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Latvia
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ENPI cross border
cooperation programme

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Seminar for Auditors

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Tartu, Estonia

Accounting system

Raamatupidamisarvestus

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Joint Technical Secretariat/ Ühine tehniline sekretariaat

Accounting requirements in contract

Article 16.1 of General Conditions (annex II to the contract)

The Beneficiary and partners shall keep accurate and regular accounts of the implementation of the project, using an appropriate accounting and double-entry bookkeeping system. The system:

- May be either part of the beneficiary's and partners' regular system or an adjunct to that system
- Shall be run in accordance with the accounting and bookkeeping policies and rules that apply in the country concerned
- Accounts, expenditure and revenue relating to the project must be identifiable and verifiable
- Details on interest accruing on funds paid by EC have to be provided



Nõudmised raamatupidamisele

Üldtingimuste artikkel 16.1 (lepingu lisa II)

Toetusesaaja ja projektipartnerid on kohustatud pidama projekti elluviimise üle täpset ja regulaarset arvestust, kasutades selleks asjakohast raamatupidamissüsteemi ja kahekordse kirjendamise meetodit. Süsteem:

- Peab olema toetusesaaja ja partnerite raamatupidamissüsteemi osa või selle täiendus
- On vastavuses asjakohases riigis kehtivatele raamatupidamise põhimõtetele ning reeglistikule
- Projektiga seonduv arveldamine, kulud ja tulud peavad olema arusaadavad ja kontrollitavad
- Raamatupidamine peab kajastama EL poolt tehtud eelmaksete intressi üksikasju



Accounting requirements in contract

Article 16 of General Conditions (annex II to the contract)

Two options for the project accounting:

- Set-up of separate accounts for the project
- A system ensuring that the revenue and expenditure for the project (i.e. the project transactions) is easily identified and traced to and within the beneficiary's accounting and bookkeeping system



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Nõudmised raamatupidamisele

Üldtingimuste artikkel 16.1 (Toetuslepingu lisa II)

Projekti raamatupidamise korraldamiseks on kaks võimalust:

- Kasutada projekti jaoks eraldi raamatupidamissüsteemi
- Kasutada süsteemi, kus on tagatud, et projekti tulud ja kulud (nt projekti tehingud) saab kergesti tuvastada ja üles leida toetusesaaja ning projektipartneri raamatupidamises



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What is an accounting?

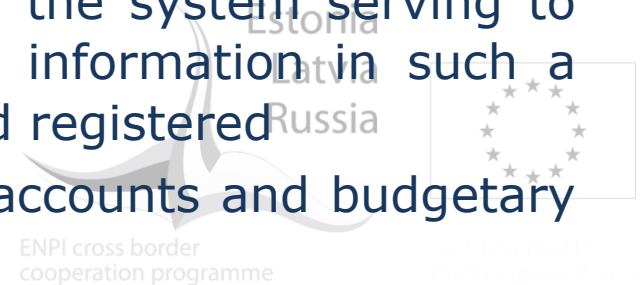
**Accounting IS NOT a list of expenditure and revenue.
An excel file is not an accounting system.**

General definition of accounting

The systematic recording, reporting and analysis of the financial transactions of an entity.

Common provisions on accounting by Financial Regulation (Article 132 of EC Regulation 1605/2002)

- The institution's accounting system is the system serving to organise the budgetary and financial information in such a way that figures can be input, filed and registered
- The accounts shall consist of general accounts and budgetary accounts



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Mis on raamatupidamisarvestus

**Tulude ja kulude loetelu ei ole raamatupidamine.
Excel'i fail ei ole raamatupidamissüsteem.**

Raamatupidamisarvestuse mõiste

Isiku finantstehingute süstemaatiline kirjendamine, aruandlus ja analüüs.

Raamatupidamisarvestuse üldsätted EL finantsmääruse 1605/2002 artikli 132 järgi

1. Institutsiooni raamatupidamisarvestus on süsteem, mille eesmärk on korrastada eelarve- ja finantsteavet nii, et arvnäitajaid saab sisestada, liigitada ja salvestada
2. Raamatupidamisarvestus raamatupidamisarvestusest raamatupidamisarvestusest

koosneb ja üldisest eelarve

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Accounting according to EC Regulations

Definition of general accounts by Financial Regulation (Article 134 of EC Regulation 1605/2002)

The general accounts shall record, in chronological order using double-entry method, all events and operations which affect the economic and financial situation and the assets and liabilities of the institutions.

Some requirements on general accounts by Financial Regulation (Article 135 of EC Regulation 1605/2002)

- All accounting entries shall be based on supporting documents, to which they shall refer
- The accounting system must be such as to leave a trail for all accounting entries



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Raamatupidamisarvestus vastavalt EL regulatsioonile

Üldise raamatupidamisarvestuse mõiste EL finantsmääruse 1605/2002 artikli 134 järgi

Üldisesse raamatupidamisarvestusse märgitakse ajalises järjestuses kahekordse kirjendamise meetodi abil kõik sündmused ja toimingud, mis mõjutavad institutsioonide majanduslikku ja rahalist seisundit ning nende varasid ja kohustusi.

Mõned nõudmised üldisele raamatupidamisarvestusele EL finantsmääruses vastavalt 1605/2002 artiklile 135

- Kõik raamatupidamiskirjed põhinevad vastavatel tõendavatel dokumentidel
- Raamatupidamisarvestuse süsteemi peab jääma jälg kõikidest raamatupidamiskirjetest



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General requirements on accounting

All partners need to have a general accounting following the above-mentioned principles, in conformity with national rules

The project accounting has to be organised as a budgetary accounting in all partners

The project **accounting** has to be kept in the **national currency**, as the translation to Euro will only be necessary for the financial report to JMA/JTS.

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Raamatupidamisarvestuse üldnõuded

Kõik partnerid peavad lähtuma ülaltoodud põhimõtetest vastavuses siseriikliku seadusandlusega

Projekti raamatupidamisarvestust tuleb korraldada eelarve raamatupidamisarvestusena kõikide partnerite poolt

Projekti **raamatupidamisarvestust** peab pidama **kohalikus valuutas**, selle konverteerimine eurodesse on vajalik ainult ÜKA/ÜTS-le esitatava finantsaruande tarbeks.



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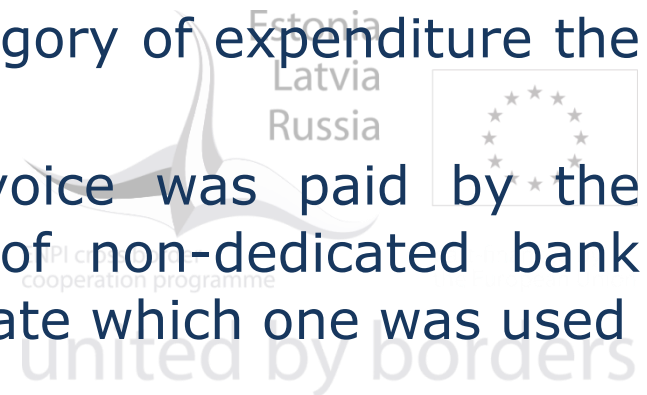
What is double-entry bookkeeping?

Definition of double-entry bookkeeping

An accounting technique which records each transaction in at least two different accounts, as a **credit** and as a **debit**. Credit entries represent the **sources of financing**, while debit entries represent the **use of this financing**.

Let's see an example of expenditure in a project-dedicated accounting:

- The **debit** will indicate to which category of expenditure the invoice has to be imputed
- The **credit** will indicate if the invoice was paid by the beneficiary or a partner. In case of non-dedicated bank accounts, the entry should also indicate which one was used



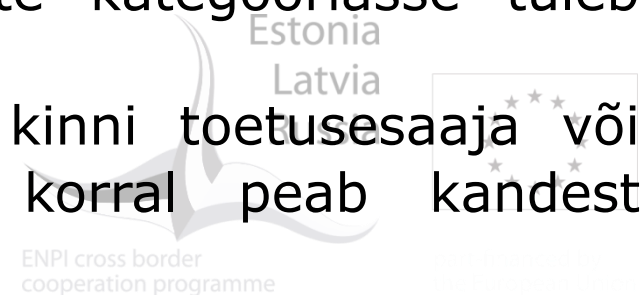
Mis on kahekordne kirjendamine?

Kahekordse kirjendamise mõiste

Kahekordne kirjendamine on meetod, mille puhul iga majandustehingu kirjapanemisel kantakse see läbi vähemalt kahe konto (**kreedit ja deebet**). Kreediti kanded esindavad rahastamisallikaid ning deebet kanded – **selle rahastuse kasutamist**

Vaatame näiteks projektile mõeldud raamatupidamise kulusid:

- **Deebet** näitab, millisesse kulutuste kategooriasse tuleb lisada arve
- **Kreedit** näitab, kas arve maksis kinni toetusesaaja või partner. Mitteseotud pangakonto korral peab kandest nähtuma, millist kontot kasutati



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Reconciliation with reports

Article 16.1. of General Conditions also indicates that:

The financial report has to be properly and easily reconciled to the accounting and bookkeeping system and to the underlying accounting and other relevant records.

For this purpose, the beneficiary shall prepare and keep appropriate reconciliations, supporting schedules, analyses and breakdowns for inspection and verification.



Võrreldavus aruannetega

Üldtingimuste artikkel 16.1 täpsustab, et:

Finantsaruanne peab olema nõuetekohaselt ja kergesti võrreldav raamatupidamis- ja eelarvestamissüsteemiga, vastava raamatupidamisarvestusega ning muude asjakohaste dokumentidega.

Selle tarbeks peab toetuse saaja ette valmistama ja säilitama vastavad võrdlused, toetavad ajakavad, analüüsid ja jaotused ülevaatuks ja kontrolliks.



Setting up your accounting system

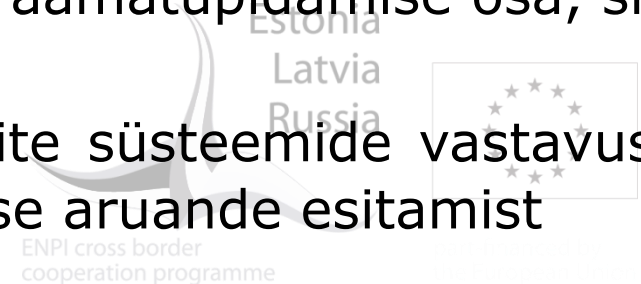
- Ensure that it is in conformity with PraG requirements, as per article 16.1 of General Conditions
- Design it to provide the necessary information for the interim and final report (see presentation on reporting)
- Use it periodically to allow a proper follow-up of the project budget and enable you to identify any major deviations beforehand
- Ensure that there is shared understanding by all partners. If it is a separate system, use the same for all the partnership; if it is included in the partners' accounting, check its adequacy
- Ask support to the auditors on the conformity of the system by all partners several months before the first reporting



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Raamatupidamissüsteemi korraldamine

- Veendu, et see on vastavuses PraG nõuetega, k.a Toetuslepingu üldtingimuste artikliga 16.1
- Kujunda see andmaks vahe- ja lõpparuannete tarvis vajalikku teavet (vt ettekannet aruandluse kohta)
- Kasuta seda perioodiliselt, et võimaldada nõuetekohast projekti eelarve järelevalvet, mis võimaldaks teil eelnevalt tuvastada kõik olulised kõrvalekalded
- Veendu, et partnerid saavad sellest ühiselt aru. Kui on tegemist eraldi süsteemiga, kasutage seda kogu partnerluses; kui see on partnerite raamatupidamise osa, siis kontrollige selle vastavust
- Küsi audiitorite abi kõikide partnerite süsteemide vastavuse hindamiseks mitu kuud enne esimese aruande esitamist



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Archiving of supporting documents

Requirements of your archiving system

- All transactions in accounting are referred to the necessary supporting documents
- The originals of the supporting documents have to be kept by each partner institution, but copies (either scanned or physical) are easily available by the Beneficiary in order to facilitate the financial controls by authorized bodies. A web-based document repository shared by all partners may be very useful for this purpose.
- The documents have to be archived in a way that they are easily accessible after the project closure.



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Kuludokumentide arhiveerimine

Nõuded arhiveerimissüsteemile

- Kõik tehingud raamatupidamises sisaldavad viiteid vajalikele kuludokumentidele (vt ettekannet kulude abikõlblikkuse kohta)
- Kuludokumentide originaalid tuleb säilitada iga partnerinstitutsiooni poolt, kuid koopiad (elektroonilised või füüsilised) peavad olema saadaval toetusesaajale, et hõlbustada pädevate asutuste finantskontrolli. Veebipõhine dokumentide hoidla, mida jagavad kõik partnerid, võib olla väga kasulik
- Dokumente peab arhiveerima nii, et neile on kerge ligi pääseda ka pärast projekti lõppemist (vähemalt 7 aastat peale lõppmakse saamist)



JTS contacts

Thank You for Your attention!

Aitäh tähelepanu eest!

www.estlatrus.eu

Email: info@estlatrus.eu

Phone: +371 6750 9524

Address: Ausekla Str. 14-3, Riga

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