

Guideline: Proof of Use Musicboard Berlin GmbH

For each Musicboard-funded project, a 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 [website of the Senate Department of Finance](#) and on the [Musicboard website](#) in the »Forms and Templates« section of the respective funding programme.

Generally, the proof of use has to be issued no later than **3 months after the end of the project period**. You find the specific deadline under no. 7 of your contract. The proof of use has to be submitted by the deadline given on the funding contract. It is part of the fulfillment of your funding contract. Violation can entitle Musicboard Berlin GmbH to reclaim the funding. The proof of use must be sent to the Musicboard office **by post** without further request. **Incomplete documents cannot be processed.**

The required documents are:

- 1) **Cover sheet and Written report**
following exclusively the template provided
signed at the bottom of the cover sheet
- 2) **Numerical report**
following exclusively the template provided
including a comparison between target costs and actual costs
- 3) **List of all invoices**
following exclusively the template provided
with consecutive numbering by invoice date
- 4) **Original receipts**
with consecutive numbering by invoice date, accompanied by the necessary offers, price comparisons, lists for hospitality expenses, notices on contracts and contracts
- 5) **Account statements**
of the project's bank account for the entire funding period
- 6) If applicable: **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 required receipts and list of all invoices. You can find a thorough explanation (in German) of how to give proof of spent funding as well as a general guideline on the handling of funding in the [funding guide](#) published by the Musicboard.

Musicboard Berlin GmbH

Im silent green Kulturquartier, EG links
Gerichtstraße 35, 13347 Berlin
T +49 30 288 787 88
info@musicboard.berlin.de
www.musicboard-berlin.de

Geschäftsführung: Katja Lucker
Vorsitzender des Aufsichtsrates: Joe Chialo
Berliner Sparkasse
IBAN: DE 97 1005 0000 0190 3767 16
BIC: BELADEVXXX
Sitz der Gesellschaft: Berlin
Amtsgericht Charlottenburg HRB 164060
USt-ID: DE298384373

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 project goals. The template provided by the Musicboard is designed to give precise evidence of the course of the project. It is therefore mandatory to electronically answer all listed questions in full sentences. Before answering, please review your project description and project goals submitted in the application. Please remember to sign the cover sheet before handing it in by post.

1) 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 last budget declared contractually binding has to be compared to the actual incurred costs. When doing so, please follow the order of the budget positions of your approved budget and make sure to assign each expense or income item its corresponding document number. Larger alterations must be explained 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. For numerical verification, in addition to the postal submission, the numerical proof must be sent to the Musicboard as an Excel file.

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 any ticket income.)
- 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 larger deviations – deviations of over 20% of one cost type have to be preapproved by the Musicboard
- the printable formatting and readability of the table

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2) Receipts and list of all invoices

The complete original invoices and receipts have to be submitted. These must be numbered consecutively by invoice date. 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 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, invoice date and payment date. 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, tax no. and payee
- compare prices and document the comparison (through copies of alternative offers) for invoice 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, bottle deposit as well as catering for employees – both are not eligible for funding
- receive invoices for any reimbursements of team personnel (»Auslagenerstattung«)
- issue an invoice for any payments of yourself (»Entnahmebeleg«)
- document any cash payments by means of a cash journal (»Kassenbuch«)

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