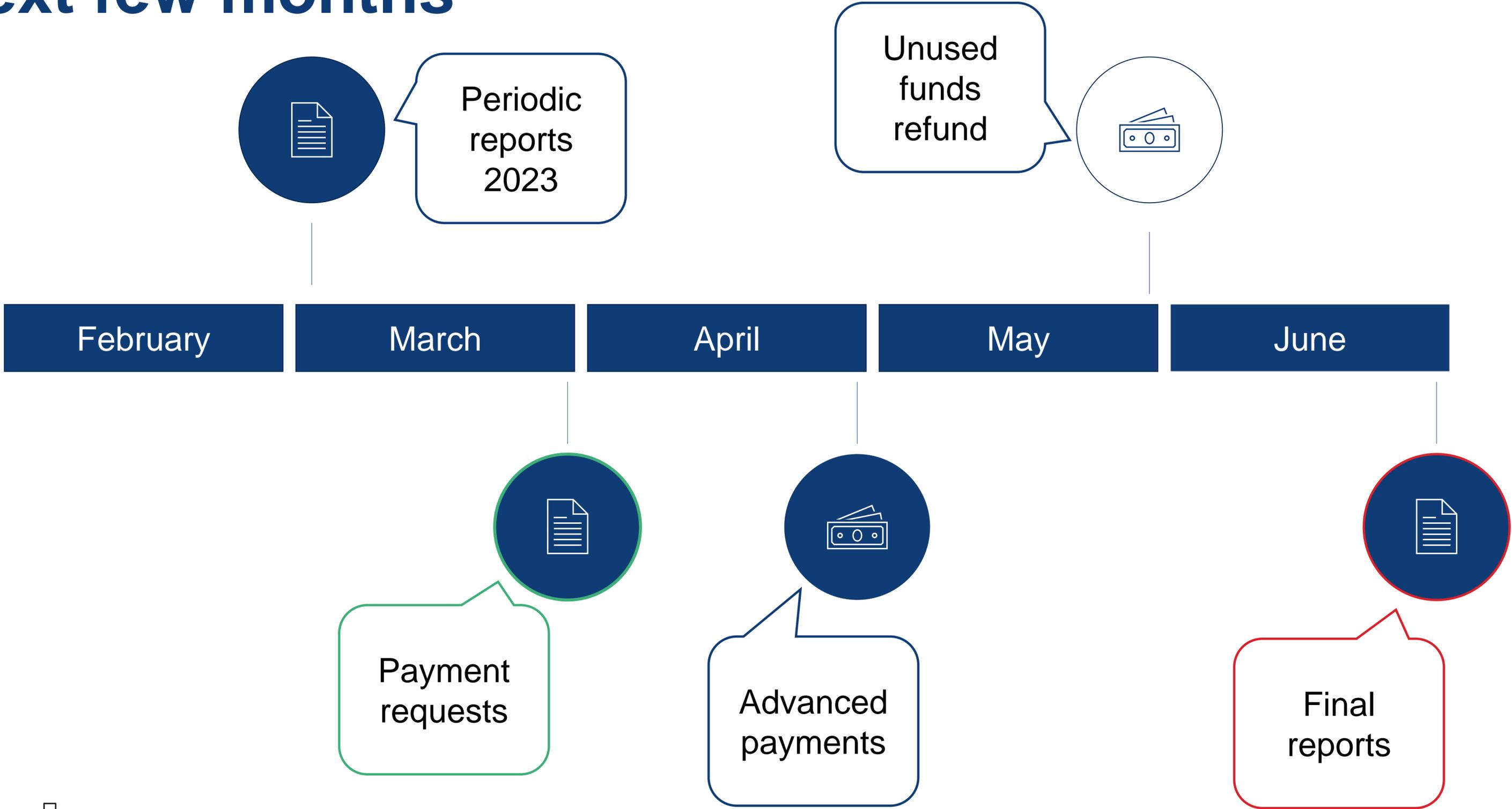


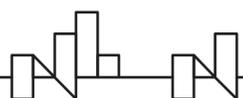
Information on projects closure – financial aspects

Next few months



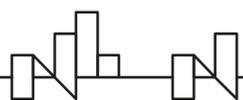
Next few months

- *Periodic report 2023 – financial part; deadline for submission is 03.03.2024 (if applicable)*
- *Last payment request (applicable if there are some planned fund payment in payment schedule);*
- *Unused funds refund within 30 days from the date of end of the project implementation*
- *Final report submission within 60 days from the date of end of the project implementation*



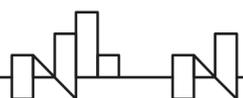
Periodic report 2023

- Projects that finalize after 29.02.2024 (01.03.2024 and later) will have to submit periodic report for 2023, only in financial part; deadline is 03.03.2024
- Projects that finalize no later than 29.02.2024 will have to submit only final report.



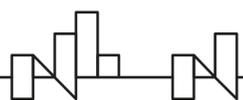
Last advance payments

- As a Programme Operator we may transfer an advance payments to the Project Promoter only till the 30.04.2024.
- It is important that you, as a Project Partners, could provide information about used funds which can help Project Promotor to submit the payment request as soon as possible, no later than the end of March.



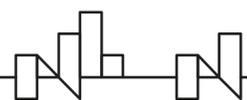
Refunds of unused funds

- Unspent part of funds (with interest accrued from advance payments), after project closure need to be refund within 30 days after end date of project implementation. As a Project Partner you should transfer this amounts to Project Promoter.



Eligibility of expenditures in project

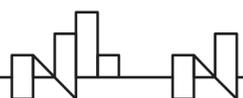
- Expenditures if they may be recognized as eligible should meet few criteria (criteria are given in Regulations – art. 8.2, Project agreement and Costs eligibility guide); one of them is that expenditures need to be incurred between first and the final date of eligibility of the particular project.
 - Eligibility timeframe is given in Project Agreement and it's equal to project implementation timeframe.
- Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Overheads and depreciation of equipment are considered to be incurred when they are recorded on the accounts of Project Partner.



Eligibility of expenditures in project

- In actual version of Regulations art. 8.2.3 there are two exceptions, in which incurred expenditures will also be considered as eligible.
 - 1) Costs in respect of which an invoice has been issued in the final month of eligibility, delivery of goods or perform services also before final date of eligibility, and paid within 30 days of the final date of eligibility.

For example: Project ends on 30.04.2024, invoice has been issued on 12.04.2024, and payment will be transferred till 30.05.2024 (30 days after 30.04.2024)

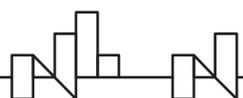


Eligibility of expenditures in project

2) Costs in respect of which an invoice has been issued in the final month of eligibility, paid also before final date of eligibility but subject of matter will be delivered (in case of goods) or performed (in case of services and works) by a later date. But no later than **31.12.2024**.
(Please pay attention on use this exception to audit/certification costs)

For example: Project ends on 30.04.2024, invoice has been issued on 15.04.2024, paid on 29.04.2024, but service will be performed no later than 31.12.2024.

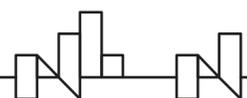
Please note: The final date on which NCBR as the Programme Operator will grant such flexibility to projects might be shortened as we assess other issues related to Programme closure.



Exchange rates

Most common situations that are an issue:

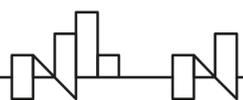
- Converting amounts of incurred expenditures to PLN for reporting purposes
 - Average exchange rate (EU / Horizon methodology)
 - Bank exchange rate (from money transfer)
- Converting by banks the transfers of unused grant amounts.



Certificate as a proof of expenditure

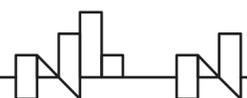
You can find information about certificate and auditor' report in:

- Regulation: Art. 8.12.3 and 8.12.4,
 - Financial Guidance: chapter 4.4 i 4.4.1,
 - Guideline for Research Programmes chapter 10.7
-
- Auditor' certificates mentioned in Art. 8.12.4 shall covered all expenditures that were incurred in project.



Certificate as a proof of expenditure

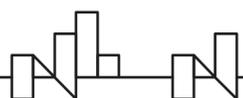
- The auditor's verification, applies to those partners who will use the grant in an amount equal to or greater than EUR 325,000.00.
 - The limit of EUR 325,000.00 refers to the actual absorbed amount from grant, not planned total grant amount or total budget of the project
 - Every partner who meet this criteria is responsible for performing auditor verification and sending the certificate to Project Promoter
 - The LSI system in which final report will be submitted, shows which partner of the project need to attach certificate to final report (based on value of submitted eligible costs by particular partner)



Certificate as a proof of expenditure

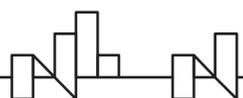
The aim of the auditor verification is (in basis) to confirm that:

- The expenditures have been incurred within the eligible period and are in line with eligibility rules;
- They relate to items approved under the project contract;
- Terms of the contract have been complied with and that adequate supporting documentation, including accounting records, exists.



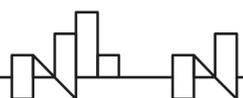
Certificate as a proof of expenditure

Auditor verification should be carried out at the end of the project, after all expenses have been incurred. Since the cost of auditor verification is in many cases planned in the project budget to be an eligible expense, we recommend to perform verification, receiving an invoice and paying for the service within the last month of project implementation.



Certificate as a proof of expenditure

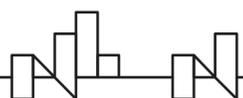
- The expenditure of certification (auditor verification) will be eligible, if:
 - Was planned in project budget; if you it not planned in the budget you may finance it from indirect cost.
 - Cost is invoiced, paid and the audit service performed before the final date of eligibility in the project; please see exceptions mentioned on 'Eligibility of expenditures' slides
 - The expenditure will be also considered as eligible if cost will be invoiced and paid before final date of eligibility in project and only audit verification (service) will be performed in 60 days after end of project implementation



Certificate as a proof of expenditure

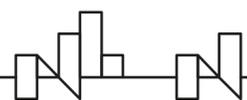
Form of the document

- The document that will need to be attached to the final report is certificate (we have sent to Project Promoter template of certificate). As it is given in template the certificate should be supported by report describing the purpose, procedures and results, and also the breakdown of eligible expenditures that will be certified.
- Report should not be simply a one sentence certificate on the regularity of the expenditure, but should describe the purpose, procedures and results of the engagement in sufficient detail to enable the reader to understand the nature and the extent of the work performed
- Documents should be prepared in English. There is an option to attached translation of original document, if it was prepared in other language.



Certificate as a proof of expenditure

- Report should be issued by **an independent auditor** or a **competent and independent public officer**
- In case of the report by a competent and independent public officer, the officer needs to be recognized by the relevant national authorities as having a budget and financial control capacity over the entity incurring the costs. In addition, this public officer needs to be independent meaning that he/she has not been involved in the preparation of the financial statements (financial reporting).

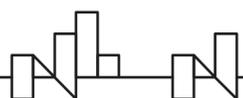


Final report – financial part



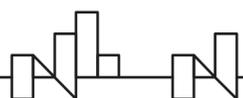
Final report in LSI system

- The scope of information for Project Partners in final report will be the same as in periodic report. The difference is that final report should cover all expenditures incurred in project timeframe.
- There will be additional attachment - proof of expenditure (certificate), if needed
- Please be sure that Project Promoter will get from you all needed information to fill in final report in LSI system
- Remember that LSI system automatically calculate indirect costs and grant amount in particular WP.



Final report in LSI system

- For reporting purposes, it is not necessary for EXPLANATIONS OF THE USE OF RESOURCES AND SUBCONTRACTING to include individual lines for each incurred expenditure. If expenditures refer to the same task, category and the same budget item, they should be grouped into one line and the Explanation should be described in more details what the reported item concerns.
- Explanation part should contain information about expenditure as followed:
 - for Staff (W) – information for which months/year salaries are eligible and how many persons they refer to, for example: salaries for III-X 2022, 2 persons;
 - for Travel and subsistence allowances (T) – information about trip, destination, dates etc.;
 - for Equipment (A) – additional information about depreciation.
- Please note: those of you that are not obliged to provide certificate, shall provide well-round and clear explanation



Iceland
Liechtenstein
Norway grants

Norway
grants

Thank you!

