

Financial Administration and Audit

13 October 2017, Amsterdam - the Netherlands

2 November 2017, Amsterdam - the Netherlands

- 08:30 - 09:00 Welcome**
- 09:00 - 09:15 Opening**
- 09:15 - 10:30 Financial rules of Horizon 2020**
Learning about the basic financial rules of Horizon 2020, understanding a budget, cost categories, flat rates and lump-sums, eligibility criteria. Understanding the framework and getting an overview of different grants.
- 10:30 - 10:45 Coffee break**
- 10:45 - 12:00 In-depth financial rules**
Learning about the practicalities of the financial management and administration of a Horizon 2020 project: personnel cost calculation, sub-contracting and third parties, equipment and assets, receipts, internal invoices. Case study on personnel cost calculation.
- 12:00 - 13:00 Lunch**
- 13:00 - 14:00 Budget Monitoring in Horizon 2020**
Learning about project monitoring principles and how to draft a solid budget in Horizon 2020. From theory to practice and how to report on financial matters. Workshop on how to identify financial risks and problem-solving.
- 14:00 - 14:30 Financial Reporting in theory**
Detailed introduction to Financial reporting, practical guide on how to build your Form C.
- 14:30 - 15:00 The Forming a Form C**
The group will work on a Form C by making use of dummy invoices. A case study on how to detect errors and start thinking about the value of supporting documents and how to build your Form C.
- 15:00 - 15:15 Coffee break**
- 15:00 - 16:00 The Forming a Form C (continued)**
The group will work on a Form C by making use of dummy invoices. A case study on how to detect errors and start thinking about the value of supporting documents and how to build your Form C.
- 16:00 - 16:45 Audits**
Learning about audit procedures, audit trails and the importance of supporting documents. A practical approach on how to incorporate today's lessons in your day-to-day work and pass future audits easily.
- 16:45 - 17:00 Final Q&A and closing remarks**
- 17:00 End of day**

Outcome:

- You will understand the financial rules and how to implement them in your day-to-day work;
- You know all about cost allocation and how to prepare a Form C;
- You understand the audit process and how to take care of this, by improving your accounting principles and coping with regularly made mistakes.

For whom:

The workshop will be of value for project administrators, financials, project coordinators and support staff. The workshop is very interactive and we promote exchange between participants and trainer.

Registration fee

€ 650,- excluding VAT. This price includes training materials, coffee breaks and lunch at the venue and a certificate.

All participants will receive an extensive guide with information on the training topics.

When you also sign up for the session on Project Management on October 12th or register for the MSCA ITN

Project Management and Finance session on November 3rd, you can register for both days for € 1.100,- excluding VAT.

MeSo Academy gives a 15% discount for members of our partner organizations EARMA and EUPMAN.

Please [click here](#) to register or send an e-mail to info@meso.nl for more information.