

# Tips on Reporting

**Training for Lebanese beneficiaries  
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# Project reporting: what?

All reports have a narrative and a financial section.

## 1. Narrative section:

It provides factual-based evidence that the project delivers outputs and results as described in GC Annex I and contributes to the Programme indicators set in JOP.

Updated information on the project implementation is filled in by the LB and supporting documents (outputs and deliverables) are uploaded in the MIS.

# Reporting Activities and Outputs



1- Give a short and precise summary on the state of the art of the output and/or activity

2- Clarify if the outputs and activities planned for the reporting period have been completed/achieved or not

2- Remember to postpone outputs if a delay is foreseen (ref. presentation on MIS)

Remember to UPLOAD all required **DELIVERABLES** in the corresponding section. Even in DRAFT version!!!



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# Project reporting: what?

## 2. Financial section:

The **financial report** is generated by the MIS on the basis of the list of expenditures filled in by the LB and PPs.

When declared in support of a payment request, expenditures must be examined by the external auditor.

*N.B. LBs and partners should update regularly the list of expenditures, in order to reduce the workload close to the deadlines.*

# Reporting Human Resources



Was the staff member (employee) already part of the organization BEFORE the project was approved?



## SUPPORTING DOCUMENTS

- Service order/job assignment
- Timesheets for part-time staff

Was the staff member (employee) hired by the organization AFTER the project was approved?



## SUPPORTING DOCUMENTS

- Selection procedure
- Employment contract
- Timesheets for part-time staff

### FOR ALL PROJECT STAFF:

Fill out and submit Annex 4.1 (cross-border transversal results indicators) at every report



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# VAT in the Financial Report (when can VAT be reported?)



Is VAT a cost for the beneficiary organization (BEN/PP)?



Include VAT in the expenditures uploaded in the MIS, clearly stating the VAT amount



DO NOT include VAT in the expenditures uploaded in the MIS.

## **EXTERNAL AUDITORS:**

They **MUST** verify the VAT status of the beneficiary organisation and **CLEARLY** explain it in their checklist, as well as reviewing the expenditures uploaded on the MIS!



# Exchange Rate in the Financial Report



## **BENEFICIARIES:**

Report all expenditures in the currency they were incurred in (you will be able to choose from the drop-down menu in the MIS) and the exchange rate will be applied automatically by the system when the report is submitted to the auditor.

## **EXTERNAL AUDITORS:**

You **MUST** verify that the expenditures have been inputted correctly, in the original currency. If not, you must report this in the list of findings (incorrect exchange rate)!

## ...need more information?

- see art 6 of the Grant Contract;
- read chapter 4 of the PIM;
- check the FAQ on reporting;
- contact your JTS officers.