

## PAYMENT OF STAFF COSTS METHOD

Payment of Staff Costs at Business and Technical College of Vocational Studies (BTC) Uzice was performed approximately every six months, for all the activities carried out in previous period. There were seven payments of staff costs during the project implementation period. First payment of staff costs was performed in September 2014, for all the activities (and to all performers of activities) carried out from the beginning of the implementation of the project (1<sup>st</sup> December 2013) until 31<sup>st</sup> July 2014. Second payment was conducted during February 2015, for all the activities completed within the period from 1<sup>st</sup> August 2014 until 15<sup>th</sup> February 2015, etc.

In compliance with our accounting department's common practice, all the activities were categorized as "work of authorship" or as "services". Therefore, the *Contract on commissioning the work of authorship* and/or *Contract for the supply of services* were concluded between Institution (BTC) and the task performer before (*Contract on commissioning the work of authorship*) or after (*Contract for the supply of services*) performing the activity/activities, since the work on the project is not considered as their regular work obligation. Depending on the work load, i.e. the number of activities performed during a certain period of time, one person can sign both Contract on commissioning the work of authorship and Contract for the supply of services. Furthermore, all the amounts paid to the person concerned correspond to the amounts in these contracts.

For example, if a person performed managerial, research and technical duties during a certain period of time, in compliance with the TEMPUS rules he/she will be assigned three Convention for Staff Costs (one for managerial, one for research and one for technical duties), let's say A1-BTC-2016/001, A1-BTC-2016/002 and A1-BTC-2016/003. On the other hand, all of those activities will be categorized as "service" or "work of authorship", so he/she will sign Contract on commissioning the work of authorship and/or Contract for the supply of services, and will receive amount of money stated in these contracts. Payment is conducted at the end of the period concerned. For this reason, the amount of money (total costs) shown in, for example, A1-BTC-2016/001 might not correspond to actually paid amount, but the sum of the amounts in A1-BTC-2016/001, A1-BTC-2016/002 and A1-BTC-2016/003 is always equal to the sum of the amounts in Contract on commissioning the work of authorship and Contract for the supply of services.