



FINANCIAL ADMINISTRATION & AUDITING PREPARATION FOR E.C. FUNDED PROJECTS

From understanding the Financial aspects of E.C. funded projects to delivering model Financial Reporting and successfully dealing with on-the-spot audits.

LEAD EXPERT

Sara Dishkova

FORMER AUDITOR EUROPEAN COMMISSION

Certified Internal Auditor (CIA) since 2002. Experienced internal auditor, both in private sector and in the domain of EU-funds-spending entities. Sara was actively involved in the establishment of the internal audit function in the administrations managing the pre-accession of EU funds in Bulgaria. As such she worked as internal auditor for SAPARD, ISPA and PHARE Agencies and held many training courses for government officials.

Sara worked for many years as internal auditor of EU Agencies and bodies, serving as an external auditor in the Common Audit Service (CAS) of the European Commission (RTD), and was responsible for the outsourced audits of FP7 beneficiaries. She has also participated in the development of the procedures used for audit of personnel costs in projects under H2020 funding.

TRAINING AGENDA

Day 1

Session 1 9:30 – 11:00

European Commission as an investment partner

- Commission's purpose, role and powers
- Methods of EU Budget Implementation:
 - Direct Management
 - Indirect Management
 - Shared Management
- Forms of EU contribution (Forms of costs which the EC can cover)
- Financing with the EU Budget Horizon Europe and H2020
 - Legal and Framework
 - Simplifications highlights

Coffee Break 11:00 – 11:30

Session 2 11:30 – 13:00

Sound financial management

- Funding risks for the EC
- Funding risks for recipients of EU funds
- Governance and Executive Function
- Internal Audit
- Internal Control System

Grant management

- Before signature of the Grant Agreement
- After signature
 - Keeping Records
 - Payments and Reporting, CFS, Suspensions
 - Amendments
 - Budget Transfers
 - Checks, Reviews & Audits (Financial and System and Process Audit)

Lunch Break 13:00 – 14:00

Session 3 14:00 – 15:30

Eligibility of costs

- General eligibility criteria
- Direct vs. Indirect costs
- Forms of Costs (actual and unit based)
- Avoiding double funding
- No-profit rule

Coffee break 15:30 – 16:00

Session 4 16:00 – 17:30

Direct costs

- Personnel costs
 - Productive hours and hourly rate
 - Annual and Monthly hourly rate
 - Bonuses vs Additional remuneration
 - Unit costs (SME owners and Natural persons)
 - In-house consultants vs Seconded persons
 - Practical cases and exercises, Q&A

End of Day 1 17:30

OTHER COURSES

MANAGEMENT AND COORDINATION OF
E.C. FUNDED PROJECTS;
THE PM² METHODOLOGY

PM² PROJECT MANAGEMENT
METHODOLOGY FOR EUROPEAN FUNDED
PROJECTS

RISK MANAGEMENT FOR EC FUNDED
PROJECTS

PROPOSAL WRITING FOR RESEARCH &
INNOVATION PROJECTS

IMPACT OF E.C. FUNDED RESEARCH

FINANCIAL ADMINISTRATION & AUDITING
PREPARATION
FOR E.C. FUNDED PROJECTS

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TRAINING AGENDA

Day 2

Session 1 9:30 – 11:00

- Direct costs – continuation
 - Personnel costs – continuation; cases and exercises
 - Subcontracting and Third Parties
 - General eligibility criteria: procurement
 - Additional criteria
 - Examples
 - Secondment of persons
 - Services

Coffee break 11:00 – 11:30

Session 2 11:30 – 13:00

- Direct costs - continuation
 - In-kind contributions
 - Against payment
 - For free
 - How to claim in-kind related costs?
 - Practical Examples & Questions
 - Other direct costs
 - Additional eligibility criteria: value for money, design of a selection/procurement control system
 - Travel expenses
 - Equipment
 - Practical Examples & Questions
- Indirect costs
 - What to pool in and how to claim indirect costs

Lunch break 13:00 - 14:00

Session 3 14:00 – 15:30

Ineligible costs
Income, Non-profit rule, Receipts
Payment of the Balance (final payment)

Coffee break 15:30 – 16:00

Session 4 16:00 – 17:30

Review of additional guidance resources from the European Commission's platforms

- H2020
- Horizon Europe

Practical Examples & Questions

End of Day 2 17:30

Please note - This agenda should be considered as a backbone, the exact content and flow may vary to better accommodate the needs of each training group individually