

## Financial Administration and Audit

8:30 - 9:00	<b>Welcome</b>
9:00 - 9:15	<b>Opening</b>
9:15 - 10:30	<b>Financial rules of Horizon 2020</b> 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	<b>Coffee break</b>
10:45 - 12:00	<b>In-depth financial rules</b> 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	<b>Lunch</b>
13:00 - 14:00	<b>Budget Monitoring in Horizon 2020</b> 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	<b>Financial Reporting in theory</b> Detailed introduction to Financial reporting, practical guide on how to build your Form C.
14:30 - 15:00	<b>The Forming a Form C</b> 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	<b>Coffee break</b>
15:00 - 16:00	<b>The Forming a Form C (continued)</b> 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	<b>Audits</b> 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	<b>Final Q&amp;A and closing remarks</b>
17:00	<b>End of day</b>

Registration fee: € 850,- 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.

MeSo Academy gives a 15% discount for members of EARMA.