GUIDELINES FOR USING THE SELF-CALCULATING (EXCEL) FINANCIAL TABLES
LEONARDO DA VINCI

GENERAL

Do not introduce additional 'columns' or 'cells' to the tables – these tables contain all the relevant cells for the submission of your organisation's financial data. Should it be necessary to introduce additional **'rows'** to the tables in order to submit your data please return these financial tables by e-mail (along with a short explanation of your requirements) to the Socrates, Leonardo & Youth Technical Assistance Office (Procedure C projects) or to the Leonardo da Vinci National Agency in your country (Procedure B projects), whereupon the required number of rows will be introduced and the tables returned to you.

Only the WHITE cells should be completed (the ORANGE cells are title cells and the YELLOW cells are self-calculating cells).

Should you wish to further explain any item within the financial tables or to add any additional comments relating to your organisation's financial data please submit this information separately - along with the completed Financial Tables.

Expenditure declared in the Financial Tables should reflect **all projects costs,** not only those funded via the Leonardo da Vinci grant.

INDIVIDUAL TABLES

Identification:

Please enter the Project Reference, the Agreement Number and the start & end dates for your project into this table in the format shown.

From the drop-down menu, please select the language that you wish to work in – choosing from English (EN), French (FR) or German (DE) – the tables will automatically convert into the selected language.

Tables G.1 (a+b+c):

Within **Table G.1.a** you are required to enter a breakdown of Income Sources according to your agreement and to the breakdown originally foreseen in your application for project funding. **Actual Income** will be **automatically** transferred from the breakdown provided within Table G.2.a.

Within **Table G.1.b** you are required to enter a Breakdown of Expenditure for your project according to your Contractual Budget which forms an Annex to your Agreement (or according to any Supplementary Agreements or Amendments). **Actual Expenditure** will be **automatically** transferred from the breakdown provided within Table G.2.b.

At the Interim Report stage, it is not necessary to complete **Table G.1.c** – at this stage further pre-financing should be requested within the letter accompanying your Interim Report for which payment will be subject to satisfactory Interim Report assessment and to a minimum of 70% of initial pre-financing having been spent.

Table G.1.c acts as a Request for Payment at the stage of the Final Report and as such you are required to enter certain data from your agreement into this table (maximum Community contribution, maximum Community % contribution, maximum Community contribution towards Staff Costs, pre-financing received). Once all Financial Tables have been completed these should be printed (see separate section on Printing below) with the 'Tables G1 (a+b+c)' then being signed by the Legal Representative for your organisation and submitted along with your **Final Report**.

Tables G.2 (a+b+c):

Within **Table G.2.a** you are required to enter a **Breakdown of Income Sources (by partner)** according to the Total Project Costs. You must ensure that funds are divided over the respective sections (Grants, Other Project Income).

Any Interest gained on pre-financing payments must also be declared in this table and will be subject to eventual reclamation by the European Commission (Procedure C) or by the National Agency in your country (Procedure B).

Table G.2.b provides a **Breakdown of Expenditure Incurred (by Partner)** according to the Total Project Costs. You are required to enter Actual Expenditure for Overheads in the 'white cells' provided. The remainder of this table is **automatically** completed from Financial Tables G3-G8.

Within **Table G.2.c** you are required to enter **Details of Bank Transfers between the Contractor & Project Partners**. For each Bank Transfer, you must enter the partner name, partner number, total LdV contribution for an individual partner, amount of transfer, date of payment & currency used (use drop-down list).

Table G.3:

In this table you are required to provide a **Declaration of Staff Costs** for your project. The information should comprise organisation; partner number (required); country code (use drop-down list); name of the person involved in the project; start date of activities; end date of activities; number of working days for the project (full-time equivalent) and salary costs/full-time rate per day. The total costs for each row will be automatically calculated.

Table G.4

In this table you are required to enter data relating to the **Travel & Subsistence Expenses** for your project. The information should comprise partner number (required); name of person travelling; start date; end date; duration (in days); departure city; departure country (use drop-down list); destination city; destination country (use drop-down list); objective of the trip; transport type(s); travel costs and subsistence costs. The total costs for each row will be automatically calculated.

Each 'row' should be completed in full and should represent one person/trip ('rows' should not normally be completed relating to groups).

Tables G.5 (a+b+c):

Within **Table G.5.a** you are required to enter data relating to the **ICT Expenses (Software and Other Computer & Audio-Visual Costs – not Equipment Costs)** for your project. The information should comprise partner number (required); item; purpose; cost date (purchase date); cost and degree of use in project (%). The total costs for each row will be automatically calculated.

Within **Table G.5.b** you are required to enter data relating to the **ICT Expenses (Computer & Audio-Visual Equipment PURCHASED during the Project Lifetime)** for your project. The information should comprise partner number (required); nature & specification; purpose; period of use in the project (months); cost date (purchase date); cost and degree of use in project (%). The Leonardo da Vinci rules on depreciation will be applied automatically and the total costs for each row will be calculated automatically.

Within **Table G.5.c** you are required to enter data relating to the **ICT Expenses (Computer & Audio-Visual Equipment HIRED or LEASED during the Project Lifetime)** for your project. The information should comprise partner number (required); nature & specification; purpose; duration of hire or lease (months); cost date (purchase date); monthly hire or lease cost and degree of use in project (%). Costs & total costs for each row will be calculated automatically.

Table G.6:

In this table you are required to enter data relating to the **Production Costs** for your project. The information should comprise partner number (required); item; purpose; cost date (purchase date); cost and degree of use in project (%). The total costs for each row will be automatically calculated.

Table G.7:

Only costs which do not relate to any other financial categories should be entered into this table. Financial data entered into the **Other Costs** financial table should comprise partner number (required); item; purpose; cost date (purchase date); cost and degree of use in project (%). The total costs for each row will be automatically calculated.

Table G.8:

In this table you are required to enter data relating to the **Sub-contracting Costs** for your project. The information should comprise partner number (required); sub-contracted activities; start date; end date and total costs.

PRINTING

Once all Financial Data has been entered into the Financial Tables then all tables should be printed and submitted with your report. At the stage of the Final Report, Tables G.1 (a+b+c) must be signed by the Legal Representative for your organisation before being submitted.

Note that you are only required to print the pages containing data and as such you should define your print area before sending your document to print. To do this you should 'select' or 'highlight' the cells containing your financial data (to include the title cells), then click on FILE, PRINT (or PRINT AREA) and SET PRINT AREA. This should be done for each worksheet. In order to then print the whole report, you should select FILE, then PRINT then PRINT 'ENTIRE WORKBOOK'.

Should you require further assistance in preparing the Self-Calculating (Excel) Financial Tables please contact:

Procedure C: Socrates, Leonardo & Youth Technical Assistance Office (leonardo@socleoyouth.be)

Procedure B: Leonardo da Vinci National Agency in your country

Please ensure that you also submit your financial tables in ELECTRONIC FORM to the respective agency (see above) – quoting your Project Reference / Agreement Number and stating *'Interim Report / Final Report Financial Tables – Leonardo da Vinci'*

Reporting Template for Project Partners:

A separate financial table exists which must be completed, signed & submitted by ALL project partners. This table provides a breakdown of Income Sources (Table G.1.a) and Expenditure Incurred (Table G.1.b) for the partner organisation during the Project Lifetime (contractual budget and actual costs). The table must be signed by the Legal Representative for the respective partner organisation and must be submitted along with the **Final Report** for the project.

Note that it is not necessary to submit the 'Reporting Template for Project Partners' with the Interim Report for the project.