

## **Annual Report**

### **Recommendations on points to be checked by the Coordinator before sending the annual report**

Most of the problems linked to the approval of the annual reports and related payments are linked to problems with “Part B - Management Report (Financial Information) of the Annual Report. To avoid any delay it is highly recommended that the different elements below are carefully checked before sending:

#### 1. Justification of the resources deployed

- The total effort in person-months must correspond to the figures specified in “Part A – Activity Report”
- If costs are declared for Transnational Access activities, the number of units of access must be specified. For contractors using the UF system the “User fees” reported must exclude indirect costs (Warning: the unit cost specified in Annex 1 of the contract includes indirect costs).
- The “total cost” should be consistent with those declared on Form C.

#### 2. Form C- Financial Statement

- Forms C must be submitted for all contractors, even when the cost is zero, unless otherwise specified in the contract (special clause 14).
- The Cost Model must be the correct one taking into account any amendment of the contract. If the contractor is using UF system for the access activities, the two cost models must be specified e.g. FC/UF, FCF/UF or AC/UF.
- If there are resources contributed by “Third parties” identified using special clause 23 for JRU, each of the “Third party” must also submit a Form C.
- The period must be clearly specified (DD/MM/YY) and correspond to the period of the annual report.
- All financial figures should be given with rounding of 2 decimals.
- The cost of the audit certificates incurred during the reporting period must be charged under “management of consortium”.
- Cost declared under “Transnational Access activities” should clearly distinguish between “direct costs” and “indirect cost”. T&S cost must be reported in the column “other specific activities”.
- For contractors applying rate to Euro, in the box concerning “conversion rate” they must answer YES/NO to the questions without specifying the conversion rate. Auditors should check that the correct exchange was used to calculate the costs. Conversion rates are the ones published by the European Central Bank (<http://www.ecb.int/stats/exchange/eurofxref/html/index.en.html>).
- Form C must be dated, signed and stamped.
- Person indicated as “responsible for the work” must be the same as indicated in the CPFs unless the Commission has been informed of any change through a signed letter.

Audit Certificate:

- It is highly recommended to use the proposed model for Audit Certificate provided in the ““Guide to Financial Issues” on CORDIS (<http://www.cordis.lu/fp6/find-doc-management.htm#finguid>).