

Guideline: Proof of Use Musicboard Berlin GmbH

You can find a thorough explanation (in German) of how to give proof of spent funding and general guideline on the handling of funding in the [funding guide](#) published by the Musicboard.

The proof of use («Verwendungsnachweis») has to be issued in accordance with the general auxiliary regulations for project funding («Allgemeine Nebenbestimmungen zur Projektförderung«, short: »ANBest-P«) no. 6. The ANBest-P are annexed to your funding contract («Zuwendungsvertrag») and can be accessed online on the [Musicboard website](#) and the [website of the Senate Department of Finance](#).

For most projects, the proof of use has to be issued no later than **3 months after the end of the project period**. You find the actual deadline under no. 7 of your contract. The proof of use has to be handed in in due time and is part of the fulfillment of your funding contract. **Violation can entitle Musicboard Berlin GmbH to reclaim the funding. Incomplete proofs of use cannot be processed.**

The proof of use consists of:

- 1) a **written report** including information on the project's course, successes and failures, an evaluation of the project's goals, a summary of media coverage and audience feedback as well as a statement of key budget positions or changes in budget
- 2) a signed **numerical report** (ANBest-P 6.2.1 und 6.2.2) consisting of a comparison between target costs and actual costs, following exclusively the template provided for this purpose
- 3) a **list of all invoices** with consecutive numbering by invoice date, following exclusively the template provided for this purpose
- 4) the **original receipts** with consecutive numbering by invoice date and filed in the same order as in the numerical report. The individual receipts must be accompanied by the necessary offers, price comparisons, lists for hospitality expenses, notices on contracts and contracts
- 5) the complete **account statements** of the project's bank account for the entire funding period (see no. 2.3 of your funding contract)
- 6) **media coverage / press report** including photo documentation
- 7) **copies of printed material** such as flyers, posters or programme booklets

Below you will find further explanations on the written and numerical report as well as the receipts and list of all invoices.

1) Written Report

According to ANBest-P 6.2.1, the written report has to give a detailed account of the use of the funding and the achieved goals in comparison to the goals specified in the application. It has to refer to the main budget positions. Furthermore, the necessity and adequacy of the carried-out work (and expenses) have to be explained. The written report is a kind of statement and should at least fill one DIN-A4 page depending on the scope of the project. The written report should be relating to the original project description and budget handed in with the application i.e. the latest approved alteration. It should reflect on successes and failures, the project's goals as well as major changes in the budget.

2) Numerical Report

The numerical proof states all expenses and income of the funded project including own and third-party funds, following exclusively the template provided for this purpose. The original budget handed in with the application i.e. the latest approved alteration (target costs) has to be compared to the actual incurred costs. When doing so, please be sure to sort the positions based on the approved budget positions and assign the appropriate document number to each expense or income according to the list of all invoices. Larger alterations of costs or particularities must be explained in the in the field provided for this purpose. If items of over 410 € net were purchased for the project (e.g. technical equipment) only the so called AfA depreciation can be stated as expense. The numerical report is to be submitted to the Musicboard as a signed original copy. In addition, we kindly ask you to submit the Excel file be for computational verification.

Please pay particular attention to:

- the correct reporting of net or gross amounts depending on the entitlement to input tax deduction (If the contractor of the funding contract is entitled to input tax deduction only net amounts can be calculated. This also applies to receipts such as supermarket purchases or taxi and income / ticket fees.)
- all formula and total sums in the spreadsheet – if you add rows/lines to the excel sheet you need to update the formula and make sure all numbers are included.
- explain deviations of over 20% of single budget positions – deviations of over 20% of one cost type have to be approved by Musicboard before the event
- the printable formatting and readability of the table
- the signature of the declaration according to no. 6.2.2 sentence 6 AnBest-P, enclosed at the bottom of the template

3) Receipts and list of all invoices

The complete original invoices and receipts have to be submitted. These must be numbered consecutively by invoice date and submitted to the Musicboard sorted by budget positions. The individual receipts must be accompanied by the necessary offers, price comparisons, lists for hospitality expenses, contracts or notices on contracts. Furthermore, a list of all invoices has to be handed in. Please follow exclusively the template provided for this purpose. The list must include all all expenses and income of the funded project numbered consecutively by invoice date. It must indicate the invoicing person/company, numbering, reason for invoice/payment (carried out service), sum, date of invoice and date of payment. If items whose net purchase or production value exceeds 410 euros have been procured, they must be inventoried.

Please pay particular attention to:

- submit the complete original receipts
- the [requirements of proper invoicing](#) i.e. date, amount, invoice number, purpose and payee
- compare prices and document the comparison (through copies of alternative offers) for oninvoice amounts exceeding 1,000 euros net
- invoices of employees as fee per hour or fee by day and worked hours per day must be quoted on the invoice or in an attached time sheet
- catering invoices as the served food, drinks and number of people must be quoted on the invoice or a list of people/guests attached to the invoice (Is it clear that the catering is exclusively for artists/backstage catering?)
- taxi receipts (Are point of departure and destination, client and reason for taxi drive quoted?)
- not include any invoices for alcoholic beverages as well as catering for employees – both are not eligible

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