



**GUIDE ON THE REVISION OF THE  
CONTROL AND AUDIT GUIDELINES  
(Version 2.1)**

***5 December 2011***

## Introductory note

- ✓ Changes in the CENTRAL EUROPE Control and Audit Guidelines Version 2.1 concerning **calculation of staff costs** occurred because:
  - On the one hand, the method applied so far requests a **recalculation on a yearly basis**
  - On the other, experience has shown that the calculation of costs for **staff working part-time** in a project resulted difficult in its application
  
- ✓ Due to this, the revised Control & Audit Guidelines offer an **alternative method** to the current one for the **allocation of staff costs**

## Introductory note

- ✓ The present document is intended to highlight the major changes occurred
- ✓ Changes highlighted in this document (*in green*) are for information purposes only and are not exhaustive of all changes occurred



## 3.2.1 - Staff costs

✓ No more exclusiveness of calculation method on annual basis

- Where not provided by national eligibility rules, the calculation of staff costs for people working part-time for project purposes must be based on the following formula<sup>9</sup>:

$$\frac{\text{Gross salary + social charges}^{10}}{\text{Total real working days/hours}^{11}} \times \text{project worked days/hours}$$

<sup>9</sup> The formula can only be applied on an annual basis. In case of periods less than a year, planned real working days/hours should be applied and a correction based on actual real working days/hours should be done in the next possible progress report

## 3.2.1 - Staff costs

- ✓ Alternatively to annual basis method and if not in contrast with national rules, possibility to apply calculation method on six-monthly basis

Where not provided by national eligibility rules, the calculation of staff costs for people working part-time for project purposes must be based on the following formula<sup>9</sup>:

$$\frac{\text{Gross salary + social charges}^{10}}{\text{Total real working days/hours}^{11}} \quad \times \quad \text{project worked days/hours}$$

The formula can be applied either on an annual basis or on a six-monthly basis.

In case it is applied on an annual basis, if the period is of less than a year, planned working days/hours should be applied and a correction based on actual real working days/hours should be done in the next possible progress report.

As an alternative, and where not in contrast with national rules, the above formula can be applied on a six-monthly basis. In this case, the calculation of the staff costs to be allocated to the project must be compulsorily carried out by using the “Staff costs calculation sheet” (Annex 3). The “Staff costs calculation sheet” referring to the semester of reporting must be fully filled-in, signed, stamped and provided to the controller. The cost calculation on a six-monthly basis, by using the “Staff costs calculation sheet”, will allow to avoid further recalculations and corrections. However, the application of this method might result in a lower amount that may be claimed from the project when compared to the calculation done on an annual basis.



## Annex 3 - Staff costs calculation sheet

- ✓ New Annex 3 added to calculate costs on a **six-monthly basis** will allow to avoid further recalculations and corrections
- ✓ Filling of Annex 3 is **compulsory** in case the calculation key used is on a **six-monthly basis**
- ✓ The excel version of Annex 3 can be downloaded from the Programme website

### Staff costs calculation sheet<sup>51</sup>

Version 1.0

Project index:

Project acronym:

Partner no:

Institution:

Reporting period no.

From (date):

To (date):

Name of employee:

Main function:

Gross salary: salary, tax, employer's contribution for national social security schemes, etc. calculated in accordance with the national legislation. It shall also include salary costs of sickness absence and holidays.

Total real worked hours: are the total worked hours of the employee for each month, according to the time-sheet and excluding sickness, absence and holidays.

Year	Month	Monthly gross salary	Project real worked hours	Total real worked hours
Total of the period		€ 0,00	0	0

Hourly rate	#DIV/0!
Project worked hours	0
Total eligible	#DIV/0!

Place: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name of controller: \_\_\_\_\_  
 Institution: \_\_\_\_\_

<sup>51</sup> The template displayed in this page is for information purposes only. The official Annex 3 is an Excel file available for downloading on [www.central2013.eu/xxxx/xxxxxx/xxxxxx](http://www.central2013.eu/xxxx/xxxxxx/xxxxxx).

## Concluding note

- ✓ The choice of method (i.e., *annual* or *six-monthly basis*) to apply to calculation of staff costs is based on PP's decision
  
- ✓ If the calculation key for staff costs is used on a six-monthly basis:
  - No recalculation is required after one year
  - The amount claimed would most probably be lower than if the calculation key is on an annual basis
  - Use of Annex 3 is compulsory

