

## INFO DAY ON PROJECT IMPLEMENTATION 1<sup>ST</sup> CALL FOR PROJECT PROPOSALS

Thessaloniki, 20<sup>th</sup> September 2017

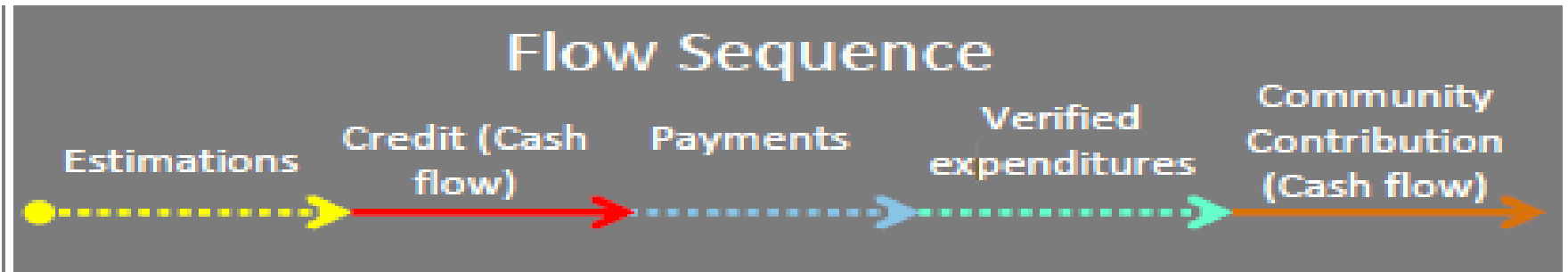
## REIMBURSEMENT & FINANCIAL FLOWS

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# Journey to Growth!

## Financial Flows Sequence – Greek PBs



## Financial Flows Sequence – BG, AL, FYROM, CY PPs



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## Financial Estimations Monitoring Template [LB & PBs]

Project title																	
Project acronym																	
Name of Beneficiary																	
Country																	
	2017				2018												
MONTH	SEPT	OCT	NOV	DEC	JAN	FEBR	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
PAID OUT EXPENSES ESTIMATION																	0.00 €
CERTIFIED EXPENSES ESTIMATION																	0.00 €

Insert the Project & Beneficiary Details

Sums up to total amount of contracted project budget (€)

Insert all Estimated Paid Out Expenditures, until the end of the Project

+

Insert extra sheets for all PPs

Insert all Estimated Verified Expenditures, until the end of the Project

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## Financial Estimations Table – Prompt Completion [LB & PBs]

<b>Project title</b>	Urban water full cycle: from its source to its end-users and back to the environment
<b>Project acronym</b>	WATenERgy CYCLE
<b>Country</b>	Greece

MONTH	2017				2018												2019								TOTAL	
	SEPT	OCT	NOV	DEC	JAN	FEBR	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEBR	MAR	APR	MAY	JUNE	JULY	AUG		
PAID OUT EXPENSES ESTIMATION	0,00	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	###
CERTIFIED EXPENSES ESTIMATION	0,00	0,00	0,00	0,00	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	###

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## Verification of Expenditures

Steps of expenditure verification procedure			
	Steps	Brief Information	Duration
1	Application for <b>Validation of Expenditure (AVE)</b>	Submitted <b>by each PB</b> to the respective competent body (according to the national FLC system/country), accompanied by respective <b>Table of Expenditure</b> . <i>Preferably every three (3) months, or &gt;EUR15.000 per PP (&gt;EUR3.000 per BGPP)</i>	Issued <b>within three (3) months</b> after the submission of the AVE
2	<b>Appointment of FLCers</b> [where applicable]	According to the national FLC system established per country	
3	<b>Verifications</b> of the submitted application of AVE	<ul style="list-style-type: none"> <li>Carried out by the FLC covering <b>administrative/financial/ technical &amp; physical aspects of projects</b>.</li> <li>FLCers will make <b>administrative verifications</b> (“desk-based checks”) for each submitted AVE (covering 100% of the reported expenditure), which can be also followed by <b>on-the-spot checks</b> to a sample of AVE</li> </ul>	
4	Certificate of Verified Expenditure ( <b>FLC Certificate</b> )	<b>FLC Declaration</b> - proving that the expenditures have been validated	
		FLC Control Report on the method of verification, the findings of the desk-based checks and findings of on-the-spot checks (if any).	
		The submitted AVE – Table of Expenditure to which the FLC certificate refers to	
		FLC Control Check list(s) completed by the FLCer	
5	<b>Submission of FLC Certificates</b>	Submitted <b>by each FLCer to PBs, MA</b> and if required [according to the national FLC system], to the respective NA	

## Supporting documents

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- ✓ **Invoices & accounting documents** of equivalent probative value related to project expenditure;
- ✓ **Other documents:** bank statements, contracts, timesheets, boarding passes, evidences of the selection procedure, etc.;
- ✓ **Public procurement documents:** in case of awarding service/s, contracts for works or supply;
- ✓ **Project deliverables:** promotion materials produced during the project period, list of participants and minutes of meetings, copy of the materials produced directly linked to events, etc.;
- ✓ Any other document useful for **checking compliance with national legislation**

## Reimbursement Procedure

Steps of reimbursement procedure			
	Steps	Brief Information	Duration
1	<b>Payment Request</b>	Submitted along with all CVEs by the LP (all LP/PPs CVEs) to the MA/JS	
2	<b>CVEs check</b>	Check of the submitted CVEs and insertion of data in MIS	<b>Within fifteen (15) days</b> after receiving each Certificate by PPs
3	<b>Payment Claim</b>	Issued by the Certifying Authority to the European Commission in order to proceed with the reimbursement to LBs	
4	<b>The LB receives the ERDF &amp; IPA funds</b>	The CA transfers EU contribution of the whole project (thus of all Project Beneficiaries) to an <u>interest-free bank account</u> indicated by the LB [Payments will be made in Euro (€)]	<b>Within three (3) months</b> after the submission of the Payment Claim
5	<b>Transfer to the rest of the Project Beneficiaries (ERDF &amp; IPA funds)</b>	<b>By the LB to every PB</b> according to the share <b>reported and verified</b> expenditure. <u>National co-financing</u> (where applicable) will be reimbursed to Project Beneficiaries <u>according to the national co-financing systems</u> .	<b>Within fifteen (15) days</b> of receiving the reimbursed from the CA amounts by LP

## Reimbursement General Rules

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- The reported expenditures **should not exceed the approved total amount** per Budget Line (BL) and per Work Package (WP) ;
- The total budget of project selected for funding is **co-financed up to a maximum rate of 85%** by the Community fund, while the **remaining 15%** is covered with national co-funding;
- Therefore, while **the EU funds are always reimbursed by the Programme through the LB**, each participating Country applies a different system to **provide the national co-funding and, in case, to reimburse it to PBs**;
- The Beneficiaries shall submit their **claim for reimbursement** preferably on a trimester basis.
- For more detailed information on the national procedures, please contact the **National Coordination Points (NCP)** in each partner country.

[http://www.interreg-balkanmed.eu/com/25\\_National-Coordination-Points](http://www.interreg-balkanmed.eu/com/25_National-Coordination-Points)



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**Thank you for your Attention!**

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