

ewoca³ - Accounting



- General regulations and the guidelines.
- The forms and how to deal with them.
 - How to prepare yourself.
- Single steps of your financial report.
 - The end...

Regulations and Guidelines



- Trilateral partnership.
- Participants: Young people with special need of support of the age 16 to 27 years.
- Minimum of 14 days.
- Minimum of 18 participants (6 per partner).
- The number of participants of the hosting group
•can count 6-12 people.

Regulations and Guidelines



If your workcamp lasts **less than 14 days** (day of arrival and departure included) or if you include **less than 18 participants** (6 per partner) we will have to reduce your budget proportionally and **you won't get the complete funding of 15000 Euro.**

Regulations and Guidelines Accommodation



- Accommodation costs have to be presented by the original invoice.
- If the adolescents are accommodated in organisation owned houses or camping sites the rates listed in the annex apply as accountable donations.

Regulations and Guidelines: Accommodation



Accommodations per diems

- Breakfast/Tax 22,-€
- Half board 27,-€
- Full board 32,-€
- Meals per diem: 10,-€ per day / person

!!! Lists of participants !!!

Regulations and Guidelines: Accommodation



- If possible the most cost-effective means of transportation has to be chosen (no taxis).
- Travel costs are only refundable by presenting the original ticket.
- If using private passenger cars the mileage allowance can be refunded according to the valid regulations of the finance minister (currently 0,20 Euro per km).

Regulations and Guidelines: Personnel costs



- The personnel costs can be accounted for as a part of the own contribution.
- They can be accounted for by activity reports and corresponding salary statements.

Regulations and Guidelines: Personnel costs



- The acquisition of allotted non-monetary resources is left to the funded organisation, which has to consider
 - a) all possibilities of abatement of the purchase price, especially of a cash discount and
 - b) in purchasing larger objects (more than 500€) has to obtain an offer of compromise and has to write down the reasons for its choice.

Regulations and Guidelines: Personnel costs



- The contractual partner has to report about the maintenance of the liabilities according to point a) and b).
- Fees have to be adjusted to local rates. Fees for translation and interpreting realign with common country rates.
- Honorary labour can be brought to account as a part of the own contribution.
- For honorary labour please use the form „Activity report“.

The ewoca forms



- Please use only the official ewoca³ forms for your accounting:
 - The budget plan
 - The expenditure report
- You can download all the forms on the ewoca³ homepage: www.ewoca.org → Downloads

How to prepare yourself



Choose one person that is responsible for finances during the whole camp

Discuss the accounting rules in detail with your team before the camp.

Have a finance folder and a cash box ready and always store these at a fixed (and secure) place.

Make sure you know what your budget is and assign it to the different types of expenditures you are going to.

How to prepare yourself



- .Get a receipt for everything you buy.
- .The receipt has to contain at least the date, applicable taxes and the amount paid.
- .Hand-written receipts have to be signed by the seller or the company
- .Keep all original receipts and file them immediately.
- .Whenever you pay out money, let the recipient sign for it.
- .Regularly check up on the state of your budget.
- .Make sure that everyone fills in the participation lists.

The ewoca forms Budget plan



- The approved funds have to be applied for, unasked, four weeks in advance with the form “call for funds”, until this date the final cost plan has to be submitted.
- Changes in the cost plan which exceed 20% of the subsidy amount, have to be communicated immediately to the IBB.

Single steps



- Follow all the presented steps of the live presentation!

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The ewoca forms Expenditure report



- It can be applied for up to 15.000 € for each work camp. The funding amount applied for has to be at least doubled by equity ratio, so that the funding by ewoca makes at a maximum 50% of the total amount.
- This equity ratio can be carried by honorary activities and services (working-hours, material, accommodation, board) up to 40% (20% of the total sum).

The ewoca forms Expenditure report



- The left over 60% (30% of the total sum) can be financed by further own contributions, benefits or donations out of private or public authorities from the countries of the three partners. For this part of the equity capital a cash flow has to be accounted for.

The ewoca forms Expenditure report



Running number: 1,2,3,4...

Specify which amount was paid from which funds. The sum o

The specific company/person which received the money. Not: „multiple“, „ewoca“, „restaurar

Einzelnachweis für die Verwendung der Gesamtmittel für das Projekt								
Lfd. Nr.	Kostenart-Nr.	Zahldatum	Empfänger	Verwendungszweck	Betrag Eigenmittel	Betrag sonstige Drittmittel	Betrag Fördermittel	Währung

Preparation, travelling costs, programme, and so on...

You have to add a printout of the online currency excha

The end



- .You have to sort the receipts chronologically
- .All original receipts have to be sent to IBB e.V. (no copies!)
- .Only in special cases will notarised copies be accepted
- .All receipts have to be translated to either English or German
- .The accounting has to contain a report on expenditure of funds

The end



Definition of **deadline** [noun]

1) the latest time or date by which something should be completed:
the deadline for submissions is February 5th

2) *historical* a line drawn around a prison beyond which prisoners were liable to be shot.

„10 weeks after the end of each work camp a cross-reference of the submitted funds together with a report has to be delivered to the IBB association. The clearly arranged and numbered documents have to be attached to the cross-reference. The summary has to be orientated on the financial plan, which has been agreed on at the conclusion of the contract and single expenditures have to be clearly assignable to the entries of the financial plan.“

ewoca³ - Richtlinien: Punkt 4 Absatz 1



**THANK YOU
VERY MUCH!**