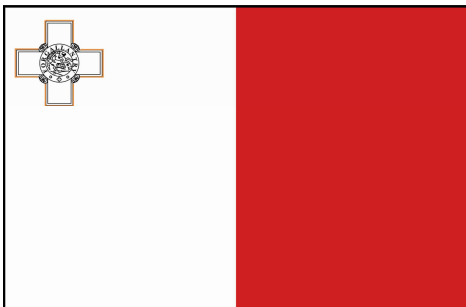


# Inventory Template, Stock Taking & Attendance Sheets

Larkin Zahra, Bernardette Borg & Diandra Pace  
Funds & Programmes Division



## **General Programme Solidarity & Management of Migration Flows**

European Refugee Fund (ERF)

Information Session being part-financed by the European Union

100% Technical Assistance

***Sustainable Management of Migration Flows***



# Purchase/Leasing of Equipment

- When equipment is purchased through four Funds, it is imperative that such equipment is kept in good working order throughout and after the project.
- The Beneficiary is to ensure that the equipment comes with the appropriate warranty.
- If any fault results in the equipment, all documentation in relation to the repair must be kept and in worse case scenario when the equipment needs to be replaced, it is important that all documentation is kept in file.
- If equipment is replaced, both the old and new serial numbers must be retained.
- The Beneficiary shall ensure that the relevant visibility appears on the equipment purchased as well as on the relevant documentation.
- **Consult** with the RA in case of difficulties/particular cases.

# Dysfunctional & Stolen Equipment

- Any equipment which breaks down and may no longer remain in use has to be disposed of according to the following guidelines
  - If possible, equipment has to be retained even after it is no longer in use
  - Where the above is not possible or practical, a technical report shall be drawn up and photos of the equipment taken, in order to record its existence and the reason for its disposal
- If any equipment is stolen, the Beneficiary concerned should prepare a **technical report** and also report the accident to the Police, retaining a copy of the report issued by the latter.

# The Inventory Template

- In accordance with the Manual of Procedures, the Beneficiary is to keep an inventory of the co-funded equipment and its location in file.
- The inventory will have to reflect the actual amount of items bought throughout the course of the project. It is to be signed by the Project Leader as well as by a responsible officer within the organisation.
- Government departments and all public entities have to keep a copy of the inventory which must also be sent to the Director Corporate Services of the Ministry concerned.
- In case of public entities and NGOs compiling their own accounts, the equipment must also be accounted for according to established accounting standards.

# e mplate

To Insert amount of  
Total Cost of Project -  
to divide it in terms of  
EUF & MTF

Total Cost of the Project							
A	B	C	E		F	G	H
EU Funds	Beneficiary Co-financing	Net Cost	VAT		Other Ineligible	Revenue Generation	Total Cost
		(A+B)	Eligible	Non-Eligible			(A+B+E+F+G)
							4.00

[illegible]

Has the beneficiary presented an inventory of all the procurement purchased through the EU funds:

Yes	No	NA
-----	----	----

[illegible]

Acknowledged by:

Name in Block L		Date
Signature		

Name in Block Letters		Date
Signature		

Project partially financed by the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary Funds

Sustainable Management of Migration Flows



- 1 – Contract Number
- 2 – Lot Number (A different no. is attributed to a group of items)
- 3 – Description of Item
- 4 – Name of Supplier
- 5 – Serial No. (A different no. has to be given to each item)
- 6 – Purchase Date (Date when invoice is issued/contract signed)
- 7 – Installation Date (Date when the items are installed/delivered)
- 8 – Value (incl. VAT)
- 9 – Quantity
- 10 – Name and address of Department
- 11 – Section within Department
- 12 – State the original location of any equipment that has been transferred
- 13 – To list any warranty that is applicable to the purchased equipment
- 14 – To identify whether the equipment is operating on site

# The inventory template can be used for ....

- Furniture
- Computers
- Mobile Homes
- Interactive Whiteboards
- Projectors

(this list is not exhaustive)

N.B. An Inventory is used for equipment that is bought for the purpose of the project.



## Inventory template for Equipment/Supplies procured from the four Funds under the General Programme Solidarity &amp; Management of Migration Flows 2007-2013

Fund: \_\_\_\_\_  
Project Number: \_\_\_\_\_  
Title of the Project: \_\_\_\_\_  
Beneficiary: \_\_\_\_\_  
Project Leader: \_\_\_\_\_

Total Cost of the Project							
A	B	C	E		F	G	H
EU Funds	Beneficiary Co-financing	Net Cost	VAT		Other Ineligible	Revenue Generation	Total Cost
		(A+B)	Eligible	Non-Eligible			(A+B+E+F+G)
							0.0

To Insert amount of  
Total Cost of Project -  
to divide it in terms of  
EUF & MTF

[illegible]

List any equipment that has undergone any changes since it was procured

[illegible]

Accessed 27 February 2012

Has the beneficiary presented an inventory of all the procurement purchased through the EU funds:

\* If NO, please give further details:

Certified by: **Project Leader**

**Acknowledged by:**

Head of  
Accounts  
or Head of  
Agency

Name in Block L		Date
Signature		

Name in Block Letters		Date
Signature		





**List any equipment that has undergone any changes since it was procured**

Contract No	Lot No	Description of the item	Name of supplier	New Serial/ID no	Old Serial/ID no	Purchase date	Installation date	Value € (incl. VAT and any other taxes, duties, delivery costs, installation fees)	Quantity	Name and address of the department/ location where the equipment is installed)	Section within the department	If the equipment has been transferred, state its original location	Is a guarantee applicable to the equipment purchased?			Is the equipment operating on site?	
													yes		no	yes	no
													start date	end date			

The above list will have to be used to indicate any lost, missing, broken, stolen and any other equipment that is not working properly

# Stock Taking

A separate template is used for stock taking which is applied for the following items:

- Pharmaceutical products
- Food
- Clothing
- Stationary
- Pendrives
- Bed Sheets

(this list is not exhaustive)

N.B. Stock taking is applicable for items that fall under consumables or subcontracting.



Cut

Copy

Format Painter

Clipboard

Calibri

11

A<sup>+</sup>

A<sup>-</sup>

B

I

U

Font

Wrap Text

Merge & Center

Alignment

General

%

0.00

0.00

Number

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Cells

Σ

AutoSum

Fill

Clear

Sort & Filter

Find & Select

Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Description of Item:	T-Shirts												
2	Quantity Initially Procured:	1500												
3	Remaining Amount:	150												
4														
5	Event Name	Quantity Distributed	Name of Officer	Singature										
6	Event No. 1	400	B. Borg											
7	Event No. 2	350	B. Borg											
8	Event No. 3	600	B. Borg											
9														
10														
11														
12														
13														
14														
15														
16														
17	Total Amount Distributed	1350												
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														
33														
34														

# Attendance Sheet

- For every event that you intend to prepare throughout the project, you need to prepare an attendance sheet that includes the appropriate visibility of the respective Fund. It can be used for the following reasons:
  - To inform the caterer 24 hours before the event regarding the actual number of participants.
  - To be used as one of the ways to assess the indicators of the project.
  - To identify the actual number of participants attending the event (this can be used for courses that require a certain amount of attendance to be completed)
  - To verify that a certain service is being provided according to a contract, for example medical service and security provision.

# Workshop 1

- 1,500 T-Shirts were procured as part of the publicity of a SOLID project to be distributed during a series of activities. Fill in the provided stock taking template in accordance to the details listed below.

**Quantity Initially Procured:** 1,500

Event Name	Quantity Distributed	Remaining Amount
Event No. 1	400	
Event No. 2	350	
Event No. 3	600	

# Workshop 2

Under the 2012 ERF Annual Programme, a project was awarded to the Organisation for Asylum Seekers. The aim of this project is to improve the standard of living at Hal-Far and Safi Closed Accommodation Centres through the upgrading of dormitory facilities. The total eligible cost of this project is **30,000 EUR** (excluding VAT). The VAT amounts to 5,400 EUR and is an ineligible cost under this project.

Through this project, a number of items were procured: 100 beds, 100 mattresses and 200 bed sheets. The budget for this project is as follows:

Budget Component	Item	Amount	EU Share (75%)
Equipment	Beds	100	11,250
Subcontracting	Mattresses	100	6,000
Subcontracting	Bed Sheets	200	750
Subcontracting	Tiling and Painting	Various	3,000
Costs deriving directly from requirements linked to EU co-financing	Newspaper Articles	Various	1,500

In view of these procured items, the Beneficiary needs to keep an inventory and stocktaking records. With the help of the information provided, answer the following questions.

### **Inventory Table:**

I. Is the cost of the Project arithmetically correct?

II. Are all the items listed in the inventory correct? If not, which item/s should not be included in the Inventory Table?

III. If the value of the bed is that of €177 (including 18% VAT), how much does the bed cost when the VAT is excluded and how much will the EU co-financing be for each bed?

IV. Is the list of equipment that has undergone changes correct and what type of documentation needs to be provided in case of missing/lost equipment?

V. Is the EU co-financing visibility correct?

### **Stocktaking Table:**

I. Are the calculations and figures given correct?

II. Would you change/add anything to the Stocktaking table?



## Inventory Table:

III.No, since the 75% EUF should amount € 22,500. The MTF should amount to € 7,500 with the total eligible cost of the project amounting to € 30,000.

IV. No, the bed sheets should be listed under the stock taking table.

V. VAT excluded amounts to € 150 and its 75% is € 112.50.

VI. No, the list is incorrect since the location of A50 bed is not reflecting the correct centre. The documentation that is required when identifying lost/missing equipment consist of a technical and a police report.

VII.No, the European fund should be that of European Refugee Fund and the co-financing rate should be 75% EU Funds and 25% Beneficiary Funds.

## Stocktaking Table:

III.The quantity that was initially procured is incorrect as it should be 200 bed sheets instead of 210. Thus, the remaining amount should be that of 114 bed sheets.

IV.The Name of Officer responsible for identifying the listed items should be included in the stocktaking table.



# Thank you for your attention

**Funds and Programmes Division**

**Office of the Prime Minister**

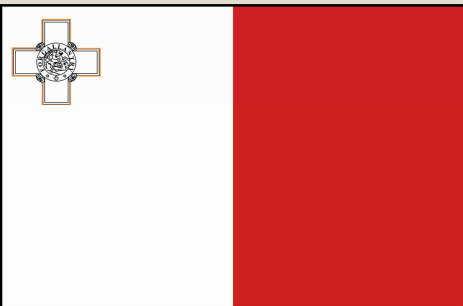
**Triq il-Kukkanja**

**Santa Venera SVR 1411**

**email: [fpd.opm@gov.mt](mailto:fpd.opm@gov.mt)**

**website: [https://secure2.gov.mt/fpd/news\\_events](https://secure2.gov.mt/fpd/news_events)**

**Tel: 2200 1113**



**General Programme Solidarity & Management of  
Migration Flows**

European Refugee Fund (ERF)

Information Session being part-financed by European Union

100% Technical Assistance

***Sustainable Management of Migration Flows***

