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**ARCHIPELAGO**

an African-European partnership  
for vocational training

# ARCHIPELAGO

## An African-European TVET initiative



**Training Session**

Delft, 13.12.2019



**FINANCE & ADMINISTRATION**

Programme implemented by





# Financial issues

## Procedures for payment to partners

- All costs will be reimbursed according to the Grant contract
- All cost need to be grouped according to the [budget lines](#)
- All cost need to be included into the [financial report](#) (excel sheet) and [breakdown of expenditure](#)
- Scan of invoices have to be presented to sequa / Management Team Brussels



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# Budget lines

1. Budget de l'action <sup>1</sup>	Toutes les années			
	Unité <sup>13</sup>	Nbre d'unités	Valeur unitaire (en EUR)	Coût total (en EUR) <sup>3</sup>
Coûts				
<b>1. Ressources humaines<sup>14</sup></b>				
1.1 Salaires (montants bruts incluant les charges de sécurité sociale et les autres coûts liés, personnel local) <sup>4</sup>				
<b>1.1.1 Personnel technique</b>				
1.1.1.1 Project Manager 50%	Mois	15	1.000,00 €	15.000,00 €
<b>1.1.2 Personnel administratif/d'appui</b>				
1.1.2.1 Assistant administratif 50%	Mois	15	500,00 €	7.500,00 €
<b>1.2 Salaires (montants bruts incluant les charges de sécurité sociale et les autres coûts liés, personnel expatrié/international)</b>	Par année			
1.2.1 Project Manager 50%	Mois	15	3.500,00 €	52.500,00 €
1.2.2 Financial Manager 50%	Mois	15	3.000,00 €	45.000,00 €
1.2.3 Assistant administratif 25%	Mois	7,5	1.500,00 €	11.250,00 €
<b>1.3 Per diems pour missions/voyages<sup>5</sup></b>				
1.3.1 À l'étranger (personnel affecté à l'action) -				
1.3.1.1 Project Manager	Per diem	50	229,00 €	11.450,00 €
1.3.2 Sur place (personnel affecté à l'action)				
1.3.3 Participants aux séminaires/conférences	Per Diem	24	228,00 €	5.472,00 €
<b>Sous-total Ressources humaines</b>				<b>148.172,00 €</b>

Financial Section of the **Final** Report



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**BREAKDOWN OF TOTAL EXPENDITURE  
SUMMARY TABLE**

**T05-EUTF-SAH-REG-15-01**

**Project Title: Archipelago**

An African-European TVET initiative

Project Beneficiary: sequa gGmbH

Sub-Grantee / ID-No:

**Project Contract N°: T05-EUTF-SAH-REG-15-01**

**Period covered: 11/01/2019 - 10/01/2023**

**Due date: xxxx**

Budget for the Action Expenses	Contract budget				Actual expenditure for period covered			
	Unit	# of units	Unit rate (in EUR)	Costs (in EUR) <sup>3</sup>	Unit	# of units	Unit rate (in EUR)	Costs (in EUR) <sup>3</sup>
<b>1. Human Resources</b>								
1.1 Salaires (montants bruts incluant les charges de sécurité sociale et les autres coûts liés, personnel local) <sup>4</sup>	Per month							
1.1.1 Personnel technique	Per month			0,00	Per month	0,00000	#DIV/0!	0,00
1.1.1.1 Project Manager 50%	Per month			0,00	Per month	0,00000	#DIV/0!	0,00
1.1.2 Personnel administratif/d'appui	Per month			0,00	Per month	0,00000	#DIV/0!	0,00
1.1.2.1 Assistant administratif 50%	Per month			0,00	Per month	0,00000	#DIV/0!	0,00
1.2 Salaires (montants bruts incluant les charges de sécurité sociale et les autres coûts liés, personnel expatrié/international)								
1.2.1 Project Manager 50%	Per month			0,00	Per month	0,00000	#DIV/0!	0,00
1.2.2 Financial Manager 50%	Per month			0,00	Per month	0,00000	#DIV/0!	0,00
1.2.3 Assistant administratif (chef de file) 25%	Per month			0,00	Per month	0,00000	#DIV/0!	0,00
1.3 Per diems pour missions/voyages <sup>5</sup>								
1.3.1 À l'étranger (personnel affecté à l'action) -	per diem			0,00	per diem	0,00000	#DIV/0!	0,00
1.3.1.1 Project Manager								
1.3.2 Sur place (personnel affecté à l'action)	per diem			0,00	per diem	0,00000	#DIV/0!	0,00
1.3.3 Participants aux séminaires/conférences	per diem			0,00	per diem	0,00000	#DIV/0!	0,00
<b>Subtotal Human Resources</b>				<b>0,00</b>				<b>0,00</b>
<b>2. Travel</b>								
2.1. International travel	Per flight							
2.1.1 Europe - Africa	Per flight			0,00	Per flight	0,00	#DIV/0!	0,00
2.1.1 Africa - Africa	Per flight			0,00	Per flight	0,00	#DIV/0!	0,00
2.1.3 In-country Africa	Per journey			0,00	Per journey	0,00	#DIV/0!	0,00
2.1.4 EU	Per journey			0,00	Per journey	0,00	#DIV/0!	0,00
2.2 Local transportation	Per month			0,00	Per month	0,00	#DIV/0!	0,00
<b>Subtotal Travel</b>				<b>0,00</b>				<b>0,00</b>

See Annexes A1 ar

See Annex B

File for monitoring with all sheets for relevant annexes



BREAKDOWN OF TOTAL EXPENDITURE			
Project Title: Archipelago (An Africa-European TVET initiative)			
Project Beneficiary: sequa gGmbH			
Project Contract N°: T05-EUTF-SAH-REG-15-01			
sequa Project N°: P 796/TP..		<b>Sub-Grantee</b>	
Period covered: Jan - March 2019			
No. Project Budget		Details of expenses	Total in €
1.1.1		HR according to budget of sub-grantee (need to be adjusted)	#DIV/0!
1.2.1		HR according to budget of sub-grantee (need to be adjusted)	#DIV/0!
1.3.1		per diems Africa	#DIV/0!
1.3.1		per diems Europe	#DIV/0!
1.3.2		local (staff assigned to the Action)	#DIV/0!
1.3.3		Seminar/conference participants	#DIV/0!
		<b>subtotal 1</b>	<b>#DIV/0!</b>
2.1.1		International Travel - Europe - Africa	#DIV/0!
2.1.1		International Travel - Africa - Africa	#DIV/0!
2.1.3		International Travel - In-country-Africa	#DIV/0!
2.1.4		International Travel - EU	#DIV/0!
2.1.2		Local Travel	#DIV/0!
		<b>subtotal 2</b>	<b>#DIV/0!</b>
3.1		Purchase or rent of vehicles	#DIV/0!
3.2.		computer, equipment	#DIV/0!
3.3.		Machines, tools	#DIV/0!
3.4.		spare parts/equipment for machines, tools for Senior High School	#DIV/0!
3.5		Other	#DIV/0!
		<b>subtotal 3</b>	<b>#DIV/0!</b>
4.1		vehicle costs	#DIV/0!
4.2		office rent	#DIV/0!
4.3		Consumables - office supplies	#DIV/0!
4.4.		Other services - (tel/fax, electricity/heating, maintenance)	#DIV/0!
		<b>subtotal 4</b>	<b>#DIV/0!</b>
5.1.		Publications	#DIV/0!
5.2		Studies, Research	#DIV/0!
5.3		Expenditure verification / audit	#DIV/0!
5.5.1		Translation	#DIV/0!
5.5.2		Interpretation	#DIV/0!
5.6.1		Bank transfer	#DIV/0!
5.6.2		Bank guarantee	#DIV/0!
5.7.1		Conference	#DIV/0!
5.7.2		Seminars/trainings	#DIV/0!
5.8		visibility action	#DIV/0!
		<b>subtotal 5</b>	<b>#DIV/0!</b>
		<b>Total this period</b>	<b>#DIV/0!</b>



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Financial Report is composed of:

=> accumulated Coversheet

=> a separate Sheet for detailed listed expenditure for each Budget Line :  
(1.1.1 / 1.2.1 / 1.3.1...)

<b>No. Project Budget:</b>	1.1.1	*			
<b>Project Title: Archipelago (An Africa-European TVET initiative)</b>					
<b>Project Beneficiary: sequa gGmbH</b>					
<b>Project Contract N°: T05-EUTF-SAH-REG-15-01</b>					
<b>sequa Project N°: P 796/TP..</b>					
<b>Period covered: Jan - March 2019</b>					



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**HR according to budget of sub-grantee (need to be adjusted)**

Document No.	Details of expenses	Date of expense or date of invoice	expenditures in LC or USD	exchange rate	Total in €
1					#DIV/0!
2					#DIV/0!
3					#DIV/0!
4					#DIV/0!
5					#DIV/0!
6					#DIV/0!
7					#DIV/0!
8					#DIV/0!
9					#DIV/0!
10					#DIV/0!
	Total				#DIV/0!

\* 17,6 days per month / maximum 528 days 2019-2021

**proofs incl:**

1. timesheet
2. contract
3. payroll/payslip for every month of accounting  
broken down into gross salary, social security, insurance and net salary
4. statement of expenditure
5. template salaries

Financial report  
Sheet for 6-months  
expenditure  
according to each  
budget line



# INFORMATIONS ABOUT THE FINANCIAL REPORT

## **Nota Bene**

The beneficiary(ies) alone is responsible for ensuring that the financial information provided in these tables is correct.

## **Forecast budget and follow-up**

In accordance with Article 15.3 of the General Conditions a forecast budget for the subsequent reporting period or for the remaining period (if shorter) must be provided with any request for payment of further pre-financing instalment.

## **Interim Report & Final Report**

Additional information on expenditure incurred in local or other currencies than the euro (or the currency of the Contract) may be asked by the Contracting Authority.

## **Addenda and use of contingencies**

To be filled in case of an addendum and/or when contingencies are used.

## **ROUNDINGS**

Figures have to be rounded to the nearest euro cent.



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# FORECAST BUDGET & FOLLOW-UP

Forecast Budget & follow-up	Previous period (dd/mm/yyyy-dd/mm/yyyy)				Real Previous Period	Following period (dd/mm/yyyy-dd/mm/yyyy)			
	Forecast					Forecast			
	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)		Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)
<b>1. Human Resources</b>									
1.1 Salaries (gross amounts, local staff)									
1.1.1 Technical	Per month					Per month			
1.1.2 Administrative/ support staff	Per month					Per month			
1.2 Salaries (gross amounts, expat/int. staff)	Per month					Per month			
1.3 Per diems for missions/travel									
1.3.1 Abroad (staff assigned to the Action)	Per diem					Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem					Per diem			
1.3.3 Seminar/conference participants	Per diem					Per diem			
<b>Subtotal Human Resources</b>									
<b>2. Travel</b>									
2.1 International travel	Per flight					Per flight			
2.2 Local transportation	Per month					Per month			
<b>Subtotal Travel</b>									
<b>3. Equipment and supplies</b>									
3.1 Purchase or rent of vehicles	Per vehicle					Per vehicle			
3.2 Furniture, computer equipment									
3.3 Machines, tools									
3.4 Spare parts/equipment for machines, tools									
3.5 Other (please specify)									
<b>Subtotal Equipment and supplies</b>									
<b>4. Local office</b>									
4.1 Vehicle costs	Per month					Per month			
4.2 Office rent	Per month					Per month			
4.3 Consumables - office supplies	Per month					Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month					Per month			
<b>Subtotal Local office</b>									
<b>5. Other costs, services</b>									
5.1 Publications									
5.2 Studies, research									
5.3 Expenditure verification/Audit									
5.4 Evaluation costs									
5.5 Translation, interpreters									
5.6 Financial services (bank guarantee costs etc.)									
5.7 Costs of conferences/seminars									
5.8 Visibility actions									
<b>Subtotal Other costs, services</b>									
<b>6. Other</b>									
<b>Subtotal Other</b>									
<b>7. Subtotal direct eligible costs of the Action (1-6)</b>									
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)									
<b>9. Total eligible costs of the Action, excluding reserve (7+ 8)</b>									
10. Provision for contingencies (maximum 5% of 7, subtotal direct eligible costs of the Action)									
<b>11. Total eligible costs (9+10)</b>									
12. - Taxes									
- Contributions in kind									
<b>13. Total accepted costs of the action (11+12)</b>									





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# ADDENDA OR USE OF CONTINGENCIES

Addenda or use of contingencies

Contract No  
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)

Expenditures	Budget as per contract/last addendum signed				Use of contingencies/ addenda	Budget as per new addendum signed <small>(Only to be completed when an amendment is necessary)</small>			
	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)		Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)
		(a)	(b)	(a)*(b)			(a)	(b)	(a)*(b)
<b>1. Human Resources</b>									
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)									
1.1.1 Technical	Per month								
1.1.2 Administrative/support staff	Per month								
1.2 Salaries (gross amounts incl social sec charges and other related costs, expatriate staff)	Per month								
1.3 Per diems for missions/travel									
1.3.1 Abroad (staff assigned to the Action)	Per diem								
1.3.2 Local (staff assigned to the Action)	Per diem								
1.3.3 Seminar/conference participants	Per diem								
<b>Subtotal Human Resources</b>									
<b>2. Travel</b>									
2.1 International travel	Per flight								
2.2 Local transportation	Per month								
<b>Subtotal Travel</b>									
<b>3. Equipment and supplies</b>									
3.1 Purchase or rent of vehicles	Per vehicle								
3.2 Furniture, computer equipment									
3.3 Machines, tools, etc.									
3.4 Spare parts/equipment for machines, tools									
3.5 Other (please specify)									
<b>Subtotal Equipment and supplies</b>									
<b>4. Local office</b>									
4.1 Vehicle costs	Per month								
4.2 Office rent	Per month								
4.3 Consumables - office supplies	Per month								
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month								
<b>Subtotal Local office</b>									
<b>5. Other costs, services</b>									
5.1 Publications									
5.2 Studies, research									
5.3 Expenditure verification/Audit									
5.4 Evaluation costs									
5.5 Translation, interpreters									
5.6 Financial services (bank guarantee costs etc.)									
5.7 Costs of conferences/seminars									
5.8 Visibility actions									
<b>Subtotal Other costs, services</b>									
<b>6. Other</b>									
<b>Subtotal Other</b>									
<b>7. Subtotal direct eligible costs of the Action (1-6)</b>									
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)									
<b>9. Total eligible costs of the Action, excluding reserve (7+8)</b>									
10. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)									
<b>11. Total eligible costs (9+10)</b>									
12. - Taxes - Contributions in kind									
<b>13. Total accepted costs of the Action (11+12)</b>									



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# INTERIM FINANCIAL REPORT

Interim financial report: period (dd/mm/yyyy-dd/mm/yyyy)												
Contract No												
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)												
Expenditures	Budget as per contract/addendum			Reallocation	Expenditure incurred					Variation in comparison with initial budget/reallocation		
	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)	allowed reallocation (article 9.4 of the GC)	# Units	Unit value (in EUR)	Total Cost (in EUR)	Cumulated costs (before current report) (in EUR)	Cumulated costs (from start of implementation to present report included) (in EUR)	Difference of cumulated costs till present and budget as per contract/addendum	Variation from budget as per contract/addendum
	(a)	(b)	(c)=a*b	(r)	(a)	(b)	(c)=a*b	(d)	(f)=c+d	(g)=c (or r) - f	(h)= g/c (or r)	
<b>1. Human Resources</b>												
1.1 Salaries (gross amounts, local staff)												
1.1.1 Technical	Per month											
1.1.2 Administrative/ support staff	Per month											
1.2 Salaries (gross amounts, expat/int. staff)	Per month											
1.3 Per diems for missions/travel												
1.3.1 Abroad (staff assigned to the Action)	Per diem											
1.3.2 Local (staff assigned to the Action)	Per diem											
1.3.3 Seminar/conference participants	Per diem											
<b>2. Travel</b>												
2.1 International travel	Per flight											
2.2 Local transportation	Per month											
<b>Subtotal Travel</b>												
<b>3. Equipment and supplies</b>												
3.1 Purchase or rent of vehicles	Per vehicle											
3.2 Furniture, computer equipment												
3.3 Machines, tools, etc.												
3.4 Spare parts/equipment for machines, tools												
3.5 Other (please specify)												
<b>Subtotal Equipment and supplies</b>												
<b>4. Local office</b>												
4.1 Vehicle costs	Per month											
4.2 Office rent	Per month											
4.3 Consumables - office supplies	Per month											
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month											
<b>Subtotal Local office</b>												
<b>5. Other costs, services</b>												
5.1 Publications												
5.2 Studies, research												
5.3 Expenditure verification/Audit												
5.4 Evaluation costs												
5.5 Translation, interpreters												
5.6 Financial services (bank guarantee costs etc.)												
5.7 Costs of conferences/seminars												
5.8 Visibility actions												
<b>Subtotal Other costs, services</b>												
<b>6. Other</b>												
<b>Subtotal Other</b>												
<b>7. Subtotal direct eligible costs of the Action (1-6)</b>												
<b>8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)</b>												
<b>9. Total eligible costs of the Action, excluding reserve (7+ 8)</b>												
10. Not applicable												
<b>11. Total eligible costs (9+10)</b>												
12. - Taxes												
- Contributions in kind												
<b>13. Total accepted costs of the action (11+12)</b>												



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# FINAL FINANCIAL REPORT

Final financial report: period (dd/mm/yyyy-dd/mm/yyyy)	Contract No												
	Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)												
	Budget as per contract/addendum				Reallocation	Expenditure incurred					Variations in comparison with initial budget/addendum		
	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)	Reallocation allowed (Article 9.4 of the General Conditions)	# Units	Unit value (in EUR)	Total Cost (in EUR)	Cumulated costs (before current report) (in EUR)	Cumulated costs (from start of implementation to present report included) (in EUR)	In absolute value in EUR	In %	Explanation for all variations
	(a)	(b)	(c)=a*b		(a)	(b)	(c)=a*b	(d)	(f)=c+d				
<b>1. Human Resources</b>													
1.1 Salaries (gross amounts, local staff)													
1.1.1 Technical	Per month												
1.1.2 Administrative/ support staff	Per month												
1.2 Salaries (gross amounts, expat/int. staff)													
1.2	Per month												
1.3 Per diems for missions/travel													
1.3.1 Abroad (staff assigned to the Action)	Per diem												
1.3.2 Local (staff assigned to the Action)	Per diem												
1.3.3 Seminar/conference participants	Per diem												
<b>2. Travel</b>													
2.1. International travel													
2.1	Per flight												
2.2 Local transportation													
2.2	Per month												
<b>Subtotal Travel</b>													
<b>3. Equipment and supplies</b>													
3.1 Purchase or rent of vehicles													
3.1	Per vehicle												
3.2 Furniture, computer equipment													
3.2													
3.3 Machines, tools, etc.													
3.3													
3.4 Spare parts/equipment for machines, tools													
3.4													
3.5 Other (please specify)													
3.5													
<b>Subtotal Equipment and supplies</b>													
<b>4. Local office</b>													
4.1 Vehicle costs													
4.1	Per month												
4.2 Office rent													
4.2	Per month												
4.3 Consumables - office supplies													
4.3	Per month												
4.4 Other services (tel/fax, electricity/heating, maintenance)													
4.4	Per month												
<b>Subtotal Local office</b>													
<b>5. Other costs, services</b>													
5.1 Publications													
5.1													
5.2 Studies, research													
5.2													
5.3 Expenditure verification/Audit													
5.3													
5.4 Evaluation costs													
5.4													
5.5 Translation, interpreters													
5.5													
5.6 Financial services (bank guarantee costs etc.)													
5.6													
5.7 Costs of conferences/seminars													
5.7													
5.8 Visibility actions													
5.8													
<b>Subtotal Other costs, services</b>													
<b>6. Other</b>													
6													
<b>Subtotal Other</b>													
<b>7. Subtotal direct eligible costs of the Action (4+6)</b>													
7													
<b>8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)</b>													
8													
<b>9. Total eligible costs of the Action, excluding reserve (7+ 8)</b>													
9													
<b>10. Not applicable</b>													
10													
<b>11. Total eligible costs (9+10)</b>													
11													
<b>12. - Taxes</b>													
12													
<b>- Contributions in kind</b>													
12													
<b>13. Total accepted costs of the action (11+12)</b>													
13													



# Financial issues / Requirements

## Cost of staff / salaries: Proofs

### a) Necessary documentation:

- Copy of employee's contract / amendments
- Timesheet for each month (please use template),
- Statement of expenditure (please use template),
- Salaries (please use template),
- Payrolls/pay slips and quotation of daily rate (22 working days = 1 month)
- Proof of payment to the employee (bank account statement)
- Present once in the beginning all necessary proofs for gross employers' costs (documentation and way of calculation + proof of payment i.e. for pension insurances, assurance accident, health insurance, etc. => which took place in the European Country)



## b) Steps to calculate cost of staff / salaries

1. Calculation of real cost per day  
=> use template 'personalcostcalculation' (reference year 2018), fill in every item of the actual gross employers annual cost according to the law of your country and present all necessary proofs

**! No costs for administration / overhead can be included in this calculation!**

=> differences between actual 2019 personal costs and reference year 2018 can be accounted for later after presenting the actual costs

2. Calculation of working days  
=> 365 days minus weekends / annual leave / sick leave / job-related trainings
3. Statement of Expenditure  
=> Take amount of days worked stated in timesheet and multiply with cost per day shown in the 'personalcostcalculation' (just 22 days / month can be invoiced)

## Sample of how to calculate the gross employers Costs

=> Need to be adjusted by each Beneficiary

Name of Employee:			
Personal cost 2018			
1.	Annual gross salary of the employee	€	53.567,80 €
2.	Levy to be paid by the employer	€	3.153,18 €
3.	Health Insurance employers share	€	429,96 €
4.	Other health insurance employers share	€	5.103,17 €
5.	Pension- employers share	€	154,90 €
6.	Unemployment insurance employers share	€	718,00 €
	Employer gross salary		63.127,01 €
7.	Accident insurance	€	424,28 €
8.	Job ticket or any other benefit by the employer	€	
9.	Other benefits	€	514,84 €
10.	taxes employe pays for additional benefits	€	
11.	Health insurance abroad	€	
12.	Cost of training	€	
	<b>Personal cost total</b>		<b>64.066,13 €</b>
	<b>Personal cost per day</b>	<b>€</b>	<b>318,74</b>
	(personal cost total / net working days)		
Calculation of working days 2018			
1.	Calendar days		365
2.	minus Saturdays and Sundays	-104	
3.	minus public holidays	-10	
	<b>working days full time employment</b>		<b>251</b>
4.	minus leave	-30	
5.	minus days at trainings	-2	
6.	minus sick leave	-18	
	<b>Net working days</b>		<b>201</b>
	<b>EU personal cost per month</b>		<b>7.012,21</b>
	(personal cost per day x 22)		
Based on statements of wages and salaries as well as XXX's accountancy, personnel costs listed above were scrutinized and found correct. Working days incurred per year correspond to the actual productivity of every XXX employee. Assessed leave and absence days were scrutinized on account of respective internal documentation and were found correct.			
Bonn, 31.12.2018			
xxxxxx Head of Finance Department			



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## ARCHIPELAGO

an African-European partnership  
for vocational training

**Project Title:**  
**Archipelago - An African-European TVET initiative**

Project Beneficiary: sequa gGmbH  
 Project Contract N°: T05-EUTF-SAH-REG-15-01

**STATEMENT OF EXPENDITURE**

**1.2**      **Function**  
              **Name**

Referring to the above mentioned project we offset the following expenditure on personal for the period ..... to .....for our employee

<b>Name</b>	<b>x days</b>	<b>à</b>	<b>xx €</b>	<b>=</b>	<b>xx €</b>
-------------	---------------	----------	-------------	----------	-------------

Herewith we confirm that the above mentioned periods of assignment and expenditure on personnel have actually incurred for the implementation of the project.  
 Furthermore we declare that the costs of staff being offset only correspond to the actual salaries plus social security charges and other remuneration-related costs and do not exceed those normally borne by our organisation.

Bonn,      07.11.2019

Place and Date

Head of financial department / stemp



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Template  
 “Statement of  
 expenditure”

<b>Salaries</b>		<b>xxx</b>		
<b>T05-EUTF-SAH-REG-15-01</b>				
Project Title: Archipelago: An African-European TVET initiative				
Project Beneficiary: sequa gGmbH				
Project Contract N°: T05-EUTF-SAH-REG-15-01				
Project No. sequa 796				
<b>Month:</b>				
No.	Position	Surname First Name	Gross Pay incl. Empl. Contribution in local currency	Signature of Employee confirming that he/she received the mentioned salary
1				
2				
3				
4				
5				
6				
<b>Total:</b>				
				certified true and correct
Date:		Signature Financial Department:		
		name and stamp		
<b>Including following documents:</b>				
1. copy of staff contract (1st account)				
2. statement of expenditure				
3. timesheet				
4. payroll				



## Template “salaries slip”

=> each person  
involved needs to sign  
this form personally

PS: This pay slip is intended to be for each HR budget line (1.1 / 1.2) and for each person. If there are several people involved in a budget line and it is a question of confidentiality, it can obviously be signed separately.





# Exchange rate

## General Conditions Art. 15.9

- For costs incurred in other currencies than Euro apply following basic requirement:
- The “conversation into currency set in the special conditions” (here EUR) “shall be made using the rate of exchange at which each contracting authority’s contribution was recorded in the beneficiary(ies) account”.
- If money is transferred to co-applicant; system of first in – first out
- Use money tracker template (next page)
- If there is no bank / credit card payment / exchange receipt,  
<http://ec.europa.eu/budget/graphs/inforeuro.html>





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**THANK YOU FOR YOUR KIND ATTENTION**

**MERCI BEAUCOUP**

**VIELEN DANK**

**MUCHAS GRACIAS**

**GRAZIE MOLTO**

**HEEL HARTELIJK BEDANKT**

**ASANTE SANA**

**CHOUKRAN BEZEF**

**DOMO ARIGATO**



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For more information [www.sequa.de](http://www.sequa.de) and <http://ec.europa.eu/europeaid/prag/> (08/2018)

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