

# Fuel cells and hydrogen

Joint undertaking

## Communication campaign

Financial reporting:  
Formalities & General Aspects,  
Common Mistakes & E-reporting Basics



Nora Ovcharova  
FCH JU Financial Officer

# The FORCE Form C

## FP7 - Grant Agreement - Annex V - Article 171 of the Treaty

### Form C - Financial Statement (to be filled in by each beneficiary)

Project nr.		Funding scheme	Article 171 of the Treaty
Project Acronym			
Period from	01/01/2010	Is this an adjustment to a previous statement?	No
To	30/06/2011		
Legal Name		Participant Identity Code	
Organisation short Name		Beneficiary nr.	8
Funding % for RTD activities (A)	N/A	If flat rate for indirect costs, specify %	20.00

#### 1. Declaration of eligible costs/lump sum/flat rate/scale of unit (in €)

	Type of Activity				Total (A+B+C+D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	0.00	0.00	0.00	0.00	0.00
Subcontracting	0.00	0.00	0.00	0.00	0.00
Other direct costs	0.00	0.00	0.00	0.00	0.00
Indirect costs	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Maximum JU contribution	0.00	0.00	0.00	0.00	0.00
Requested JU contribution					0.00

#### 2. Declaration of receipts

Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement?  
If yes, please mention the amount (in €)

No
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#### 3. Declaration of interest yielded by the pre-financing (to be completed only by the coordinator)

Did the pre-financing you received generate any interest according to Art.II.19?  
If yes, please mention the amount (in €)

No
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#### 4. Certificate on the methodology

Do you declare average personnel costs according to Art.II.14.1?

No
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Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art.II.4.4?

No
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Name of the auditor		Cost of the certificate (in €), if charged under this project	
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#### 5. Certificate on the financial statements

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art.II.4.4?

No
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Name of the auditor		Cost of the certificate (in €)	
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#### 6. Beneficiary's declaration on their honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement, and, if relevant, Annex III and article 7 (special clauses) of the grant agreement;
- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art.II.17 of the grant agreement;
- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art.II.19 of the grant agreement;
- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Joint Undertaking and in the event of an audit by the Joint Undertaking and/or by the Court of Auditors and/or their authorised representatives.

Beneficiary's Stamp	Name of the Person(s) Authorised to sign this Financial Statement [Authorised person]
	Date & signature

- The tool used to report/declare costs incurred and to claim the requested FCH JU contribution
- 1 per participant & per reporting period
- Filled in by each participant & submitted electronically via the Participant Portal/Force and as signed paper to the coordinator
- Pre-populated by reimbursement rate, PIC, ICM per entity & linked to the Use of Resources (UoR) section
- Submitted both **electronically** (and physically \* for Calls 2008-2011 - signed originals if paper submission versus e-submission) to the FCH JU by the coordinator



Information on how to access to the Participant Portal and use the financial reporting tool:

[http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal\\_content/help/use\\_of\\_resources.pdf](http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/help/use_of_resources.pdf)

# The Form C

## FP7 - Grant Agreement - Annex V - Article 171 of the Treaty

### Form C - Financial Statement (to be filled in by each beneficiary)

Project nr.	[REDACTED]	Funding scheme	Article 171 of the Treaty
Project Acronym	[REDACTED]		
Period from	01/01/2010	Is this an adjustment to a previous statement?	No
To	30/06/2011		
Legal Name	[REDACTED]	Participant Identity Code	[REDACTED]
Organisation short Name	[REDACTED]	Beneficiary nr.	8
Funding % for RTD activities (A)	N/A	If flat rate for indirect costs, specify %	20.00

### Pre-populated fields

- Data concerning the project, the participant No, PIC & the reporting period comes automatically.

#### 1. Declaration of eligible costs/lump sum/flat rate/scale of unit (in €)

	Type of Activity				Total (A+B+C+D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	0.00	0.00	0.00	0.00	0.00
Subcontracting	0.00	0.00	0.00	0.00	0.00
Other direct costs	0.00	0.00	0.00	0.00	0.00
Indirect costs	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00	0.00
Maximum JU contribution	0.00	0.00	0.00	0.00	0.00
Requested JU contribution					0.00

### Fields to be completed

- Upon clicking on a {Direct Cost cell}, the USE OF RESOURCES dialog box appears asking for details about the costs incurred (asking for WP, cost type and units, amount & explanation on the cost.)

#### 2. Declaration of receipts

Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project



### The REQUESTED FCH Contribution

Comes automatically as the **MAX allowable contribution**  
MODIFY as needed !!

# Use of Resources

https://webgate.ec.testa.eu/FormC/fp7/force/costStatement/viewCostStatement.acti... Fuel, Cells and Hydrogen - JTI... Form C Editor

File Edit View Favorites Tools Help

McAfee

General

Project Acronym : H2FC-LCA Contract No : 256850

Contract version : Grant (Proposal Version 1) Framework : FP7

Funding Scheme : Article 171 of the Treaty Sub-Funding Scheme : Joint Technology Initiatives - Coordination and Support Action (FCH)

Call Identifier : FCH-JU-2009-1

Start Date (dd/mm/yyyy) : 01/10/2010 End Date (dd/mm/yyyy) : 30/09/2011

Details

Reporting Period : no. 1 (from 01/10/2010 - to 30/09/2011)

Coordination / Support/Subcontracting

	Cost	Explanation	Work Package
✗	0.00		
✗	0.00		
✗	0.00		
✗	0.00		
	0.00	TOTAL	

Clear All Done

Maximum JU Contribution	0.00	0.00	68174.40	3594.00	0.00	71768.40
Requested JU contribution						71768.40

2. Declaration of Receipts (in €)

Did you receive any financial transfers or contributions in kind, free of charge from third parties?  
Or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement?

If yes, please mention the amount (in €)

3. Declaration of interest generated by the pre-financing (in €) (To be completed only by the coordinator)

Did the pre-financing you received generate any interest according to Art. II.19?

17:56 30/05/2012

**Pop-up Screen** – pls enter costs & details per WP, unit of measure, equipment and depreciation method, consumables, travel details.

**Detailed cost breakdown** - to help FCH decide on eligibility & acceptability of costs, save clarification delays, & facilitate payment.

# Form C Formalities

Requested JU contribution 0.00

## 2. Declaration of receipts

Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement?

If yes, please mention the amount (in €)

No

## 3. Declaration of interest yielded by the pre-financing (to be completed only by the coordinator)

Did the pre-financing you received generate any interest according to Art.II.19?

If yes, please mention the amount (in €)

No

## 4. Certificate on the methodology

Do you declare average personnel costs according to Art.II.14.1?

Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art.II.4.4?

No

No

Name of the auditor	Cost of the certificate (in €), if charged under this project

## 5. Certificate on the financial statements

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art.II.4.4?

No

Name of the auditor	Cost of the certificate (in €)

## 6. Beneficiary's declaration on their honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement, and, if relevant, Annex III and article 7 (special clauses) of the grant agreement;
- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art.II.17 of the grant agreement;
- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art.II.19 of the grant agreement;
- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Joint Undertaking and in the event of an audit by the Joint Undertaking and/or by the Court of Auditors and/or their authorised representatives.

Beneficiary's Stamp	Name of the Person(s) Authorised to sign this Financial Statement [Authorised person]
	Date & signature

Do not forget to declare the respective **receipts & interest!**

Do not forget to specify if **Average personnel costs** used – based on :

- 1) **CoM** (Certificate on methodology (Form E) or **CoMAV** (Certificate on Methodology for Average personnel costs), or
- 2) by **meeting the respective criteria** as specified in Art.II.14.1.

Ensure that the Form C is signed by the **Authorised Representative (AR)** or enclose a delegation letter if signed by another person.

**Date and stamp** the Form C.

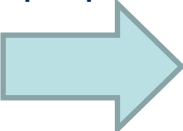


Justify missing **stamp** - If no stamp used in normal business operations



# Common Issues of Costs eligibility

**Basic Rule: All costs claimed should be based on the actual costs incurred:**

- **Supported by proper documentation** - auditable / to be kept 5 years after end of project
- Used for the sole purpose of achieving the objectives of **the specific project** –
- **NOT budgeted or estimated rounded amounts** – to be actual costs, at min. based on the latest information available, and later adjusted based on real costs.
- **Average personnel costs** – based on 1) CoM (Certificate on Methodology) or CoMAV (CoM for Average Pers. costs), or 2) compliance with Art. II.14 criteria
- **Incurred during the reporting period** – or pro-rated for the reporting period.
- **VAT shall be excluded from** all costs, depreciation rules to be followed.
- In accordance with usual accounting and management principles
- Recorded in the accounts of beneficiary
- Used for the sole purpose of achieving the objectives of the project
- In a nutshell  shall be **eligible** - .....

# USE of RESOURCES (UoR) DETAILS REQUIRED

**DETAILED explanation per COST TYPE strongly recommended to help FCH analysis, speed up processing & payment, avoid clarification requests/ delays.**

## Personnel costs:

Employee category, Person/Month, Hours spent in the project / cost claim / per WP and employee, an example: WP2 / Engineer-1 / 2,3 PM / 322 hours / 6765.40 EUR

## Travel costs:

Purpose / destination / number of persons travelling / dates / cost claim / per WP and travel, example: WP1 / Kick-off meeting / London / from 13.05.2013 to 14.05.2013 / 684.00 EUR

## Consumables:

They should be itemised and described – to ensure consumables and no equipment hidden. Descriptions like “consumables – 5800.00 Euro, or “Different consumables” should be avoided

## Durable Equipment

Unit & Description / Price excl. VAT / Purchase date / Useful life/ % Use - Depreciation as per FCH rules  
Example: 1 PC / 800 EUR / 12.9.2012 / 3 years / 100% / 350 EUR divided for the 2 or 3 reporting periods

# Costs not Foreseen in GA

## A3.1: Budget

Project number <sup>1</sup>	[REDACTED]	Project acronym <sup>2</sup>	[REDACTED]	Participant number in this project <sup>10</sup>	4	Participant short name <sup>11</sup>	[REDACTED]
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One Form per Participant

Funding % for RTD/Innovation activities (A) <sup>40</sup>	50.0 %
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Indirect costs <sup>41</sup>	
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FCH JU Actual Indirect Cost <sup>42</sup>

FCH JU Flat Rate <sup>44</sup>

My legal entity is established in an ICPC <sup>40</sup> and I shall use the lump sum funding method No

	Type of Activity				Total A+B+C+D
	RTD / Innovation (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	22,680.00	0.00	8,820.00	25,200.00	56,700.00
Subcontracting	0.00	0.00	0.00	948.00	948.00
Other direct costs	1,000.00	0.00	4,000.00	1,000.00	6,000.00
Indirect costs	4,736.00	0.00	2,564.00	5,240.00	12,540.00
Total costs	28,416.00	0.00	15,384.00	32,388.00	76,188.00
Requested FCH JU contribution	14,208.00	0.00	10,307.00	21,065.00	45,580.00
Receipts					0.00

FP7 - Grant Agreement - Annex V - Article 171 of the Treaty

### Form C - Financial Statement (to be filled in by each beneficiary)

Project nr.	[REDACTED]	Funding scheme	Article 171 of the Treaty
Project Acronym	[REDACTED]		
Period from	01/01/2011	Is this an adjustment to a previous statement?	No
To	30/06/2011		
Legal Name	[REDACTED]	Participant Identity Code	[REDACTED]
Organisation short Name	[REDACTED]	Beneficiary nr.	4
Funding % for RTD activities (A)	N/A	If flat rate for indirect costs, specify %	20.00

#### 1. Declaration of eligible costs/lump sum/flat rate/scale of unit (in €)

	Type of Activity				Total (A+B+C+D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	0.00	21,046.78	2,088.08	0.00	23,134.86
Subcontracting	0.00	0.00	0.00	0.00	0.00
Other direct costs	0.00	835.18	0.00	0.00	835.18
Indirect costs	0.00	4,376.39	417.62	0.00	4,794.01
<b>Total</b>	0.00	26,258.35	2,505.70	0.00	28,764.05
Maximum JU contribution	0.00	11,597.44	1,816.63	0.00	13,414.07
Requested JU contribution					13,414.07



### Costs declared NOT planned :

- either not planned at all, or
- not mentioned under the specific type of Activity,
- or type of Cost not planned – e.g. sub-contracting!

# Costs NOT Foreseen in GA

## A3.1: Budget

Project number <sup>1</sup>	Project acronym <sup>2</sup>	Participant number in this project <sup>10</sup>	4	Participant short name <sup>11</sup>
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One Form per Participant

Funding % for RTD/Innovation activities (A) <sup>40</sup>	50.0 %
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Indirect costs <sup>41</sup>
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FCH JU Actual Indirect Cost <sup>42</sup>

FCH JU Flat Rate <sup>44</sup>

My legal entity is established in an ICPC <sup>46</sup> and I shall use the lump sum funding method No

	Type of Activity				Total A+B+C+D
	RTD / Innovation (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	22,680.00	0.00	8,820.00	25,200.00	56,700.00
Subcontracting	0.00	0.00	0.00	948.00	948.00
Other direct costs	1,000.00	0.00	4,000.00	1,000.00	6,000.00
Indirect costs	4,736.00	0.00	2,564.00	5,240.00	12,540.00
Total costs	28,416.00	0.00	15,384.00	32,388.00	76,188.00
Requested FCH JU contribution	14,208.00	0.00	10,307.00	21,065.00	45,580.00
Receipts					0.00



Costs declared NOT foreseen in the GA – e.g NOT planned at all

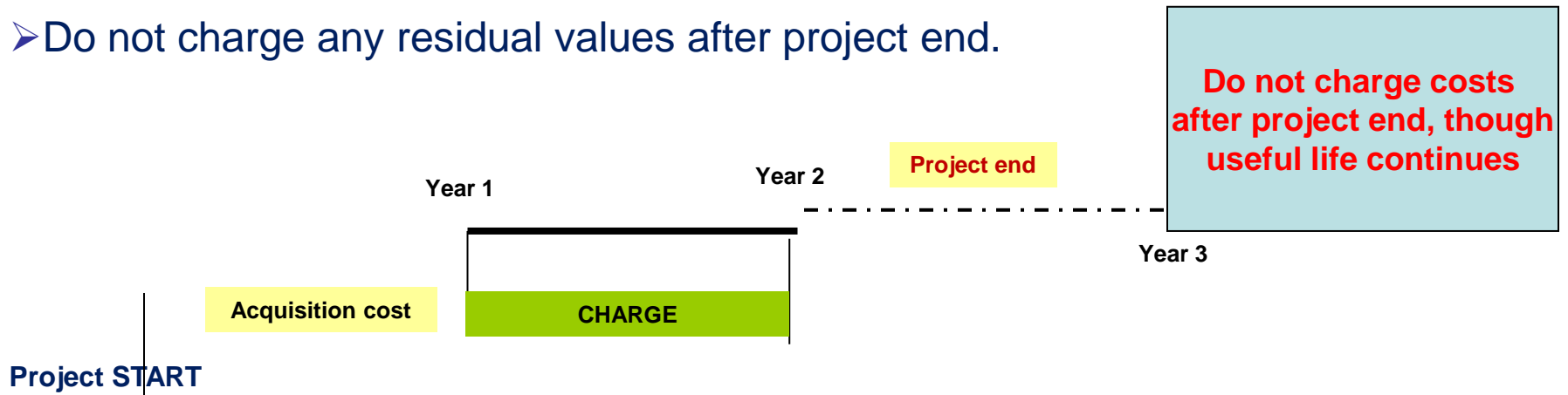
- **MNGT costs of beneficiary 2,**

- **or subcontractors** should have been identified in the DoW / Annex I of FCH JU GA.

If not foreseen, a solid proper Justification should be provided to allow FCH Judge IF indeed costs needed & eligible/acceptable.

# Depreciation

- **General** : Do not charge the full cost at 100% of equipment at acquisition – unless usual accounting practise and in line with national legislation ( e.g. cash based accounting)
- Depreciate durable equipment over its useful life, project duration, % of project use
- Spread the cost over the duration of the project in line with actuals use.
- Do not charge any residual values after project end.



# Depreciation Cont'd.

- **Can depreciation costs for equipment used for the project but bought before the start of the project be eligible?**

- If the equipment has not yet been fully depreciated according to the usual management and accounting practices of the beneficiary, the remaining depreciation (considering the amount of use for the project in percentage of use and time of use ) can be eligible under the project.
- *E.g. equipment bought in 01/2005, depreciation period of 48 months as per beneficiary accounting practices. If a GA is signed in Jan. 2007, & equipment is used for this FCH GA, the beneficiary can declare the depreciation incurred under the GA for the remaining 24 months in proportion of the allocation of the equipment to the project.*
- **Basic Formula Depreciation =  $A ( \text{Months/ years project use} ) * \text{Cost} * \% \text{ project use}$**

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 **$B ( \text{ years of useful life of that type of equipment} )$**


# Third Parties/Affiliates as Suppliers of Equipment

## CONDITIONS:

1. Cost to be declared by the Beneficiary in its Form C as «Other Direct Costs »
2. Costs shall reflect the percentage of use of the equipment in the project
3. Costs shall reflect the rate of Depreciation
4. Principle of Best Value for Money (BVM) to be respected
  - For public bodies: BVM ensured by compliance with public procurement rules.
  - For private entities
    1. Request of three offers
    2. Use of pre-existing framework contract
    3. Other detailed explanation of the reasons why only 1 supplier possible

**NB: In option 2 or 3, it is recommended to consult the FCH JU before, to ensure appropriate justification and to document the consent of FCH JU.**

# VAT, Other Taxes & Discounts

- **VAT & taxes** may be present in direct costs, sub-contracting, ODC, IC . 
- VAT is usually considered as a cost by the beneficiary's accounting
- **VAT**, whether recoverable or not, is ineligible for FCH claims.
- Please ensure that VAT is always excluded from all FCH /FP7 cost claims
- VAT is often forgotten in small purchases – tickets, logistics, consumables
- **Discounts** to be treated similarly – when granted, they shall be deducted.

# Costs NOT Related to the Specific Project

A 3.1: What it costs					
Project no	123567	Project acronym	ABCDEF	Participant No	? WWW
One Form per Participant					
Funding for RTD/In	50%				
Funding for Demon	33%				
Funding for Other	75%				
Indirect costs	Flat rate	20%	(Universities & Research)		YES
Type of Activity					
	RTD activities [A]	Demonstration [B]	Management [C]	Other [D]	Total A+B+C
Personnel costs	145000	0	35000	1000	180000
Subcontracting	8700	0	2000	750	10700
Other direct costs	93500	0	4500	0	98000
Indirect costs	47700	0	7900	2000	55600
Total costs	294900	0	49400	3000	344300
Requested FCH JU co	171300	0	39025	950	210325

1.6	Personnel direct costs	107941.89	1 senior researcher, 1 lab technician, and 2 assistants
1.2	Travel & subsistence	25000	Project meetings Procurement Course EU Coordinator's workshop
1.5	Consumable	15000	Consumables
	Subcontracting	3000	Annual Audit
	Equipment costs	28656.25	voltage monitoring system, computer, water and gas pumps

## 1 JOINT UNDERTAKING - Grant Agreement - Annex V - Collaborative Proj Form C - Financial Statement (to be filled in by each beneficiary)

Funding % for RTD activities (A)	50%	Flat rate for indirect	20% of direct
Funding % for Demonstration acti	33%	Actual indirect costs	maximum of 20% of direct
Funding % for management activi	75%		
Funding % for other activities (D)	75%		

### 1- Declaration of eligible costs/flat-rate/scale of unit (in €)

	Type of Activity				
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	TOTAL (A+B+D)
Personnel costs	97941.89		10000		107941.89
Subcontracting			3000		3000
Other direct costs	60656.25		8000		68656.25
Indirect costs	31719.628		4500		36219.628
<b>Total</b>	190317.768	0	25500	0	215817.768
Maximum FCH JU contribution	111018.7	0	19350	0	130368.698
Requested FCH JU contribution					<b>111018.70</b>

**Budgeted & Reported seemingly OK, but at reviewing the UoR we find costs not related to the project – Procurement course**

# RESEARCH & INNOVATION

## Participant Portal - Grant Management - Financial Reporting

RTD/Other direct costs			
Cost	Category	Explanation	Work Package
✘ 15000.00	consumables	consumables	1,1
✘ 26000.00	traveling	conferences & seminars	3.4
✘ 10000.00	durable equipment		3.2
✘ 11500.00	other		
✘ 4532.00	computing		
<b>67032.00</b>	<b>TOTAL</b>		

**Invalid work package!**  
None or multiple work packages are allowed separated by comma  
(eg. 1,2,3)

Clear All
Done

Engine costs (in €)	RTD (A)	Demonstration (B)	Management (C)	Other (D)	+(C)+(D)
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Personnel costs					0.00
Subcontracting					0.00
Other direct costs					0.00

# Costs not Sufficiently Substantiated

## Missing Details

1.6	Personnel direct costs	107941.89	1 senior reseracher, 1 lab technician, and 2 assistants
1.2	Travel & subsistence	25000	Project meetings Procurement Course EU Coordinator's workshop
1.5	Consumable	15000	Consumables
	Subcontracting	3000	Annual Audit
	Equipment costs	28656.25	voltage monitoring system, computer, water and gas pumps

***We cannot decide on the eligibility costs so clarifications requested:***

- **Personnel** – Man/months per WP?
- **Travel & Subsistence** - estimates, or actual costs incurred & accounted for?
- **Procurement Course & Coordinator's workshop** - are these project-related ?
- **Consumables Details** + Actuals/Estimate?
- **Depreciation** method on Equipment?
- **VAT/ Discounts** on purchases deducted?
- **Wrong detail** – CFS, or Annual audit

# Errors observed - Clarifications

- Personnel, ODC & indirect costs seem the most common Clarifications topics
- Different from the official one start date – costs shall be incurred during Reporting period (s) as defined by GA to be eligible
- Different reporting period – 20 months instead of 18 – please pro-rate !
- Different treatment of the same costs – consultants to be treated as personnel, or sub-contracting, or eventually as a TP / beneficiary/SME?
- Wrong reporting under previous periods – clarified & adjustments done.
- IC reported at 20% of DC in case of Actual ICM – Hardly possible to be actual !
- Travel & subsistence reported as Direct costs – not directly project related - IC pool

# Preparing for E-Reporting

## I. In the beginning of the project

Nomination of **Financial Statement Authorised Signatory** (FSIGN): ex AR for paper submissions, i.e. the person(s) authorised to sign Forms C **electronically**

### – First step: Identification / Nomination of a LEAR

- FSIGNs nominated by the Legal Entity Appointed Representative (LEAR),
- online directly in the [identity and access management](#) (IAM) of the Participant Portalportal.
- => The nomination of a LEAR for each participating organisation becomes mandatory.

### – Second step: LEAR nominates the FSIGNs

- LEARs can register as many FSIGNs as needed for their organisation
- Nominations are made in the role management screen under "My organisations".

### – Third step: Participant Contact chooses the FSIGN for the project

- One of the participant/coordinator contacts chooses one or more FSIGNs for the project from the list nominated by the LEAR.
- This is done in the role management screen of the project.

## 2. When Report Due

### – Form C

- financial data introduced in the financial reporting module,
- Form C is identified as "**ready for signature**" (instead of submitted directly to the coordinator)
- Notification to FSIGN who signs it electronically and transmits it to the coordinator.
- If no FSIGN yet assigned to the project, the system alerts & provides instructions on steps to take.

### – **Certificates on financial statements (CFS),**

- scanned & uploaded with the Form C before the form is identified as "ready for signature".
- The original of the CFS (signed by the certifying auditor) must be kept in the files of the beneficiary and available in case of audit (no longer sent in paper to the FCH JU).

### – **Third parties (Special clause 11)**

- A separate Form C
- to be completed in the financial reporting module and transmitted by the beneficiary to the coordinator (without electronic signature).
- After the coordinator transmitted the whole package to the FCH JU, the Form C of the third party must be printed and hand-signed by an authorised representative of the third party.
- must be kept in the files of the beneficiary (no sending to the FCH JU).

# Errors of CFSs (Form D)

- **AIM:** To provide Assurance on the eligibility and validity of the Costs claimed at FCH cumulative interim costs  $\geq$  325K Euro, or final uncovered claims  $\geq$  50K
- Wrong Format – Form E (on methodology) instead of Form D
- Prevailing error - Incomplete CFS (do not include the 3 required parts) - counter-signed ToR, Independent report on Factual Findings, the table of procedures – rejected for correction and resubmission.
- ToR not signed – or not co-signed by both Beneficiary and Auditor
- Difference in wording / format / language. **NB** Standard ENG CFS is mandatory.
- Table of procedures – not specified b/n the options for ICM validation
- Discrepancies between costs declared by beneficiary & certified by Auditor, receipts declared and certified, RoE, interest reported & declared – reject ?
- Exceptions reported not further investigated re: prior periods/ audits
- Ineligible VAT & other Taxes identified – to be rejected.

# FORM E (CoM, or CoMAV)

- Certificate on the methodology ( CoM, Form E for reporting personnel costs) and indirect costs – once approved, waives the requirement for interim CFS
- CoMAV (respective sections of Form E on personnel costs) allow for lighter CFS review of average personnel costs reporting in compliance w/ CoMAV.
- CoM waive CFS requirement for interim payments – **BUT unlike FP&7, CFS still needed at final payment for FCH contribution  $\geq$  50 K Euro**
- If No CoM or CoMAV, average personnel costs to be reported only if Art.II.14 cumulative criteria fulfilled
- Useful for repeat Beneficiaries - resources to get CoM Approval