



**Financial reporting package**

## Financial reporting package

### The financial package

The financial package for Lead Partner and partner organisations consists of:

- The Excel-files:
  - o - Timesheets
  - o - Entries
  - o - Summary the supporting file Sheets
  - o - MTBC



# Financial reporting package

## Timesheets

- The Timesheet file should be used to document staff time on the project.
- Fill in one timesheet for each person contributing to the project. This excel file in the financial reporting package is not linked with any other file and should be printed and signed for each person. You may wish to use your own organisation's timesheets.
- Time sheets should be filled in by all partners (when applicable) and forwarded to the Lead Partner.
- The Lead Partner collects all timesheets and forwards these to the Northern Periphery Programme Secretariat.



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## Entries

- The Entries file should be used to detail the project accounts for each partner.
- This file consists of the actual *Entries*, which are summarized in the *Financial Reporting Summary* (by partner) as well as a record of the exchange rates used and how these have been converted in the *Summary of Exchange Rates* table.
- The Entries-file is automatically linked to the supporting Sheets-file



## Financial reporting package

- All partners should fill in the Entries file and forward the automatically saved *Period* and *Annual* sheets to the Lead Partner. The Lead Partner collects the information from all partners and creates the overall *Financial Reporting Summary* and *Summary of Exchange Rates* and forwards these to the Northern Periphery Programme Secretariat.
- Note that the automatically created sheets in the Entries file are to be forwarded to the Northern Periphery Programme Secretariat for each partner, as well as the overall *Financial Reporting Summary* and overall *Summary of Exchange Rates*.



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## Summary of Exchange Rates

- The Summary file should be used to summarize all the various exchange rates used by the partners.
- The Lead Partner fills in the information forwarded by the Partner organisations and thereby creates an overall *Summary of Exchange Rates* table.



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### Monitoring Tables of Budget Commitments (MTBC)

- The MTBC file consists of three *Monitoring Tables of Budget Commitments*
- Total combine
- EU member states
- Non-Member States as well as the overall *Financial Reporting Summary*.
- The Lead Partner fills in the this information forwarded by the other partner organisations and including their own accounts, and forwards this information to the Northern Periphery Programme Secretariat.



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## INSTALLATION GUIDE

- Please note that Microsoft Excel 2000 is the minimum technical requirement to run the financial sheets. Files will not work properly in previous version of Excel.
- The Lead partner.exe file is downloadable from the NPP website in the Library in the Reporting and management guidance folder
- Open Microsoft Excel 2000 and start using the workbook.
- Instructions on how to fill into the financial reporting package fro both lead partners and partners are downloadable from the NPP website in the Library in the Reporting and management guidance folder



# MAIN PROJECT PROGRESS REPORT

## MAIN PROJECT PROGRESS REPORT

- The purpose of the *Progress Report* is to enable the Programme Monitoring Committee, Managing and Paying Authority and the Northern Periphery Programme Secretariat to follow, monitor, keep informed about and to be able to inform others about the developments of the project.
- The report shall describe the operations and activities and the finances for each reporting period.
- The Lead Partner of a project carries the responsibility to submit regular reports on the project's progress and implementation.
- The *progress report* is to be submitted regularly during the implementation of the project with a "Certificate of Expenditure" and a economic report.



# MAIN PROJECT PROGRESS REPORT

- The progress report is to be drawn up every 6 months: in July for the first 6 months of the year (January to June) to be sent to the Secretariat no later than by **31 August**, in January for the last 6 months of the year (July to December) to be sent to the Secretariat no later than by **28 February**.
- All documents (progress report, financial reporting and other supporting documents) must be written in English and should be filled in by computer.
- The reporting documents are available for download from the Northern Periphery Programme website:

<http://www.northernperiphery.net/library.asp>

- The Progress Report is to be sent in one hard, an emailed copy and one duplicated copy to the:

**Northern Periphery Programme**

Strandgade 91, 4. sal

DK - 1401

København K

Denmark

