

Financial information for 2006 Annual Report

Maria Carvalho Dias has confirmed that the reporting format is the same as for last year. The time-table is rather tight as the report has to be in Brussels by the middle of February. We need two forms and an audit certificate from each Contractor:

1. Justification of Resources deployed.

This is broken down by Design Study. For contractors other than Edinburgh, the original budget assigned funding under DS-1 for Audit Certificates only. This is where you claim the cost of **last year's** audit (unless you claimed last year). Other expenditure needs to be claimed under the appropriate direct DS and map on to the narrative report.

Under each DS, we report direct costs under broad headings: Personnel costs, Travel, Equipment, etc. We have not had any feedback from the 2005 report regarding the level of detail required, so I propose we do as we did last year. One piece of feedback we received from Brussels this year was that if a contractor reports zero personnel costs for someone working on a particular DS, e.g. if funded from another grant, under "Justification of Costs" we should write "As foreseen in the Contract". AC contractors include the independently funded effort in brackets.

Under travel, I suggest we list meetings and dates. At the end of the form, we include indirect costs according to the cost model.

When I receive your tables, I will collate the information to draw up the summary "Budget vs. Actual Costs" and "Person-months Status" tables as well as merge your tables into the report. To allow time for this, would it be possible for me to receive this information by the end of January?

2. Form C

Expenditure is reported under two headings only, "Management of the Consortium" (last year's audit in most cases) and "Other Specific Activities". The financial totals in these forms need to match those in the Justification of Resources tables. The calculation of the requested FP6 financial contribution (item 5) by a macro in the Form C is inconsistent with the cost models in the contract, and it is often necessary to enter the correct number by hand. The costs of this year's audit are given in Item 6. The forms need signatures and rubber stamps - we missed one last time and had to provide replacement pages.

Again, I will need to combine the information for a summary table and merge the tables for the report, and would appreciate receiving you tables by the end of January.

3. Audit Certificate

The accounts will have to be audited this year. It would be a good idea to warn your finance people of this as setting up the audit can take a while.

Peredur Williams, December 8, 2006