

# Financial Monitoring Tool user guide

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## I. Financial Monitoring tool

The Financial Monitoring tool was developed by the Joint Secretariat of the Interreg 2 Seas Programme in order to help financial and project managers monitor the financial situation of the project. This tool could be used by Lead Partners as well as Project Partners as it gives an overview of the financial situation at project level and at partner level. It is straightforward and easy to use for all beneficiaries of Interreg 2 Seas projects.

Lead Partners are also encouraged to use this tool to monitor the 20% flexibility rule. As a reminder, the definition of the 20% flexibility rule is the following: *"At budget line, work-package and partner's budget levels, projects have the possibility to claim **up to 20% more** than originally planned, if the increase is compensated by an equivalent decrease in the same budget table (flexibility rule - no need for modification of the Application Form)."* (Factsheet 6, Section II.C.2 – Tolerance on delivery to budget).

Since Lead Partners do not have access to the financial information of the other Project Partners prior to the Partner's financial claim being "Submitted to LP", the Joint Secretariat encourages Project Partners to use this tool to communicate their financial information to their Lead Partner on a regular basis.

This tool also includes a tab linked to the performance of the project for Lead Partners and Project Partners to have a global overview on the project targets (outputs and finances) against the project achievement.

The Financial Monitoring tool is downloadable on the Interreg 2 Seas Programme website <https://www.interreg2seas.eu/en/documents> . Lead partners are encouraged to notify any error appearing on the document to the email address: [contact@interreg2seas.eu](mailto:contact@interreg2seas.eu) so that updates on the document can be implemented.

This user guide describes the process to input information in the different tabs and where to find relevant information. It means for a partnership of maximum 25 partners, 10 Work Packages and the submission of 20 Consolidated claim. Should you project go over these limits, please get in touch with the Joint Secretariat.

All the best,  
The 2 Seas team

## II. Step by step: inputting information on the Financial monitoring

The red and black mouse cursors show in each step where to click in order to go to the next step.

### A. Tab 1 – AF: inputting Project Partners’ budgets and the Performance target

#### 1. Page 1: Project budget per Work package and Budget Line and Project performance

- You can enter your project name as shown in the figure below. This will automatically enter the project name on the other tabs in this document.

The first table shown below (Project budget per Work package and Budget Line) is automatically calculated, based on the information entered for each Project Partner (See point 2 below).

- Partners have to **manually enter the annual Project financial targets** in the second table on this page. This information will be used to calculate the Project Performance and can be found in the Project Application Form (Part D. – Project budget).

2S01-001_Project 2SEAS_Financial situation							
APPLICATION FORM							
Total Budget	3 169 849,70 €						
Lump Sum	50 000,00 €						
	BL1	BL2	BL3	BL4	BL5	BL6	Total
WP0				50 000,00 €			50 000,00 €
WP1	297 481,00 €	44 622,15 €	9 914,00 €	76 859,00 €	32 207,00 €	- €	461 083,15 €
WP2	103 209,00 €	15 481,35 €	7 407,00 €	36 990,00 €	15 250,00 €	- €	178 337,35 €
WP3	634 015,00 €	95 102,25 €	13 425,00 €	139 652,00 €	39 460,00 €	- €	921 654,25 €
WP4	498 810,00 €	74 821,50 €	15 475,00 €	30 622,00 €	3 000,00 €	- €	622 728,50 €
WP5	446 095,00 €	66 914,25 €	28 914,00 €	72 170,00 €	10 900,00 €	- €	624 990,25 €
WP6	169 768,00 €	25 465,20 €	14 380,00 €	99 943,00 €	1 500,00 €	- €	311 056,20 €
WP7	- €	- €	- €	- €	- €	- €	- €
WP8	- €	- €	- €	- €	- €	- €	- €
WP9	- €	- €	- €	- €	- €	- €	- €
WP10	- €	- €	- €	- €	- €	- €	- €
Total	2 149 378,00 €	322 406,70 €	109 12,00 €	506 236,00 €	102 317,00 €	- €	3 169 849,70 €
Project Performance	Target	Cumulative					
2016	332 593,00 €	332 593,00 €					
2017	845 595,25 €	1 178 188,25 €					
2018	847 190,45 €	2 025 378,70 €					
2019	779 126,00 €	2 804 504,70 €					
2020	365 345,00 €	3 169 849,70 €					
2021		3 169 849,70 €					
2022		3 169 849,70 €					

#### 2. Page 2: Partners’ budgets

On page 2 (see below), the first table is automatically calculated, based on the information entered for each Project Partner

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2S01-001_Project 2SEAS_Financial situation								
APPLICATION FORM								
27	2021		3 169 849,70 €					
28	2022		3 169 849,70 €					
Partners' Budgets								
33	LP		208 041,95 €		...	...		
34	PP2		629 592,00 €		PP14		- €	
35	PP3		324 262,15 €		PP15		- €	
36	PP4		326 528,80 €		PP16		- €	
37	PP5		368 336,00 €		PP17		- €	
38	PP6		118 977,05 €		PP18		- €	
39	PP7		558 652,25 €		PP19		- €	
40	PP8		636 059,50 €		PP20		- €	
41	PP9		- €		PP21		- €	
42	PP10		- €		PP22		- €	
43	PP11		- €		PP23		- €	
44	PP12		- €		PP24		- €	
45	PP13		- €		PP25		- €	
46	...		...					
48	LP	BL1	BL2	BL3	BL4	BL5	BL6	TOTAL
49	WP0				15 000,00 €			15 000,00 €
50	WP1	10 196,00 €	1 529,40 €	1 141,00 €	- €	- €	- €	12 866,40 €
51	WP2	10 269,00 €	1 540,35 €	300,00 €	2 000,00 €	- €	- €	14 109,35 €

AF Claims Remaining Performance review

### 3. Page 3 onwards: Project Partners' budget per Work Package and per Budget Line

- ➔ For each Project Partner, enter the information per Work Package and per Budget Line as contained in the Project Application Form (Part B – Partner). Please note that BL2 is automatically calculated, based on amount entered in BL1 (BL2 is a flat rate of 15% of each partner's staff costs).

The total amount per Work Package and per Budget Line is automatically calculated.

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2S01-001\_Project 2SEAS\_Financial situation

APPLICATION FORM

LP	BL1	BL2	BL3	BL4	BL5	BL6	TOTAL
WP0				15 000,00 €			15 000,00 €
WP1	10 196,00 €	1 529,40 €	1 141,00 €	- €	- €	- €	12 866,40 €
WP2	10 269,00 €	1 540,35 €	300,00 €	2 000,00 €	- €	- €	14 109,35 €
WP3	6 132,00 €	919,80 €	750,00 €	- €	- €	- €	7 801,80 €
WP4	8 019,00 €	1 202,85 €	520,00 €	- €	- €	- €	9 741,85 €
WP5	92 425,00 €	13 863,75 €	2 459,00 €	14 167,00 €	2 000,00 €	- €	124 914,75 €
WP6	15 092,00 €	2 263,80 €	1 573,00 €	4 679,00 €	- €	- €	23 607,80 €
WP7	- €	- €	- €	- €	- €	- €	- €
WP8	- €	- €	- €	- €	- €	- €	- €
WP9	- €	- €	- €	- €	- €	- €	- €
WP10	- €	- €	- €	- €	- €	- €	- €
<b>TOTAL</b>	<b>142 133,00 €</b>	<b>21 319,95 €</b>	<b>6 743,00 €</b>	<b>35 846,00 €</b>	<b>2 000,00 €</b>	<b>- €</b>	<b>208 041,95 €</b>
PP2	BL1	BL2	BL3	BL4	BL5	BL6	TOTAL
WP0				14 403,00 €			14 403,00 €
WP1	101 585,00 €	15 237,75 €	1 396,00 €	521,00 €	28 904,00 €	- €	147 643,75 €
WP2	9 300,00 €	1 395,00 €	900,00 €	1 200,00 €	- €	- €	12 795,00 €
WP3	253 398,00 €	38 009,70 €	1 800,00 €	27 112,00 €	10 500,00 €	- €	330 819,70 €
WP4	27 269,00 €	4 090,35 €	- €	- €	- €	- €	31 359,35 €
WP5	64 021,00 €	9 603,15 €	1 622,00 €	7 900,00 €	- €	- €	83 146,15 €
WP6	5 587,00 €	838,05 €	- €	3 000,00 €	- €	- €	9 425,05 €
WP7	- €	- €	- €	- €	- €	- €	- €
WP8	- €	- €	- €	- €	- €	- €	- €
WP9	- €	- €	- €	- €	- €	- €	- €
WP10	- €	- €	- €	- €	- €	- €	- €
<b>TOTAL</b>	<b>461 160,00 €</b>	<b>69 174,00 €</b>	<b>5 718,00 €</b>	<b>54 136,00 €</b>	<b>39 404,00 €</b>	<b>- €</b>	<b>629 592,00 €</b>
PP3	BL1	BL2	BL3	BL4	BL5	BL6	TOTAL
WP0				6 047,00 €			6 047,00 €
WP1	55 000,00 €	8 250,00 €	2 400,00 €	2 500,00 €	- €	- €	68 150,00 €
WP2	19 400,00 €	2 910,00 €	2 400,00 €	- €	- €	- €	24 710,00 €
WP3	34 062,00 €	5 109,30 €	1 680,00 €	41 400,00 €	- €	- €	82 251,30 €

Page 3

AF Claims Remaining Performance review

## B. Tab 2 – Claims

The upper box on this tab show the “Total claimed” by the project and is calculated automatically, based on the information provided for each Project Partner’s claims.

- **For each Project Partner’s Financial Claim or for each Project Consolidated claim**, enter the amounts claimed, certified and/or paid can be input in this tab. Please note that the lump sum paid to the project has to be input in the same table as Claim 1.
- Once all information for a Consolidated claim has been entered, you now have to enter the year of the Annual performance the Consolidated Claim contributes to.
  - For April, July and October submission, simply enter the year of submission of the claim can be input in this tab.
  - For January submission, as it counts towards the previous year Performance review, enter N-1. For example, claims submitted in January 2019, enter 2018 in the relevant “Date” column as it counts towards the 2018 Project Performance review.

This will be useful to calculate the Project performance for a given year. **It is important** to enter the year of submission, otherwise, the last tab “Performance review” will not be populated.

N.B.: although BL2 is a flat rate of 15%, **it is recommended to input the amounts for BL2 manually** as there could be slight differences between the EEP and an automatic formula on Excel.

2S01-001 Project 2SEAS Financial situation							
<b>Total claimed</b>	516 794,26 €						
	<b>Total</b>	<b>Date</b>		<b>Total</b>	<b>Date</b>		
<b>Lump sum</b>	50 000,00 €	2016	...	...	...		
<b>Claim 1</b>	185 490,44 €	2017	<b>Claim 11</b>	- €			
<b>Claim 2</b>	281 303,82 €	2017	<b>Claim 12</b>	- €			
<b>Claim 3</b>	- €		<b>Claim 13</b>	- €			
<b>Claim 4</b>	- €		<b>Claim 14</b>	- €			
<b>Claim 5</b>	- €		<b>Claim 15</b>	- €			
<b>Claim 6</b>	- €		<b>Claim 16</b>	- €			
<b>Claim 7</b>	- €		<b>Claim 17</b>	- €			
<b>Claim 8</b>	- €		<b>Claim 18</b>	- €			
<b>Claim 9</b>	- €		<b>Claim 19</b>	- €			
<b>Claim 10</b>	- €		<b>Claim 20</b>	- €			
...	...	...					
<b>Claim 1 + Lump Sum</b>							
<b>LP</b>	<b>BL1</b>	<b>BL2</b>	<b>BL3</b>	<b>BL4</b>	<b>BL5</b>	<b>BL6</b>	<b>TOTAL</b>
WP0				15 000,00 €			15 000,00 €
WP1	- €	- €	649,57 €	- €	- €	- €	649,57 €
WP2	- €	- €	- €	- €	- €	- €	- €
WP3	- €	- €	- €	- €	- €	- €	- €
WP4	- €	- €	39,85 €	- €	- €	- €	39,85 €
WP5	- €	- €	211,72 €	1 994,02 €	- €	- €	2 205,74 €
WP6	- €	- €	19,73 €	629,31 €	- €	- €	649,04 €
WP7							- €
WP8							- €
WP9							- €
WP10							- €
<b>TOTAL</b>	- €	- €	920,87 €	17 623,33 €	- €	- €	18 544,20 €
<b>Claim 1 + Lump Sum</b>							
<b>PP2</b>	<b>BL1</b>	<b>BL2</b>	<b>BL3</b>	<b>BL4</b>	<b>BL5</b>	<b>BL6</b>	<b>TOTAL</b>
WP0				14 403,00 €			14 403,00 €
WP1	20 218,66 €	3 032,85 €	528,43 €	- €	- €	- €	23 779,92 €

### C. Tab 3 – Remaining

In this tab, all tables are automatically calculated. The user can have an overview of the project budget remaining at project level and at partner level. The tab also provides the project spend since the beginning of the project implementation.

Some cells will be lighting in green or red depending on their level of budget remaining/spending.

- Green: the budget remaining is between 20% and 0% OR the budget spent is between 80% and 100%
- Red: the budget remaining/spent is within the 20% flexibility rule
- Bright red and font in white: the budget remaining/spent exceeds the flexibility. A modification is necessary before the end of the project to address the overspend in a WP, a BL or a Partner's budget.

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2S01-001_Project 2SEAS_Financial situation							
Budget Remaining							
Total Remaining	1 798 703,83 €						
Project Spent & Remaining Budgets							
Remaining	BL1	BL2	BL3	BL4	BL5	BL6	TOTAL
WP1	38 432,15 €	5 764,83 €	1 546,62 €	28 366,63 €	- 12 156,42 €	- €	61 953,81 € 13%
WP2	48 285,40 €	7 242,83 €	6 583,67 €	35 682,18 €	9 562,09 €	- €	107 356,17 € 60%
WP3	544 085,41 €	81 612,78 €	11 856,31 €	127 843,02 €	- 3 027,19 €	- €	762 370,33 € 83%
WP4	266 319,69 €	39 947,85 €	13 640,85 €	17 200,11 €	512,78 €	- €	337 621,28 € 54%
WP5	221 299,94 €	33 194,98 €	21 024,10 €	44 490,16 €	1 681,72 €	- €	321 690,90 € 51%
WP6	120 562,84 €	18 084,45 €	13 054,21 €	54 509,84 €	1 500,00 €	- €	207 711,34 € 67%
WP7	- €	- €	- €	- €	- €	- €	- € #DIV/0!
WP8	- €	- €	- €	- €	- €	- €	- € #DIV/0!
WP9	- €	- €	- €	- €	- €	- €	- € #DIV/0!
WP10	- €	- €	- €	- €	- €	- €	- € #DIV/0!
Total	1 238 985,43 € 58%	185 847,72 € 58%	67 705,76 € 76%	308 091,94 € 61%	- 1 927,02 € -2%	- € #DIV/0!	1 798 703,83 € 57%
Spent	BL1	BL2	BL3	BL4	BL5	BL6	TOTAL
WP1	259 048,85 €	38 857,33 €	8 367,38 €	48 492,37 €	44 363,42 €	- €	399 129,35 € 87%
WP2	54 923,60 €	8 238,52 €	823,33 €	1 307,82 €	5 687,91 €	- €	70 981,18 € 40%
WP3	89 929,59 €	13 489,47 €	1 568,69 €	11 808,98 €	42 487,19 €	- €	159 283,92 € 17%
WP4	232 490,31 €	34 873,65 €	1 834,15 €	13 421,89 €	2 487,22 €	- €	285 107,22 € 46%
WP5	224 795,06 €	33 719,27 €	7 886,90 €	27 679,84 €	9 218,28 €	- €	303 299,35 € 49%
WP6	49 205,16 €	7 380,75 €	1 325,79 €	45 433,16 €	- €	- €	103 344,86 € 33%
WP7	- €	- €	- €	- €	- €	- €	- € #DIV/0!
WP8	- €	- €	- €	- €	- €	- €	- € #DIV/0!
WP9	- €	- €	- €	- €	- €	- €	- € #DIV/0!
WP10	- €	- €	- €	- €	- €	- €	- € #DIV/0!
TOTAL	910 392,57 € 42%	136 558,98 € 42%	21 806,24 € 24%	148 144,06 € 29%	104 244,02 € 102%	- € #DIV/0!	1 321 145,87 € 42%

Page 1

AF Claims Remaining Performance review

The figure above shows cells highlighted in green (below 20% remaining) and in red (budget exceeded but within the flexibility rule).

#### D. Tab 4 – Performance review

The information included in this tab is mostly generated automatically from the information provided in the previous tab.

→ The outputs names and targets have to be entered manually (see figure below)

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C31

Outputs Targets							
Output Title	2016	2017	2018	2019	2020	2021	2022
Output 1		1					
Output 2					1		
Output 3					1		
Output 4					1		
Output 5					1		
Output 6					1		
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>6</b>	<b>6</b>
Cumulative achievement							
Output Title	2016	2017	2018	2019	2020	2021	2022
Output 1		1					
Output 2					1		
Output 3					1		
Output 4					1		
Output 5					1		
Output 6					1		
0							
0							
0							
0							
0							
0							
0							
0							
0							
0							
0							
0							
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Cumulative achievement rate							

Page 1

AF Claims Remaining Performance review

The project performance is calculated automatically. Users can see the project spending profile against their targets and the 65% threshold at a glance (see figures below) in a table or in a diagram.



