



QUALITY CONTROL MANUAL – ANNEX II

Acronym: WBC-VMnet

Name of project: WBC Virtual Manufacturing Network – Fostering an Integration of the Knowledge Triangle,

Number of project: 144684-TEMPUS-2008-RS-JPHES

Date: 31st July 2009,

Location: University of Kragujevac

ANNEX 2: Financial report

Structure of the Report:

- Staff costs table
- Travel costs table
- Equipment costs table
- Cash flow

STAFF COSTS TABLE

I. STAFF COSTS (including replacement costs)*

IMPORTANT NOTE: This Excel sheet is not protected or pre-formatted, meaning that you can insert rows and use calculations according to your needs. Please check your calculations carefully and ensure that the declared amounts are correct.

No. to be copied on the supporting documents	Name of person	Institution of Origin (see annex III/14)			Tasks performed for the project	Employed		Salary rate (per day) applied** (EURO)	Paid from Tempus - Total Tempus (EURO)	Co-financed*** Total Co-financed (EURO)	TOTAL STAFF COSTS (EURO)	
		Ref. No.	Country Code	Current occupation at home institution		Dates (dd/mm/yy)						Total number of days working on the project
						from	to					
		(3)	(4)	(5)								
1												
2												
3												
...												
	<i>please insert rows</i>											
total no. of supporting documents* =												
								TOTAL				

Column 3: indicate the reference number of the sending institution as indicated in the original application form;

Reference Number	Partners	Country Codes
0	University of Kragujevac	RS
2	University of Podgorica	ME
3	University of Banja Luka	BA
4	Regional Economic Development Agency of Sumadija and Pomoravlje	RS
5	SCGM d.o.o.	RS
6	University of Ljubljana	SI
7	University of Padova	IT
8	Institute for Production Engineering (IPU)	DK
9	c3m d.o.o.	SI
10	University of Rijeka	HR
11	ELCON Geratebau d.o.o	HR
12	METALIK d.o.o.	ME
13	TRI BEST d.o.o.	BA

Column 4 : indicate the country code of the sending institution;

Column 5 : for staff: indicate the status of the person claiming reimbursement at his home institution;

for students: indicate which course the students are following at their home institution, (e.g. B.Sc., MA., PhD, etc.) and the number of years they have already studied this course;

TRAVEL COSTS TABLE

(Will be delivered by EACEA as soon as possible)

II. TRAVEL COSTS AND COSTS OF STAY*

IMPORTANT NOTE: This Excel sheet is not protected or pre-formatted, meaning that you can insert rows and use calculations according to your needs. Please check your calculations carefully and ensure that the declared amounts are correct.

No. to be copied on supporting doc.	Name of person	Origin			Destination					Expenditure							
		Institution		Current occupation at home institution	Institution		Dates (dd/mm/yy)		Duration (in days)	Total Travel costs** (EURO)	Total Costs of stay ** (EURO)	Total amount of travel costs + costs of stay:		Institutional costs (for students only)****		Total travel costs and costs of stay (EURO) (12)+(13) +(14)+(15)	
		Ref. No.	Country code		Ref. No.	Country code	from	to				Paid from Tempus (EURO)	Co-financed*** (EURO)	Paid from Tempus (EURO)	Co-financed (EURO)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8/1)	(8/2)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(12)+(13) +(14)+(15)	
1	please insert rows																
2																	
3																	
...																	
total no. of Individual Mobility Reports* =																	TOTAL

- Column 1* : please use consecutive numbers and include the reference on the corresponding supporting documentation
- Column 2* : indicate the name of the person;
- Column 3* : indicate the reference number of the sending institution as indicated in the original application form;
- Column 4* : indicate the country code of the sending institution;
- Column 5* : for staff: indicate the status of the person claiming reimbursement at his home institution;
for students: indicate which course the students are following at their home institution, (e.g. B.Sc., MA., PhD, etc.) and the number of years they have already studied this course;
- Column 6* : indicate the reference number of the host institution as indicated in the original application form;
- Column 7* : indicate the country code of the host institution;
- Column 8* : indicate the start and end dates of the mobility flow;
- Column 9* : indicate the duration of the stay abroad in DAYS;
- Column 10* : indicate the travel costs;
- Column 11* : indicate the grant given to cover the costs of stay;
- Columns 12 & 13* : indicate the total of travel costs plus costs of stay, which should correspond to the amount reported on the Individual Mobility Report (Annex IV/2 of the Grant Agreement) and provide the 'Amount Paid from Tempus' (12) and the 'Amount Co-financed' (13) separately in the two columns;
- Columns 14 & 15* : for students only: indicate the amount for institutional costs and provide the 'Amount Paid from Tempus' (14) and the 'Amount Co-financed' (15) separately in the two columns.

EQUIPMENT COSTS TABLE

(Will be delivered by EACEA as soon as possible)

III. EQUIPMENT*

IMPORTANT NOTE: This Excel sheet is not protected or pre-formatted, meaning that you can insert rows and use calculations according to your needs. Please check your calculations carefully and ensure that the declared amounts are correct.

No. to be copied on supporting doc.	Nature, type and specifications of the item	Invoice date	Beneficiary Institution	Country Code	VAT and Taxes ** (EURO)	Equipment purchase costs (EURO)	Transport and installation costs (EURO)	Maintenance and insurance costs (EURO)	Paid from Tempus - Total Tempus (EURO)	Co-financed*** - Total Co-financed (EURO)	Equipment Costs Total (EURO)
						<i>(excluding VAT and taxes) **</i>					
1	please insert rows										
2											
3											
...											
total no. of Equipment items* =						TOTAL					

CASH FLOW – STAFF TABLE

Project Partner staff costs						Exchange rate*							I reporting period April - September 2009		
	Results/activities	Person	No hours	hourly rate	Total staff costs	Amount spent up to this reporting period	Amount spent this reporting period						Total amount spent to date	Balance remaining	
							April 2009	May 2009	Jun 2009	July 2009	August 2009	September 2009			
1.	Four Collaborative Training Centres (CTC) are established					2620	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	2620,00
1.2	Re-training for staff	Act.1.2, ac.staff, Re-training of WBC staff, 80 hours x262/8 EUR	80	32,75	2620	0,00							0,00	2620,00	
3.	Model for university-enterprise cooperation developed ...					6108	0,00	0,00	0,00	0,00	0,00	0,00	0,00	6107,50	
3.1	Analyze the EU models for cooperation in the knowledge triangle	Act.3.1, ac.staff, Analyze EU model, 15hours x 4months x349/8 EUR	60	43,625	2617,5	0,00							0,00	2617,50	
3.2	Develop, assess and adopt the new regional model of cooperation	Act.3.2, ac.staff, Dev.Ass.Ad. model, 20hours x 4months x349/8 EUR	80	43,625	3490	0,00							0,00	3490,00	
4.	Training/service needs identified and trainers/service providers...					3055	0,00	0,00	0,00	0,00	0,00	0,00	0,00	3055,00	
4.1	Training/service needs analysis (TSNA)	Act.4.1, ac.staff, TSNA methodology, 20hours x 4months x349/8 EUR	40	43,625	1745	0,00							0,00	1745,00	
4.2	Selection and re-training of trainers and service providers	Act.4.2,ac.staff, Re-training of trainers and ser.prov., 80 hours x262/8 EUR	40	32,75	1310	0,00							0,00	1310,00	
5.	Programme of vocational training, industrial fellowship and student practical placement					4146	0,00	0,00	0,00	0,00	0,00	0,00	0,00	4146,25	
5.3	Develop and conduct Industrial Fellowship Progr.(IFP) for graduates	Act.5.3, ac.staff, Develop IFP, 60 x262/8 EUR	60	32,75	1965	0,00							0,00	1965,00	
5.4	Develop, adopt and carry out Practical Placement Programme for students	Act.5.4, ac.staff, Develop and cond PPP, 50 hours x349/8 EUR	50	43,625	2181	0,00							0,00	2181,25	
6.	Dissemination					2014	0,00	0,00	0,00	0,00	0,00	0,00	0,00	2013,75	
6.4	Organize three motivational seminars	Act.6.4, EU expert-trainer x 3sem x 30 hours x 179/8 EUR	90	22,375	2014	0,00							0,00	2013,75	
9.	Management of the project					6048	0,00	0,00	0,00	0,00	0,00	0,00	0,00	6048,00	
9.2	Local management on the level of EU partners	Act. 9.2, manager, 3 hours x 36months x 448/8 EUR	108	56	6048	0,00							0,00	6048,00	
	TOTAL person costs					23991	0,00	0,00	0,00	0,00	0,00	0,00	0,00	23990,50	

* Put in fields I3, J3, K3, L3, M3, N3 applied exchange rate for conversion into Euro the amounts of expenditure in the list of invoices incurred in national currency. The expenditures shall be converted into Euro using the monthly accounting exchange rate of the Commission in force in the last month of the reporting period. (<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>).

CASH FLOW – TRAVEL TABLE

Project partner travel costs											Exchange rate*							I reporting period April - September 2009	
Results/activities	Person	Type travel	No flows	Duration days	Cost stay	Stay costs	Trav. cost/flow	Travel costs	Total trav. Costs	Amount spent up to this reporting period	Amount spent this reporting period						Total amount spent to date	Balance remaining	
											April 2009	May 2009	Jun 2009	July 2009	August 2009	September 2009			
6. Dissemination									4880	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	4880,00	
6.4 Organize three motivational seminars	1 EU expert trainer	EU-PC	3	4	576	1728	400	1200	2928	0,00							0,00	2928,00	
6.6 Organize three brokerage events	1 EU academic staff	EU-PC	2	4	576	1152	400	800	1952	0,00							0,00	1952,00	
9. Management of the project									5746	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	5746,00	
9.1 Overall project management	1 EU project staff	EU-PC	4	4	576	2304	400	1600	3904	0,00							0,00	3904,00	
	1 EU project staff	EU-EU	2	4	576	1152	345	690	1842	0,00							0,00	1842,00	
TOTAL travel costs									10626	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	10626,00	

* Put in fields N3, O3, Q3, P3, R3, S3 applied exchange rate for conversion into Euro the amounts of expenditure in the list of invoices incurred in national currency. The expenditures shall be converted into Euro using the monthly accounting exchange rate of the Commission <http://ec.europa.eu/budget/infoeuro/index.cfm?Language=en>.