

# Horizon 2020

## Fast Track to Financial Rules and Reporting

29-30 January 2019

Budapest, Hungary

# Horizon 2020 Fast Track to Financial Rules and Reporting

## AGENDA

DAY 1

- 10:30 – 10:45 Registration and Welcome
- 10:45 – 11:00 Event opening
- 11:00 – 12:30 Hitchhiker's Guide to the Financial Rules of Horizon 2020 Part 1: The Basics  
*Gabor Kitley, CEO, EMG Group*
- Detailed introduction to the financial rules of H2020 with real-life examples:
- Basic facts
  - Importance of the budget and of the resources
  - Cost vs Price principle
  - Basic financial principles in theory and practice
  - Form of Grants, Forms of Costs
  - Eligible and non-eligible costs with comparison and all exceptions
  - Direct and indirect costs
- (12:30 – 13:15 Lunch break)
- 13:15 – 14:45 Hitchhiker's Guide to the Financial Rules of Horizon 2020 Part 2/1: The Practicalities  
*Gabor Kitley, CEO, EMG Group*
- Introducing the cost categories
- Personnel costs calculations – showing the possible ways:
  - Employees and other employment contracts
  - Financial-year based vs monthly-based calculation
  - Number of productive hours to consider
  - Additional remuneration
  - Bonuses, fringe-benefits and other complements
  - Unit-based personnel costs calculation
  - In-house consultants and seconded employees
  - SME-owner rates
- (14:45 – 15:00 Coffee break)
- 15:00 – 16:00 The Hitchhiker's Guide to the Financial Rules of Horizon 2020 Part 2/2: The Practicalities
- Subcontracting and other third parties
  - Travel costs, Consumables vs. Overheads
  - Equipment and assets
  - Internally invoiced items
  - Indirect costs calculation
- 16:00 – 16:30 The Hitchhiker's Guide to the Financial Rules of Horizon 2020 Part 3: The Easy stuff
- Funding Rates
  - Receipt calculations
  - Guarantee Fund
  - Certificates on Financial Statements, Certificate on Methodology, etc.
  - Payments and Exchange rates
- 16:30 – 17:00 Individual consultancies, Q&A session

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## DAY 2

09:00 – 11:30

### Workshop: Financial Reporting

Introduction - Participants will prepare a financial statement for a virtual Horizon 2020 project, based on "dummy" invoices, salary slips, receipts and bills, time records and certificates, which are generated individually for each participant.

(10:15 – 10:30 Coffee break)

11:30 – 13:00

### Understanding the Financial Reports

*Gabor Kitley, CEO, EMG Group*

Pragmatic approaches in reporting; Point-by-point assessment of the prepared financial reports: Format, content; overall principles, possible bottlenecks, what should and should not be included.

(13:00 – 13:45 Lunch)

13:45 – 15:00

### How to deal with Financial issues in the Periodic Reports -

*Gabor Kitley, CEO, EMG Group*

Step-by-step guide on how to report costs, deal with deviations, and internal allocation issues. Handling the EC requests for clarification, suspension of payments and other issues with hands-on approach.

15:00–16:00

### Final Q&A session