

FINANCIAL REPORTING IN SIU MAIN STEPS AND TOOLS

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Financial Reporting | Mestre | FLC Seminar – 16 October 2018

FINANCIAL REPORTING, MAIN STEPS AND TOOLS

Overview

Timeframe and tools

- ✓ Fixed 6-months reporting periods
- ✓ SIU system
- ✓ Templates

First level control

- ✓ For IT beneficiaries: selection and validation of First level controller
- ✓ For HR beneficiaries: centralized First level control, refer to ARD of Croatia

Roles and responsibilities

- ✓ LP
- ✓ PP
- ✓ FLC

Procedure

- ✓ Opening of the Project progress report by the LP and assigning of roles to PPs and FLCs
- ✓ Financial reporting in SIU by each PP and by the LP for its own part
- ✓ Verification, validation and certification of expenditure in SIU by each FLC
- ✓ Automatic aggregation by SIU in the PR of all reported and certified expenditure

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Timeframe and tools

Standard+ Projects have two 6-monthly Reporting periods per year



The deadline is referred to the confirmation of the PR on SIU system by the LP

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Roles and responsibilities

LPs, PPs and FLCs will be given access to SIU system with different roles

Partners

- ✓ Access SIU and the Progress Report request
- ✓ Insert their expenditures
- ✓ Upload in SIU **only** the following documents: *invoices* or equivalent, *proofs of payments*, *awarding* administrative document or equivalent and *contracts* for subcontracting
- ✓ Send all other needed supporting documents of expenditure to their FLC via other means
- ✓ Fill-in the Partner Activity Report and upload it in SIU
- ✓ Once they are done with their own financial reporting, click on the button “submit to FLC”
- ✓ Get in touch with their FLC to inform him/her the control can start
- ✓ Proceed to the necessary modifications on inserted expenditures if required by the FLC

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Roles and responsibilities

LPs, PPs and FLCs will be given access to SIU system with different roles

First Level controllers

- ✓ Once they get the information from the PP that has concluded financial reporting and clicked on the button “submit to FLC”, access SIU and verify PP expenditures, including invoices and proofs of payments;
- ✓ Collects all supporting documents from PP via e-mail or other means;
- ✓ Fill-in the FLC dedicated part of PP expenditures in SIU;
- ✓ Request to the PP via e-mail any modifications on inserted expenditures if needed and click on the button “return to PP”;
- ✓ Upload in SIU, in the dedicated part: ***signed CoVe, Control Report and FLC checklists***;
- ✓ Once the control is concluded, click on the button “submit to LP”.

THANK YOU FOR YOUR ATTENTION!

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