

Workshop on Financial Reporting for Small Organisations

23 April 2025

Serbian Anti-SLAPP Initiative

Partners Serbia is a civil society organization devoted to upholding the rule of law, supporting civil society and institutional development in Serbia and the region, and building local capacity by relying on local expertise. Partners Serbia specializes in the rule of law, democracy, anti-corruption, and human rights (with a particular focus on protecting privacy and personal data), as well as alternative dispute resolution, change, and conflict management. Established in 2008, Partners Serbia has also developed distinctive expertise in training, coaching, and capacity building, assisting different institutions, from state bodies to commercial subjects, in developing and delivering tailor-made training to their staff and clients.

Through FSTP, Partners Serbia strengthen the role of civil society in providing support to activists, and media when they are exposed to SLAPPs. Action envisages a series of campaigns conducted by local organizations, which enable them to become anti-SLAPP hubs in their communities. To do so, these organizations are supported through a subgrant scheme.

Action envisages legal support to victims of SLAPPs, silencing, intimidation, and harassment, in coordination with the subgrantees.

Small organisations with limited capacities.

We expect from subgrantees to respect:

- Contract between our organization and subgrantees
- EU rules (for example: General conditions)
- Domestic legislation
- Do they have capacity to meet expectations?

Balance – our obligation to donor vs FSTP implementation

- Budget approval (moment when we can anticipate potential problems with reporting and give suggestions)
- Indirect costs?
- Cover directly from our side of the budget
- Local language?
- Babysitting vs capacity building (internal procedures)

Our steps:

- Organize Workshop on all aspect of narativ and financial reporting
- Clear expectations (supporting documents for personnel, travel, organization of events, consultants, PR campaign) covering domestic legislation and project requiuerments
- VAT exemption
- Tender procedures (over 2.500 EUR)

What after Workshop?

- Reporting - short monthly narrative and quarterly financial report.
- Interim reports are important
- Financial Report template – simple is better
- Templates for tenders, travel, timesheets, contracts, etc.

Our Experience:

- VAT
- Missing documents
- Misunderstanding of the Contract provisions
- Aimed at resolving problems not reject as ineligible costs
- Timeline (students' protests)
- Communication

N o	Budget line	Date	No of bank statement	Description	Amount RSD	Exchange rate	Total EUR
1	1.1.	30.09. 2024.	Project Coordinator	Mila Milic, project coordinator, September, Number XXXX	10000	10	1.000, 00
2							#DIV/ 0!
3							#DIV/ 0!

Budget Line	Description	Budget EUR	Paid amount RSD	Balance EUR
1.1.	Project Coordinator	1.500	256,02	1.243,98
1.2.	Assistant	1.500	256,02	1.243,98
1.3.	Honorartiums for trainers	1.725	0,00	1.725,00
1.4.	Transportation costs	525	0,00	525,00
2.1.	Honorariums	250	0,00	250,00
2.2.	Transportation costs 2	150	0,00	150,00
2.3.	Transportation costs 3	75	0,00	75,00
3.1.	Organization of 3 Workshops	1.500	0,00	1.500,00
3.2.	Social network boost	500	0,00	500,00
3.3.	Conference	1.000	237,79	762,21
3.4.	Printing of materials	350	0,00	350,00
	TOTAL	9.075,00	749,84	8.325,16

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Useful tools - [E-Learning | Partners Serbia](#)

[Resurs Centar | Kalkulatori](#)