Best practices
to be paid quicker

Murielle Noncle
Agenda

Financial organisation

1\(^{st}\) Pilar - Tools

2\(^{nd}\) Pilar - Teamwork

3\(^{rd}\) Pilar - Support
Institution / Organisation

BCS team

- Implementation
- Financial management

Financial unit

- Assurance
- Ex-ante & Ex-post controls

Audit unit

DG ECFIN - Financial management of grant agreements for business and consumer surveys
1st PILLAR

Framework Partnership Agreement (FPA) & Specific grant agreement (SGA)

Guidelines for Applicants

Model of Detailed list of Costs (DLC)

Budget Statement (BS) & Final Financial Statement (FFS)

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2nd PILLAR

With the BCS – team!

Modifications during action?

AMENDMENT

- Written
- In time
Internal accounting dept.
At budget & final financial statement stage

➢ Eligible costs
➢ Link with accounting system
➢ EU BCS ratios
➢ Staff cost
➢ Daily rate

Horizontal services, furniture, rent & maintenance, small office supplies, etc.

INDIRECT COSTS
How to speed up the pre-financing payment?

**Budgetary statement**

<table>
<thead>
<tr>
<th>Description</th>
<th>SGA</th>
<th>BS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add rows</td>
<td></td>
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<tr>
<td>Date &amp; sign</td>
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</tbody>
</table>

Total income = Total costs + Subcontract sheet

- Managers
- Researchers
- Technical Staff
- Assistants
- Interviewers
How to speed up the payment of your invoice?

Detailed list of costs

<table>
<thead>
<tr>
<th>Invoice number</th>
<th>Date of invoice</th>
<th>Subject/description of invoice</th>
<th>Amount of invoice (local currency) (3)</th>
<th>Eligible cost in local currency</th>
<th>Eligible cost in EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>013008</td>
<td>01/04/2013</td>
<td>Database provision &amp; maintenance</td>
<td>250,000.00</td>
<td>250,000.00</td>
<td>250,000.00</td>
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</table>

- No roundings

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**How to speed up the payment of your invoice?**

**Final financial statement**

<table>
<thead>
<tr>
<th>Total income</th>
<th>BUDGET (eur)</th>
<th>FINAL (eur)</th>
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</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Total cost</th>
<th>BUDGET (eur)</th>
<th>FINAL (eur)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

- Prefinancing

**ART 3 SGA**

- No budget? ➡ No cost!

**Declaration & Questionnaire!**
European Commission

3rd PILLAR

Implementation
ECFIN-BCS-MAIL@ec.europa.eu

Support

Financial management
ECFIN-BCS-STATEMENT
@ec.europa.eu

Workshop
ECFIN-BCS-WORKSHOP
@ec.europa.eu

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ACCELERATE THE PAYMENTS

CONCLUSION

Let’s work together!

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Coming together is a beginning

Keeping together is progress

Working together is success

'Henry Ford'