

## One-day training

### *Financial management of an ECHO-funded Action*

#### General Information

Specific Objective	To make partners aware of all ECHO rules related to financial management of an Action and be able to properly draft financial statements and reports.
Expected Results	<p>After this course, participants:</p> <ul style="list-style-type: none"> <li>– Are able to better apply the provisions established by the FPA 2014 to manage the financial aspects of an ECHO funded Action</li> <li>– Acquire skills for drafting proper financial statements and reports</li> <li>– Know where to find the relevant information in the FPA and supporting documents</li> <li>– Recognize the potential added value of the Partners' Helpdesk service (training, helpdesk mailbox, website, newsletter, distance learning)</li> <li>– Are motivated to apply what they have learnt to their daily work</li> </ul>
Target Group	<p>ECHO Partners Staff (NGO only)</p> <p>For its characteristics, this course is more suitable for NGO staff dealing with financial and administrative issues.</p>
Prerequisites	<p>This training is quite specific and requires experience in the implementation-management of ECHO actions and a thorough knowledge of the FPA 2014, its annexes and supporting documents, since it will focus only on the financial issues and reporting requirements.</p> <p>The course is not suggested for beginners.</p>
Number of participants	25 maximum per session
Duration	1 day (from 9.00 a.m. to 5.00 p.m.)

## Course structure

The following overall structure is only indicative. The precise agenda (division of topics and timing) will be provided in class at the beginning of the training.

Day 1
<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>- Presentation of course</li> <li>- Introduction to ECHO</li> <li>- Overview of Final Reporting transition measures from FPA 2008 to FPA 2014</li> </ul>
<p><b>Types of expenses</b></p> <ul style="list-style-type: none"> <li>- Main costs categories and their eligibility conditions under FPA 2014</li> <li>- Other eligible costs (VAT, exchange rates, personnel costs, cost allocation system, supplies, purchase, rental, lease and depreciation, insurance and liabilities, and financial support to beneficiaries)</li> <li>- Overview of ineligible costs</li> </ul>
<p><b>Designing the financial statement</b></p> <ul style="list-style-type: none"> <li>- Financial overview of the Action</li> <li>- The financial statement</li> </ul>
<p><b>Supporting evidence</b></p> <ul style="list-style-type: none"> <li>- Main supporting evidence required for each cost category</li> </ul>
<p><b>The final financial report</b></p> <ul style="list-style-type: none"> <li>- Financial information (financial overview, financial statement and general ledger)</li> <li>- How to prepare all annexes</li> <li>- Payment of the balance</li> <li>- Complementary information</li> </ul> <p><b>Closing session</b></p>