



Erasmus+

Agreement reference : 2014-0025-KA202-01

Project reference : 2014-1-EE1-KA202-000489

CIH – Cleaning in Healthcare

FINANCIAL & ADMINISTRATIVE REQUIREMENTS



- Agreement signed with Estonian National Agency – Archimedes Foundation on 12.09.2014
- Period of eligibility of expenses : 01.09.2014 – 31.08.2016
- JKHK will sign a sub-contract with each partner

Contents of the sub-contract:

- ✓ *Partner budget sum and allocations*
- ✓ *Financing conditions*
- ✓ *Project obligations*



Reporting periods for 01.09.2014 – 31.03.2015

Report #	Reporting period/event	Type of document	Report must reach JKHK in Estonia via e-mail no later than...
Meeting #1 Estonia Nov.17-19, 2014	All invoices incurred for Meeting #1	Transnational meeting Travel & subsistence report	16 December 2014
Meeting #2 Denmark (Jan. 2015)	All invoices incurred for Meeting #2	Transnational meeting Travel & subsistence report	30 days after meeting conclusion
Meeting #3 France (Apr. 2015)	All invoices incurred for Meeting #3	Transnational meeting Travel & subsistence report	30 days after meeting conclusion
Interim report ALL documents	01.09.2014 -31.03.2015	Remaining reports for all other budgeting items: <ul style="list-style-type: none"> • Project management and implementation receipts/invoices; • Intellectual outputs (staff timesheets); • Project manager salary report • Project staff salary report (admin) 	March 31, 2015 (Interim report due date is 30.04.2015) Financial overview to be provided to partners.



Reporting periods for 01.04.2015 – 31.08.2016

Meeting #4 Finland (Sept.2015)	All invoices incurred for Meeting #4	Transnational meeting Travel & subsistence report	30 days after meeting conclusion
Meeting #5 France (Jan.2016)	All invoices incurred for Meeting #5	Transnational meeting Travel & subsistence report	30 days after meeting conclusion
Multiplier event Finland	01.04.2015 – 31.08.2016	Multiplier event report*	30.09.2016
Multiplier event Denmark	01.04.2015 – 31.08.2016	Multiplier event report*	30.09.2016
Multiplier event/Final conference Estonia	01.04.2015 – 31.08.2016	Multiplier event report*	30.09.2016
Final reporting	01.04.2015 – 31.08.2016	Remaining reports for all other budgeting items: <ul style="list-style-type: none"> • Project management and implementation receipts/invoices; • Intellectual outputs (staff timesheets) • Project manager salary report • Project staff salary report (admin) • Multiplier event reports 	30.09.2016 (Final Report due 31.10.2016)

**Multiplier event reports will be collected at final reporting due no later than 30.09.2016.*

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Total budget									
	JKKK	Skive -DK	KSAO - FI	Kastek - FI	GIP - FR	Randers Hospi	Puhastus- expert	Järvamaa Hospital	Carea Hospital
Coordination	12000	6000	6000	6000	6000	6000	6000	6000	6000
output 1	1656	3106	2740	1028	2740	1178	331	331	1028
output 2	977	4353	2600	822	2600	1472	419	419	822
output 3	1125	3365	4428	1530	3028	1678	490	490	1530
output 4	1375	1784	3802	2634	4650	2924	848	848	2634
output 5	1649.6	4917	4444	1102	4444	1196	342	342	1102
output 6	1621.6	5105	4592	3326	8142	3770	1090	1090	3326
output 7	568	2991	1399	1295	1399	1419	413	413	1295
ouput 8	1215	2138	1909	2395	1909	2708	1426	810	2395
Seminar 1	0	1150	1150	575	1150	575	0	0	575
Seminar 2	1150	0	1150	575	1150	0	575	1150	575
Seminar 3	1725	1150	1150	575	0	575	575	1150	575
Seminar 4	1150	1150	0	0	1150	575	575	1150	0
Seminar 5	1150	1150	1150	575	0	575	575	1150	575
FI Event	575	575	0	0	575	575	575	575	0
DK Event	575	0	575	575	575	0	575	575	575
EE Event + Final Dissemination	0	1725	1725	575	1725	575	0	0	575
Subtotal	28512.2	40659	38814	23582	41237	25795	14809	16493	23582
Event FI			5000						
Event DK		5000							
Event FR					5000				
Event EE	8800								
Sous-total	37312.2	45659	43814	23582	46237	25795	14809	16493	23582
TOTAL	277283								



Budget Headings

- PROJECT MANAGEMENT AND IMPLEMENTATION
- TRANSNATIONAL PROJECT MEETINGS
- INTELLECTUAL OUTPUTS
- MULTIPLIER EVENTS

20% can be moved freely from one budget category to another with an explanation.



PROJECT MANAGEMENT AND IMPLEMENTATION

- Project management

- Planning
- Finances
- Coordination
- Communication
- Includes manager and administrative salary

- Other

- Small scale materials, tools
- Information, promotion, dissemination
 - ✦ Brochures, leaflets, web information

Refer to slides 11-16 for documentation and reporting



TRANSNATIONAL PROJECT MEETINGS

- Participation in transnational meetings hosted by one of the partner organizations. Contribution to travel and subsistence costs

- Documentation

- Boarding passes
- Invoices (flight, hotel, rental car, subsistence, etc.)



Unit costs	For travel distances between 100 and 1999 km 575 EUR per participant per meeting	For pre-approved project travel. Travel distances must be calculated using the distance calculator supported by the European Commission.
	For distances of 2000km+ 760 EUR per participant per meeting	

Supporting documents: signature sheet, meeting agenda

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Transnational meeting report

Column 1	Date of the beginning	Date of the end	Days
Dates of the meeting (agenda)			
Dates of the travelling (boarding passes)			

Country of destination	Rate	Accepted days of travel	Maximum cost allocated
	575	0	0

Explanation of travel:	
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Invoice number	Detailed description of expense Conversion calculation Division of cost among participants	Transport		Subsistence		Total	
		amount	EUR	amount	EUR	amount	EUR
			EUR		EUR	0	EUR
			EUR		EUR	0	EUR
			EUR		EUR	0	EUR
			EUR		EUR	0	EUR
			EUR		EUR	0	EUR
			EUR		EUR	0	EUR
			EUR		EUR	0	EUR
			EUR		EUR	0	EUR
			EUR		EUR	0	EUR
TOTAL		0	EUR	0	EUR	0	EUR



STAFF COSTS:

- ❑ Are based on real daily staff cost rates. Under no circumstances may these exceed the maximum rates set by EC (Slide #8)
- ❑ Staff costs must be supported by time sheets and other compulsory employment documents (employment contract, official school letter, etc.).
- ❑ Real daily staff cost rates are based on average rates corresponding to the Beneficiary's usual policy on remuneration, comprising actual salaries plus social security charges and other statutory costs included in the remuneration. Staff costs cover all the costs included in the normal remuneration package of the person, - social security, pension, insurance, extra time compensation, meal vouchers and other fringe benefits



3. Intellectual outputs

Programme Countries	Manager	Teacher/Trainer /Researcher/ Youth worker	Technician	Administrative staff
	Amount per day in EUR			
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	294	241	190	157
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	280	214	162	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia former Yugoslav Republic of Macedonia, Turkey	88	74	55	39

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Total staff cost (output 1 to 8)		Amount in euro							
Total	JKHK	Skive -DK	KSAO - FI	Kastek - FI	GIP - FR	Randers Hospi	Puhastus- expert	Järvamaa Hospital	Carea Hospital
Manager	3080	10290	8400	6160	8960	6468	2552	1936	6160
Teacher	5328	14219	14766	1498	14766	1687	518	518	1498
Technician	368	1052	914	4640	3352	5992	1743	1743	4640
Adm staff	1411	2198	1834	1834	1834	2198	546	546	1834
Total (all staff cost)	10187	27759	25914	14132	28912	16345	5359	4743	14132



Calculation of Productive Hours and Hourly Rate	Staff 1	Staff 2	Staff 3	Staff 4
	Manager	Teacher/ researcher	Technical	Admin
Weeks in a year				
Hours per week				
DAYS PER YEAR				
Total hours per year				
<i>Annual Leave</i>				
<i>Statutory Holidays</i>				
Total days of Holiday				
Contracted number of hours per day				
Total number of hours used for leave				
Productive hours per year				
Salary and cont				
Employer contribution (social insurances, Berufsgenossenschaft)				
TOTAL SALARY INCL Employers contr				
Productive hours				
Hourly rate				



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TIME SHEET - PROJECT MANAGEMENT & IMPLEMENTATION

Name:

Organisation:

Type of staff:

Claim Period:

Date dd/mm/yyyy

Activities related to the project / description of activities.

Hours

Days
(Hours /
8 =)

			0
			0
			0
			0
			0



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TIME SHEET - Intellectual outputs

Name:

Organisation:

Type of staff:

Claim Period:

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Activities related to the project / description of activities.

Hours

Days
(Hours /
8 =)

			0
			0
			0
			0

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Project name: CIH Project "Cleaning in Healthcare"
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Project management & implementation



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Reporting Period :

SALARY FOR MANAGER AND ADMIN.

Name of the employee	Category of staff	Working days*	Gross salary (KA2)	Statutory costs**			Net Salary (KA2)	KA2 Total Staff Cost***	Rate per day EUR
			EURtaxtaxtax	EUR	EUR	
									#DIV/0!
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									#DIV/0!

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INTELLECTUAL OUTPUTS



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Reporting Period :

SALARY FOR OUTPUTS STAFF

Name of the employee	Category of staff	Working days*	Gross salary (KA2)	Statutory costs**			Net Salary (KA2)	Total Staff Costs	KA2 Total Staff Cost***	Rate per day EUR
			EURtaxtaxtax	EUR	EUR	EUR	
								0.00		#DIV/0!
								0.00		#DIV/0!
								0.00		#DIV/0!
								0.00		#DIV/0!
								0.00		#DIV/0!
								0.00		#DIV/0!

Multiplier Event Reporting

- Supporting documents

- Proof of attendance, signature sheet:

- ✦ Name of event
 - ✦ Date
 - ✦ Place

- Each participant's

- ✦ Name
 - ✦ E-mail
 - ✦ Address
 - ✦ Signature
 - ✦ Name and address of sending organization

- Not eligible are participants from beneficiary or partner organizations
- Examples: participant travel costs, advertising, catering, materials
- Local and foreign guest registration

Multiplier Event Reporting



SUMMARY OF MULTIPLIER EVENT COSTS

Ref. Nr.

Partner name

Reporting period

Date of of the purchase	Invoice number	Description the expense in detail + conversion calculation	Transport		Other		Total	
			amount	EUR	amount	EUR	amount	EUR

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Dates	Contractual terms	Methods of payment
01.09.2014		40% after contract signed
30.04.2015	INTERIM REPORT Covering period 01.09.2014 – 31.03.2015	40% after acceptance of Interim report *only if at least 70% of the first pre-financing are spent.
31.10.2016	FINAL REPORT Covering period 01.04.2015 – 31.08.2016	Payment by 60 days after final reporting documents submitted. Balance determined following approval of the final report.

Miscellaneous



- **Originals of accounting proofs must be kept for 5 years after the end of the project**
- **Any modification of the scheduled budget or of the contract is possible but an amendment must be done with Erasmus+ Agency and must be requested via the project leader (JKHK)**
- **For Partners from countries outside the euro zone, please refer to the Commission's website using the exchange rate as of 01.10.2013:**
http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

1 EUR is equal to 7,4519 DKK, this rate is to be used for the duration of the project.

VAT is eligible only for organisations who are not liable to VAT



PRESENTATION

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Project Leader

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