



Training Course on Financial Management & Audit of projects funded by the European Commission

14, 15, 16 October 2019

ALDA's Offices in Vicenza - Viale Milano 66, 36100 Vicenza (IT)

Presentation

More and more associations, local authorities and stakeholders have access to European funds but their ideas need to be supported by adequate financial preparation, implementation and monitoring.

The financial dimension of the European Commission projects represents one of the most important and demanding exercises for most implementation agencies, particularly when, at the end of a project, it requires an audit.

An effective method and an organized approach is the guarantee to avoid losing resources and to gain credibility with other partners, citizenship and European institutions.

Consequently, a good financial system and good preparation are necessary to create the basis for a successful fundraising.

ALDA has a significant experience in the management of projects financed by the European Commission in the framework of different programs. Moreover, in the last 20 years, numerous audits of projects coordinated by ALDA have been successfully approved by the European Commission.

The course aims at reaching the following goals and providing the following competencies:



- Improve competencies and skills to elaborate and manage projects' budgets
- Enhance the capacities of trainees for a qualitative drafting of the final reports of the activities
- Prepare the applicants to successfully overcome an audit of the European Commission

Programme

MODULE 1 **Presentation & Introduction**

Participants and trainers' presentation; Items allocation;
Introduction to EC financial regulations;
Deal with EC: trust and transparency; Hints and alerts.

MODULE 2 **Elaboration of the budget**

Finance your idea!;
Cost assessment; Internal and external assessment;
Hints and alerts.

MODULE 3 **Spending & Implementing**

Conventions with partners;
Expenditure management; Rules and procedures;
Software management; Hints and alerts.

MODULE 4 **Reallocating & Monitoring**

Principles of reallocation;
Reassessment of the action;
Hints and alerts.

MODULE 5 **Financial reporting**

Preparation and submission of the final documents;
Hints and alerts.

MODULE 6 **Audit (Part I)**

Principles of the audit;
Procedures to be respected;
Timesheets and staff management.

MODULE 7 **Audit (Part II)**

Payments;
Partners management;
Hints and alerts.

Methodology & Certification

All classes are divided into face-to-face theoretical lessons and practical exercises.
The training will be delivered in English.

In order to make the training as effective and dynamic as possible and to take the most out of it,
the maximum number of participants is 10.

At the end of the course, each participant will receive a **certificate of attendance** issued by ALDA,
strategic partner of the European Commission and of the Council of Europe.

Target Groups

The training addresses **whoever wants to learn** and/or improve his competences
regarding the European Commission financial management and audit.

Therefore, the course is suitable both for **associations and local authorities'** representatives, and in general, for all the potential grantees of EC



Costs & Registration

The training course has a total cost of **950,00 (VAT included)**.

The cost includes the training materials which will be distributed during the course and coffee breaks.

~~950€~~ **855€** for ALDA members & under 26

~~950€~~ **750€** If register by July 31st

~~950€~~ ~~750€~~ **675€** for ALDA members & under 26 - registered by July 31st

Registrations are open until 9th October 2019.

To complete the registration, please fill the [ONLINE FORM](#) and please note that the payment of a € 300 deposit is required.

Bank transfer information: ALDA+ SRL Benefit Corporation SB
Vicenza ITALY

BANCA INTESA SAN PAOLO

IBAN : IT64 E030 6911 8961 0000 0004 287

BIC CODE : BCITITMM

Please write as reference "Financial course and Audit October 2019" and send the proof of payment at: admin@aldaplus.it

Trainers

All the trainers have a certified and significant multi-annual experience in the field of European project management:



Barbara Elia

Barbara works as Coordinator of the Financial and Administrative Unit of ALDA since 2003. She has more than 10 years of experience in financial management and project reporting, with a specific focus on EC funded projects. She has been following several audits of the European Commission for different EC projects granted in the framework of different programmes.

Marco Boaria

Since 2008, Marco is Resource and Development Unit Coordinator of ALDA. He has 15 years of experience in the international field, with a specific focus on active citizenship. As programmes developer, he has a significant experience in drafting numerous budgets (up to 5 million euro) within the framework of different EC programmes. He also works as trainer, project coordinator and supervisor.



Contacts



For further information please send an e-mail to
barbara.elia@aldaintranet.org and to *admin@aldaplus.it*
or call us at +39 0444 540 146



www.alda-europe.eu