

FINANCIAL STATEMENT SUMMARY

For the period from **11/1/2013** to **4/30/2015** and corresponding to the contractual dates.
(dd/mm/yy)

Agreement number:	IEE/12/844/SI2.661214	Indirect Costs rate	60%
Project acronym:	PRIMES		
Name of the beneficiary:	UNDP (United Nations Development Programme Croatia)		
My organisation can not claim the VAT back:		<input type="checkbox"/>	
If outside Euro zone, type of exchange rate used:		End of action rate	

By way of derogation from Article II.16.1, any conversion of actual costs into Euro shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website applicable on the day when the cost was incurred, or at the monthly accounting rate established by the Commission and published on its website applicable on the first working day of the month following the period covered by the financial statement concerned. (Exchange rates from Info Euro website : <http://ec.europa.eu/budget/infoeuro>).

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ELIGIBLE COSTS:	Amounts in Euro		
	Budgeted eligible costs for the complete action	Costs incurred for the period	Variance
Direct costs			
1. Staff	40,332.00	23,024.71	17,307.29
2. Subcontracting	0.00	0.00	0.00
3. Travel and subsistence expenses	9,500.00	2,250.30	7,249.70
4. Durable equipment	0.00	0.00	0.00
5. Other specific costs	7,000.00	0.00	7,000.00
Sub-total	56,832.00	25,275.01	31,556.99
Indirect costs	24,199.00	13,814.83	10,384.17
Total	81,031.00	39,089.84	41,941.16

REVENUES:		Amounts in currency units		
		Budgeted revenue for the complete action	Actual revenue for the period	Variance
IEE contribution in %: 71.89%				
Please enter the percentage of the Article I.4.3				
IEE programme financial contribution		58,253.19	28,101.69	30,151.50
6. Revenues other than IEE programme and own funding		0.00	0.00	0.00
Own Funding		22,777.81	10,988.15	11,789.66
Total		81,031.00	39,089.84	41,941.16

Statement by the beneficiary

We certify that

- the above costs correspond to the resources employed for the work under the agreement and that those resources were necessary for the work,
- the costs were incurred and fall within the definition of eligible costs,
- where necessary, authorisations have been obtained from the EASME, and
- all the documents supporting the allowable costs reported above, including the time records are available for the purposes of audit by the EASME and its authorised representatives or the Court of Auditors and reflect the costs actually incurred.

Date: **12.05.2015.**

Name of the person in charge of the project (PCOW): **Sandra Vlašić**

Signature of the person in charge of the project: 

This summary page must always be signed by the person in charge of the work (PCOW). If PCOW is different than the person indicated in the Contract Preparation Form please inform us in a separate letter.

DIRECT STAFF COSTS

For the period from

11/1/2013 to

4/30/2015

Agreement number:

IEE/12/844/SI2.661214

Project acronym PRIMES

Name of the beneficiary:

P (United Nations Development Programme Cr

STAFF COSTS (Copies of timesheets and justification for labour rate calculations will be requested by the EASME on a random basis)

Line N°	Staff / In house consultant	Name	Category name (e.g. senior expert, engineer, etc.)	Number	Hourly	Staff costs
				of man-hours	rate	amount
				A	B	AxB
1	Staff	Sandra Vlašić period 1 (01.11.2013. - 31.10.2014)	Senior Expert	100.00	36.46	3,846.37
2	Staff	Sandra Vlašić period 2 (01.11.2014. - 30.04.2015)	Senior Expert	48.00	39.52	1,896.88
3	Staff	Jelena Kremenjaš	Expert	510.00	21.45	10,939.50
4	Staff	Admir Pajić	Junior Expert	331.00	19.16	6,341.96
5						0.00
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29						0.00
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39						0.00
40						0.00
Total				989.00		23,024.71

The cost of staff assigned to the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration. EASME will not accept any specific bonuses paid out only for the participation in EU projects

TRAVEL AND SUBSISTENCE

For the period from 11/1/2013 to 4/30/2015

Agreement number: IEE/12/044/312.061214

Project acronym: PRIMES

UNDP (United Nations Development Programme/Crossat)

Name of the beneficiary:

TRAVEL AND SUBSISTENCE ALLOWANCES - STAFF members only (Copies of invoices will be requested by the EABME on a random basis)

Line N°	Name	Destination (city, country)	Date (definitive)	Duration (days)	Purpose	Amount
1	Jelena Ivanovic	Vienna	28.12.2014	1	PRIMES staff training meeting, EABME	274.00
2	Jelena Ivanovic	Vienna	28.01.2014	1	PRIMES staff training meeting, Travel Expenses August	403.00
3	Jelena Ivanovic	Geneva	12.06.2014	2	PRIMES staff training meeting, Travel Expenses August	400.00
4	Jelena Ivanovic	Geneva	17.06.2014	2	PRIMES staff training meeting, Travel Expenses August	398.93
5	Jelena Ivanovic	Geneva	17.07.2014	2	PRIMES staff training meeting, Travel Expenses August	303.96
6	Jelena Ivanovic	Geneva	17.11.2014	3	PRIMES staff training meeting, Travel Expenses August	43.10
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HOURLY RATE CALCULATION TEMPLATE
(This is for information purpose only)

ANNUAL WORKING HOURS	
(1) Calendar days per year minus weekends	261
(2) Annual holidays (in n° of days)	0
(3) Statutory holidays (in n° of days)	0
(4) Other (i.e. illness etc.) (in n° of days) PLEASE SPECIFY	2
(5) Productive days per year: (1) - (2) - (3) - (4)	214
(6) Working hours per day	8.00
(7) Annual working hours: (5) x (6)	1,712
(8) Productive hours per year: (5) x (6)	1,712
(9) Productive hours per month	143

(A)
(A): 12

Staff ID / Name / Location	Staff Name	Staff Category	Salary cost per year (Staff - Hourly rate x productive hours per year)	Local charges per year (Staff)	%	Other Cost per year (Staff)	Total cost per employee	Hourly Labour Rate (Total cost per employee / A)
Staff	Samia Viala (period 1) 10/1/2013 - 31/12/2014	FUNCTIONARY	4,222.07	25,200.81	77%		65,649.58	31.46
Staff	Samia Viala (period 2) 10/1/2013 - 9/12/2014	FUNCTIONARY	14,144.54	25,214.00	77%		67,655.48	39.52
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FINANCIAL REPORT UNDP – ADDITIONAL EXPLANATIONS

For the period 01.11.2013.-30.04.2015.

Agreement Number: IEE/12/844/SI2.661214

Project acronym: PRIMES

1. Contract upgrade

Due to the internal rules of the organization, Sandra Vlašić got contract upgrade in November 2014, what is reflected in the change of her hourly rate.

2. Calculation of expenses

As per description of activities under Individual Contracts of Jelena Kremenjaš and Admir Pajić, and according to the IEE financial guidelines, they fulfill all of the requirements to be considered as a “person working under a civil contract”, and their costs can be classified under staff costs. However, as they were engaged on an ad hoc bases, with hourly rate of 162,5 HRK/h for Jelena (according to the exchange rate from May 2015 it is 21,45 €/h), and 145,13 HRK/h for Admir (19,16 €/h as per May 2015 exchange rate), and as this type of contract has no additional costs or benefits, contract hourly rate is used for calculations of their expenses.