

INELIGIBLE EXPENSES

I. ELIGIBILITY

An expense is only eligible if provision has been made for it in the approved budget of the programme.

An expense is deemed eligible if and only if :

- the expense is attested to by an original supporting document (*A pro forma invoice, a quotation, an order form do not constitute a supporting document*). (Consequence: the loss of the original supporting document causes the ineligibility of the expense. The responsibility of the proof is always incumbent on the ON) ;
- the expense is identifiable and controllable ;
- the expense has been incurred effectively by the ON or the PS during the period provided by the decree granting the subsidy ;
- the expense is registered in the accounts of the ON or in the accounts of the ON and of the PS ;
- the expense is not covered entirely by one or more other financial backers or ;
- the supporting document of the expense meets the minimum statutory standards.

II. SUBSIDISABILITY

Among the expenses which support an ON, there are 2 kinds of expenses :

- 1) Expenses eligible for subsidy (DS) by the DGD.
- 2) Expenses not eligible for subsidy (DNS) by the DGD.

The concept of DNS does not mean that the ON and its PS cannot incur this expense, but that the administration decides not to subsidise this type of expense.

Except otherwise provided for in the subsidy decree, the following are to be considered as DNS (Except if these expenses are explicitly provided for in the minutes of the policy dialogue or in the subsidy decree.):

1. expenses related to the institutional continuity of the head office of the ON or of the PS i.e. serving to maintain the legal status of the organisation ;
2. audit of the PS except the audit of the programme or the programme part executed by the latter as far as it meets the international standards in the matter. Such an audit does not exempt the ON from its responsibilities but can be charged to the management costs;
3. costs of representation related to the head office(s) of the ON and of the PS, of social activities (Labour Day, St Nicholas' Day, Christmas, ...), of ceremonies and their related expenses (drinks, receptions, meals, buffets, gifts, accommodation....) and festivities ;

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4. expenses aimed at limiting the personal liability of a reasonable person (ex. : civil liability insurance of the administrators and managers, buying back insurance excesses, fines,...) ;
5. expenses related to a compensation in case of a claim resulting from a civil liability ;
6. legal services with a view to instituting legal proceedings or defending a case ;
7. attendance fees ;
8. certifications (ISO, screening...) ;
9. expenses related to the collection of funds, for example : expenses of lobbying or publicity and irrespective of the support, or of the expenses in relation to the production of publicity material incurred with this purpose ;
10. contributions and donations to other associations (ON, PS) or organisations (employers, professional, ...) ;
11. professional financial services (accountants, investment consultants ...) aimed at increasing the revenue of the ON or its PS;
12. investments (movable or immovable) which have as sole objective to increase the patrimony of the ON or of the PS and which do not serve directly to the implementation of the programmes ;
13. bad debts (including the actual or estimated losses resulting from irrecoverable amounts receivable and other claims as well as the legal costs related to their recovery).
14. deficits of other programmes or the debts of the ON or of the PS ;
15. any provisions ;
16. guarantees and cautions ;
17. VAT (or any other tax) which is recoverable ;
18. second-hand goods; The purchase of other second-hand goods¹ can however be considered subject to:
 - prior request motivated to the DGD ;
 - purchase from professionals (recognised trader) of the sector concerned, supported by an invoice ;
 - guarantee associated to the material purchased ;
 - a tender if the amount of the purchase exceeds 5.500 EUR (minimum 3 comparable offers).

¹ Second-hand vehicles will never be authorised.

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19. any accounting entries not resulting in a disbursement (for example : provisions for depreciation, reductions of value, provisions, losses by depreciation of consumables, various capital losses ...)
20. direct costs (CO, CG) associated to other programmes, projects or activities of the ON or of the PS ;
21. sub-contracting or consultancy contracts for essential tasks of the programme forming part of the « core business » of the ON and of the PS ;
22. invoices drawn up by other non-profit organisations for products and services already subsidised by a financial backer ;
23. subletting of any nature to itself ;
24. sub-contract by service or consultancy contracts to a staff member, a member of the Management Board or of the General Assembly of the ON or of the PS, or a reciprocal sub-contract between the PS and the ON ;
25. professional fees in excess of 500,00 EUR per actual consultancy day (excluding VAT);
26. contracts of any nature in excess of 5.500 EUR (excluding VAT) that have not been subjected to a tender process ;
27. meals, drinks, snacks, festivities ... for the activities in the North. Such expenses are accepted for the activities in the South if they form part of and are necessary for these activities ;
28. purchase of alcoholic drinks, tobacco and their by-products ;
29. insurance and maintenance costs of vehicles not registered in the name of the ON or of the PS;
30. amounts of salaries exceeding the salary scales approved by the federal authority and/or a collective bargaining agreement (CCT);
31. extralegal benefits not resulting from a collective bargaining agreement ;
32. guaranteed income insurance ;
33. health care, except vaccines, not covered by a specific health insurance ;
34. severance compensation for the notice period not worked;
35. the communication costs generated by landline or mobile phones whose subscription is not in the name of the ON or of the PS ;

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36. travelling in business or 1st class, and the costs related to extending trips for private purposes ;
37. expenses related to the expatriation (moving, settling, air ticket for the spouse and dependants) for contracts of less than 12 months ;
38. training of personnel not aimed at improving the competences concerning a programme or a link with the matter contributing to the development ;
39. interest expenses for capital loans (including those related to the late payment of subsidies) except if previously agreed by the DGD;
40. interest expenses;
41. mortgage interests, capital repayment of mortgage loans, withholding taxes on cadastral revenue ;
42. expenses related to the acquisition of gifts and bequests;
43. taxes and duties (federal, regional, provincial, municipal, ...) ;
44. expenses that don't have any link to the object of cooperation to development;
45. purchase / selling of CO₂ quota;
46. airfares without proof of effectual travel (e.g. boarding passes).