



ASEB

ACTIVE SENIORS' EDUCATION
WITHOUT BARRIERS

Active Seniors Educations without Barriers

2020-1-CZ01-KA204-078151



Erasmus+

Financial management



Budget change

OU, as the project coordinator, requested the transfer of all unused funds planned for the kick-off meeting in Ostrava, which was organized online, in the amount of 6,285 EUR (3 x 760 EUR AMBESP, 3 x 760 EUR RUTIS and 3 x 575, - EUR KU) to OU as the organizer of Blended mobility and Multiplication Event in the Czech Republic with rich cultural program for foreign participants - extension of the IO2 Cultural Heritage output.

The budget of the OU is increased by this item, the budget of each partners is reduced because of not spending travel finance (kick off meeting in the Czech Republic).

Approval of this budget changes will be confirmed in the conclusions from this meeting.

OU will prepare amendment to all partnership agreement

All other budget items remain the same.

Drawing: AMBESP Portugal


► Project Management and Implementation: (15 months x 250,- EUR)	3.750,- EUR
► TPM: 2 x 760,- EUR (Slovakia)	1.520,- EUR
► Training activity C2 in Portugal	0,- EUR
► Staff costs – IO 1	7.280,- EUR
► Staff costs – IO 2	5.726,- EUR
► Staff costs – IO 3	6.259,- EUR
► Staff costs – IO 4	161,- EUR
► Exceptional costs	0,- EUR
► altogether	24.696,- EUR

Drawing: RUTIS Portugal

► Project Management and Implementation: (15 months x 250,- EUR)	3.750,- EUR
► TPM: 3 x 760,- EUR (Slovakia)	2.280,- EUR
► Training activity C2 Portugal	0,- EUR
► Staff costs – IO 1	5.098,- EUR
► Staff costs – IO 2	5.215,- EUR
► Staff costs – IO 3	0,- EUR
► Exceptional costs	0,- EUR
► altogether	16.343,- EUR



Drawing: Katolícka univerzita



► Project Management and Implementation: (15 months x 250,- EUR)	3.750,- EUR
► TPM:	0,- EUR
► Training activity C2 Portugal	2.204,- EUR
► Staff costs – IO 1	3.863,- EUR
► Staff costs – IO 2	3.712,- EUR
► Staff costs – IO 3	3.744,- EUR
► Exceptional costs	0,- EUR
► altogether	17.273,- EUR

Drawing: Ostravská univerzita

► Project Management and Implementation: (15 months x 500,- EUR)	7.500,- EUR
► TPM: 2 x 575,- EUR (Slovakia)	1.150,- EUR
► Training activity C2 Portugal	2.130,- EUR
► Staff costs – IO 1	7.058,- EUR
► Staff costs – IO 2	3.231,- EUR
► Staff costs – IO 3	5.651,- EUR
► Staff costs – IO 4	344,- EUR
► Exceptional costs	191,- EUR
► altogether	27.255,- EUR

Drawing of whole project

► Project Management and Implementation: (15 months x 1.250,- EUR)	18.750,- EUR
► TPM: Slovakia	4.950,- EUR
► Training activity C2 Portugal	4.334,- EUR
► Staff costs – IO 1	23.299,- EUR
► Staff costs – IO 2	17.884,- EUR
► Staff costs – IO 3	15.654,- EUR
► Staff costs – IO 4	505,- EUR
► Exceptional costs	191,- EUR
► altogether	85.567,- EUR
► Drawing in %	38,39 %

Transnational project meeting Slovakia

It is necessary to prove relationship between organization and meeting participant (employment contract, volunteer contract, DPP, DPČ, etc.), except *KU* - *KU is not entitled to reimburse expenses for the meeting*

It is necessary to confirm participation by evidence of the boarding passes of all participants - flights here and back, preferably in pdf files

Signed attendance list – *done* 😊

Deadline: 3. 12. 2021 – scan pdf files – readable!!



Staff Costs (for IO)

The table for the period 10-12/2021 must be sent to OU **no later than 31 December 2021** due to the submission of the Interim Report in February 2022.

Each team member paid from the project must prove the connection with the organization - Employment contract, DPP, DPCČ **no later than 31.12. 2021** - readable scan




Exceptional Costs

- If you have already drawn from this item, please send the necessary documents as soon as possible: invoice, account statement (proof of payment), VAT declaration
- It does not go to purchases under item Management... ..
- 75% of the actual costs will be refunded, 25% of the actual costs are a co-participation of the partner.

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Acceptable costs- Interrim report

- Costs dated in the period 1.9.2020 - 31.12.2021
- Exceptional Costs evidenced by invoices and proof of payment
- Staff costs evidenced by the timesheet signed by each employee
- Staff costs are reimbursed only in whole units (only one whole working day !!)
- Subsistence costs for TPM, Training activity and Blended mobility evidenced by attendance certificates and confirmations of participation
- Travel costs evidenced by boarding passes

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- All necessary documents for the Interrim report must be put together **no later than February 15, 2010!**
 - Training activity participants in Portugal will scan and send confirmation of participation issued by Vera
 - Based on the table of staff costs you will send me till 31.12.2021, timesheets will be prepared by OU in pdf and sent to partners for printing and signature, back by post as soon as possible!
 - Costs dated in 2021 and not report may not be refund later by the NA!
 - After receiving the advance payment (40% of the adjusted budget), part of them will be sent to the partners immediately - assumption March, April 2022

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Thank you all for the great
cooperation 😊.