

Making the railway system
work better for society.

Report on budgetary and financial management information for the financial year 2016

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Introduction

1.1. Budgetary principles

The budget of ERA has been established in compliance with the principles of unity, budget accuracy, annuality, equilibrium, unit of account, universality, specification, sound financial management and transparency as set out in the ERA Financial Regulation.

1.2. Management information systems

The Agency used the following softwares/tools during 2016:

- › ABAC suite:
 - ABAC WORKFLOW and ABAC ACCOUNTING (SAP) – financial management, budgetary and accounting system;
 - ABAC DATAWAREHOUSE – financial reporting of ABAC environment;
 - ABAC ASSETS – fixed assets, inventory management;
 - ABAC CONTRACT – management of the contracts;
- › E-HR suite:
 - MiMa – Mission Management - management of staff missions;
 - LeaMa – Leave Management – management of leaves;
 - TiMa – Time Management – management of working hours;
- › Centralised SharePoint lists:
 - DOR - “Demande d’Organisation de Réunion” – management of meetings ;
 - DATA BOX – preparation of budget – management of Financial Sheets ;
 - PROCUREMENT REQUEST – management of procedures;
 - TRANSLATION REQUEST – management of requests for translation to the Centre de Traduction;
 - CARRY-FORWARD FORMS – management of carry-forward forms;
 - VAT exemption forms – Management of VAT reimbursement requests

These information systems allow to efficiently manage the budgetary appropriations allocated to the Agency while respecting the principles of the Financial Regulation.

The workflows, in all systems put in place by the Authorising Officer, ensure that each transaction respects the “four eyes” principle.

1.3. Budget

The budget of the Agency has three Titles:

- › Title I covers staff expenditures such as salaries, training and costs associated to recruitment procedures and staff wellbeing;
- › Title II covers the costs associated to the functioning of the Agency such as infrastructure, equipment and IT needs;
- › Title III covers the Agency’s operational activities.

2. Revenue

The Budgetary Authority (the European Parliament and the Council) approved the initial 2016 ERA budget of € 26 695 879, including the Commission’s subsidy for € 25 213 000, assigned revenue for € 787 000 and the EFTA contribution for € 695 879. In the course of 2016 an additional € 700 000 was received from the Commission to finance the initial development costs of the One-Stop-Shop IT-application. All together the total C1 revenue received in 2016 was € 27 395 879.

In addition the Agency received in 2016 “C4 fund source assigned revenues” for an amount of € 88 712¹ coming from different sources:

- › BL 1100: € 45 592 paid for by ESMA in the frame of the Service Level Agreement between ESMA and ERA for the provision of accounting services;
- › BL 1178: € 20 540 reimbursed by Centre de la petite enfance (reduction of the Agency contribution);
- › BL 1300: € 1 031 reimbursement of a mission;
- › BL 2100: € 5 545 paid for by Bechtle AG (liquidated damages for late delivery);
- › BL 3040: € 562 paid for by Business Circle Management Fortbild;
- › BL 3110: € 14 442 paid for by Completel SAS (compensation for services not delivered).

The Agency had “2016 C5 fund source assigned revenues” coming from the carry-over of the 2015 C4 fund source assigned revenues in 2015:

- › BL 2000: € 84 937 paid for by Valenciennes Métropole for the contribution to maintenance works in the ERA Headquarter in Valenciennes;
- › BL 2100: € 35 198 paid for liquidated damages for late delivery of purchased items;
- › € 67 198 paid for by the Translation Centre for the reimbursement of the budget surplus of 2013 and 2014.

Finally the Agency received in the beginning of 2016 € 300.000 from DG NEAR to finance the implementation of the IPA-agreements. These funds were inscribed as R0-credits given the multi-annual nature of the action.

Below an overview can be found of the revenue actually received in 2016.

<i>Revenue</i>	<i>Initial budget</i>	<i>Amending budget</i>	<i>Final budget</i>
<i>Subsidy</i>	26 695 879	700 000	27 395 879
<i>IPA</i>	300 000	0	300 000
<i>Miscellaneous revenue</i>	88 712	0	88 712
TOTAL	27 084 591	700 000	27 784 591

¹ Out of this total amount € 1.000 was carried over from last year but was waived in 2016 following a decision by the authorizing officer.

3. Budgetary tables**3.1. Budget outturn account**

	2016	2015
Revenue		
Commission subsidy DG MOVE	27 395 879,00	26 345 000,00
IPA funds from Commission	300 000,00	0,00
Fee income		0,00
Other revenue	88 711,65	247 262,64
Total revenue (a)	27 784 590,65	26 592 262,64
Expenditure		
Personnel expenses – Budget Title I		
<i>Payments</i>	17 604 620,27	16 859 235,27
<i>Automatic carry-overs</i>	158 955,12	133 098,71
Administrative expenses – Budget Title II		
<i>Payments</i>	2 260 959,05	2 142 948,36
<i>Automatic carry-overs</i>	353 508,14	578 029,02
Operational expenses – Budget Title III		
<i>Payments</i>	5 616 249,89	4 731 742,68
<i>Automatic carry-overs</i>	1 708 849,29	1 931 209,54
Total expenditure (b)	27 703 141,76	26 376 263,58
Outturn for the financial year (a-b)	81 448,89	215 999,06
Cancellation of unused carry-overs	111 020,96	93 602,53
Adjustment for carry-over from the previous year of appropriations available at 31.12 arising from assigned revenue	187 333,39	50 174,64
Exchange differences for the year	-1 588,47	-2 428,78
Balance carried over from year N-1	357 347,45	787 016,64
Positive balance from year N-1 reimbursed in year N to the Commission	-357 347,45	-787 016,64
Balance of the outturn account for the financial year	378 214,77	357 347,45

3.2. Budgetary transfers and amending budget

2016 C1	Initial adopted budget	Amending budget	Transfers	Final adopted budget	Additional appropriations (assigned revenue)	Total appropriations available
<i>Title I</i>	17 483 879		257 000	17 740 879	67 164	17 808 043
<i>Title II</i>	2 592 000		-73 000	2 518 600	125 680	2 644 280
<i>Title III</i>	6 620 000	700 000	-183 600	7 136 400	382 201	7 518 601
TOTAL	26 695 879	700 000	0	27 395 879	575 045	27 970 924

ERA executed all transfers within the Titles and no transfers between Titles.

3.3. Budgetary execution**3.3.1. 2016-C1 Appropriations**

2016-C1	Appropriations	Commitments	Not used	Paid	To be carry-forwarded
<i>Title I</i>	17 740 879	17 696 412	44 467	17 559 028	137 384
<i>Title II</i>	2 518 600	2 488 787	29 813	2 140 824	347 963
<i>Title III</i>	7 136 400	6 942 898	193 502	5 386 764	1 556 134
TOTAL	27 395 879	27 128 097	267 782	25 086 616	2 041 481

3.3.2. 2016-C4 Assigned revenues

2016-C4	Appropriations	Commitments	Not used	Paid	To be carry-forwarded²
<i>Title I</i>	67 164	45 592	21 572	45 592	0
<i>Title II</i>	5 545	4 661	884	0	4 661
<i>Title III</i>	15 003	2 926	12 077	2 926	0
TOTAL	87 712	53 179	34 533	48 518	4 661

3.3.3. 2016-C5 Assigned revenues carried over

2016-C5	Appropriations	Commitments	Not used	Paid	To be carry-forwarded
<i>Title II</i>	120 135	120 135	0	120 135	0
<i>Title III</i>	67 198	67 198	0	67 198	0
TOTAL	187 333	187 333	0	187 333	0

3.3.4. 2016 R0 appropriations

2016-C5	Appropriations	Commitments	Not used	Paid	To be carry-forwarded
<i>Title III</i>	300 000	160 000	140 000	159 361	639
TOTAL	300 000	160 000	140 000	159 361	639

² This carry-forward amount represents only C4 appropriations non used (committed). Hence they will be carried-over in C5 appropriations.

3.3.5. 2016-C8 Appropriations carried over

2016-C8	Carry-forward	Paid	To be cancelled
<i>Title I</i>	133 099	102 516	30 583
<i>Title II</i>	457 894	435 171	22 723
<i>Title III</i>	1 864 012	1 806 296	57 715
TOTAL	2 455 004	2 343 983	111 021

3.3.6. Title I

With a total budget of € 17 740 879, the budgetary execution of 2016-C1 appropriations reached 99.75% for commitments and 98.97% for payments at the end of 2016.

At the end of 2016, two Temporary Agents posts , one Contract Agent post and one Seconded National Expert post were vacant.

The budgetary execution of 2016-C4 appropriations reached 67.88% for both commitments and payments appropriations.

Payments execution of 2016-C5 appropriations reached 100% of the total amount carried over from 2015-2016 in Titel I.

Payments execution of 2016-C8 appropriations reached 77.02% of the total amount carried over in Title I (€ 133 099).

3.3.7. Title II

With total budget of € 2 518 600, the budgetary execution of 2016-C1 appropriations reached 98.82% for commitments and 85% for payments at the end of 2016.

The budgetary execution of 2016-C4 appropriations reached 84.06% for commitments and nothing was consumed for payments appropriations.

Payment execution of 2016-C8 appropriations reached 95.04% of the total amount carried over in Title II (€ 457 894).

3.3.8. Title III

With total budget of € 7 136 400, the budgetary execution of 2016-C1 appropriations reached 97.29% for commitments and 75.48% for payments at the end of 2016.

The budgetary execution of 2016-C4 appropriations reached 19.50% for both commitments and payments appropriations.

Payments execution of 2016-C5 appropriations reached 100% of the total amount carried over from 2015-2016 in Title III.

Payments execution of 2016-C8 appropriations reached 96.90% of the total amount carried over in Title III (€ 2 455 004).

3.3.9. Total Budget

For C1 Appropriations:

The level of execution of the total commitment appropriations 2016-C1 reached 99.2 % of the appropriations. The level of execution per title is as following:

- › T1: 99.75%
- › T2: 98.82%

- › T3: 97.29%

With regard to the execution of payment appropriations 2016-C1, the Agency used 91.57% of the appropriations. The level of execution per title is as following:

- › T1: 98.97%
- › T2: 85.00%
- › T3: 70.48%

For C8 Appropriations:

Payments execution of 2016-C8 appropriations reached 95.48% of the total amount of € 2 455 004 carried over (€ 111 021 were cancelled).

3.4. Multi-annual comparison

2016-C1	2008	2009	2010	2011	2012	2013	2014	2015	2016
<i>Budget</i>	18 000 000	21 000 000	24 147 240	25 988 665	25 799 000	25 858 799	25 715 600	26 345 000	27 395 879
<i>Commitments C1</i>	17 254 187	20 598 991	23 969 587	24 638 232	24 489 177	25 306 933	25 030 954	26 107 508	27 128 097
<i>% Commitments C1 / Budget</i>	96 %	98 %	99 %	95 %	95 %	98 %	97 %	99.10%	99.02%
<i>Unused C1 budget</i>	745 813	401 009	177 653	1 350 433	1 309 823	551 866	684 646	237 492	267 782
<i>Payments C1</i>	13 150 158	16 052 085	18 504 096	21 020 345	22 090 435	22 786 192	22 069 562	23 652 504	25 086 616
<i>% Payments C1 / Commitments C1</i>	76 %	78 %	77 %	85 %	90 %	88 %	86 %	91%	92%
<i>Payment appropriations C1 to be carried over</i>	4 104 029	4 546 906	5 465 491	3 617 887	2 398 742	2 221 817	2 961 031	2 455 004	2 041 481
<i>% Payment appropriations C1 to be carried over / Commitments C1</i>	24 %	22 %	23 %	15 %	10 %	8.8 %	11.8 %	9.40%	7.52%

For 2016-C1 fund sources:

- › The execution of C1 commitment appropriations reached a high level of 99%;
- › The level of C1 payment execution reached 91%;
- › The C1 payment appropriations to be carried over amount to € 2 041 481 which represents 7.52% of the appropriations committed.

2016-C8	2008	2009	2010	2011	2012	2013	2014	2015	2016
<i>Commitments carried over C8</i>	2 694 913	4 104 029	4 545 798	5 465 491	3 617 887	2 398 742	2 221 817	2 963 023	2 455 004
<i>C8 to be cancelled</i>	484 494	520 818	292 742	126 116	126 316	87 293	69 599	115 707	111 021
<i>% C8 to be cancelled / Commitments carried over C8</i>	18 %	13 %	6 %	2%	3 %	3.6 %	3.1%	3.9%	4.52%

For 2015-C8 fund sources:

- › The unpaid balance of the carry-overs remained under 5% since 2011.

4. Budget implementation**4.1. TITLE I***4.1.1. Chapter 11 – Staff in active employment*

2016 C1			2015 C1		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
17 154 916	17 127 707	17 080 276	16 330 000	16 305 943	16 262 772
	99.84%	99.56%		99.85%	99.59%

2016 C4			2015		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
66 132	45 592	45 592	59 929	59 929	59 929
	69%	69%		100.00%	100.00%

At the end of 31/12/2016, the Agency employed 133 Temporary Agents (TA) and 29 Contract Agents (CA).

Two (TA) posts were vacant compared to the 135 posts of the establishment plan adopted.

One CA post was vacant compared to the 30 CA posts forecasted in the Multi Annual Staff Policy Plan.

In 2016, the Agency welcomed 24 trainees.

4.1.2. Chapter 13 – Missions and travel

2016 C1			2015 C1		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
130 000	125 500	115 662	130 000	130 000	120 972
	96.54%	88.97%		100%	93.06%

2016 C4			2015 C4		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
1 031	0	0	-	-	-
	0	0		-	-

This chapter covers the costs incurred by the staff during missions (daily allowances and travel costs).

Throughout 2016, 499 administrative missions took place, including trips for trainings and medical services.

4.1.3. Chapter 14 – Socio-medical infrastructure

2016 C1			2015 C1		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
272 000	262 266	182 151	290 000	271 649	193 022
	96.42%	66.97%		93.67%	66.56%

This chapter covers the costs of annual and pre-recruitment medical inspections and the costs of staff training needs.

The amount committed in 2016 (€262 266) is distributed as follows:

- › Medical visits € 48 288
- › Trainings ordered through the catalogue of the Commission € 16 000
- › Languages training courses € 87 344
- › Ad hoc training courses € 107 388
- › Team building € 3 246

4.1.4. Chapter 15 – Seconded National Experts

2016 C1			2015 C1		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
178 963	178 869	178 869	200 000	182 780	182 780
	99.95%	99.95%		91.39%	91.39%

The Agency employed three Seconded National Experts in 2015.

4.1.5. Chapter 17 – Entertainment and representation expenses

2016 C1			2015 C1		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
5 000	2 070	2 070	5 000	3 056	3 056
	41.41%	41.41%		61.12%	61.12%

This chapter covers the Agency's representation expenses.

4.2. TITLE II

4.2.1. Chapter 20 – Rental of buildings and associated costs

2016 C1			2015 C1		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
1 229 138	1 223 942	1 048 627	1 272 478	1 255 229	1 121 967
	99.58%	85.31%		98.64%	88.17%

2016 C5			2015 C5		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
84 937	84 937	84 937			
	100%	100%			

This chapter covers the cost of renting the Agency's premises and all associated expenditure (heating, cleaning, security and other expenditure on buildings). The Agency has two sites: one in Valenciennes (administrative seat) and one in Lille (conference rooms).

The Agency is also renting parking spaces for its staff.

The expenditures related to the lease of the premises and associated services (e.g. reception, security, cleaning) are relatively stable (subject to year index factor).

Since last quarter of 2016, the Agency is renting supplementary meeting rooms for its staff at the “Ateliers Numeriques” for an amount of €6 600.

Improvements of the electrical system serving the server room in Valenciennes and related UPS were carried out (28 000 €).

Further progress on the Health and Safety initiatives was achieved (34 000 €) installing protective rails on the roof of the building “B” of the Agency’s headquarters and upgrading access windows for the fire brigade (19 000 €).

4.2.2. Chapter 21 – Data processing

2016 C1			2015 C1		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
802 500	798 421	689 543	722 474	708 134	524 739
	99.49%	85.92%		98.02%	72.63%

2016 C4			2015 C4		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
5 545	4 661	0	35 198	0	0
	84.05%	0%		0%	0%

2016 C5			2015 C5		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
35 198	35 198	35 198			
	100%	100%			

This chapter covers the expenses related to the purchase and maintenance of data processing equipment and software.

In the course of 2016 the Agency has updated its back-office infrastructure, mainly the wired and wireless components (€ 260 000). End user computing equipment and printers were purchased (€ 105 000).

In addition, the recurring costs were:

- › Software: ABAC system cost has been € 155 000.
- › The yearly renewal of the other available licenses totalled at € 195 000.
- › The cost to have access to on-line services was € 49 000.
- › The yearly fee for Commission procurement services was € 15 000.

4.2.3. Chapter 22 – Movable property and associated costs

2016 C1			2015 C1		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
106 122	105 323	79 783	235 671	229 953	168 956
	95.44%	75.18%		97.57%	71.69%

This chapter covers equipment for audio-visual, documentation storage, archiving and mail handling, hiring of fax machines, photocopiers, purchase of office furniture.

The Agency purchased office furniture to replace broken items (€ 19.000), office furniture (€17 000) and flags € 6 200, the change of ERA logo in headquarters (€2 400) and library (€2 600).

The costs for the purchase of clickshare equipment for library, installation audio-visual in meeting room A131 and printers (€22 000)

The cost for the maintenance, and related services, of the audio-visual equipment both in Valenciennes and Lille premises (€ 35 000).

4.2.4. Chapter 23 – Current administrative expenditures

2016 C1			2015 C1		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
239 840	228 896	205 638	247 020	240 168	176 234
	95.44%	85.74%		97.23%	71.34%

This chapter covers:

- › stationery and office supplies € 69 730;
- › legal expenses € 14 950;
- › miscellaneous insurance € 5 000;
- › Clothes and Uniforms € 300
- › internal meetings and social events € 40 374;
- › departmental removals and associated handlings € 16 790;
- › petty expenses € 12 694;
- › publications and translations € 69 058.

4.2.5. Chapter 24 – Postal expenses and Telecommunications

2016 C1			2015 C1		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
141 000	132 205	117 233	167 356	167 356	151 050
	93.76%	83.14%		100.00%	90.26%

This chapter covers postal and delivery expenses, subscription expenses, cost of communication (telephone, internet, mobiles and data transmission) and all related equipment (purchase, maintenance, cabling of building).

The cost for the contracted telecom services was € 121 237, including the Testa-ng connection.

4.3. TITLE III*4.3.1. Chapter 30 – Operational activities*

2016 C1			2015 C1		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
2 745 363	2 556 300	2 035 249	3 404 173	3 349 061	2 486 973
	93.11%	74.13%		98.38%	73.06%

2016 C4			2015 C4		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
562	562	562	33 320	0	0
	100%	100%		0%	0%

2016 C5			2015 C5		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
67 198	67 198	67 198	0	0	0
	100%	100%		0%	0%

This chapter covers all expenses directly linked to the Regulation n°2016/796. Namely, the main expenses are costs of the working groups (reimbursement of experts' travel and daily subsistence), the studies and the translations linked to the operational activities.

For general activities (missions, experts, catering), the total amount committed was € 1 715 000 in 2016 vs. € 1 797 000 in 2015. The carry-overs linked to the general activities increased to 8.4% vs. 7.4% (€ 137 174 in 2016 vs. € 132 443 in 2015).

For studies, the total amount committed was € 643 740 in 2016 vs. € 749 500 in 2015. The carry-overs linked to the studies decreased from 67% in 2015 to 55.82% in 2016.

For translation and interpretation services € 386 623 has been committed in 2016 vs. € 778 000 in 2015. The carry-overs linked to the translation and interpretation decreased from 30% in 2015 to 9.58% in 2016.

For this chapter, the execution of payments appropriations 2016-C8 reached 96.74% of the total amount carried over € 862 088 (€ 57 715 were cancelled).

2016 R0			2015 R0		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
300 000	160 000	159 361	0	0	0
	53.33%	53.12%		0%	0%

In 2016 the Agency received € 300.000 for the implementation of the IPA agreement. Out of this total amount 53% was committed and paid in 2016. The remaining budget was carried over to 2017.

4.3.2. Chapter 31 – Operational expenditures

2016 C1			2015 C1		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
4 391 037	4 386 598	3 351 515	3 295 826	3 243 671	2 241 748
	99.90%	76.33%		98.42%	68.02%

2016 C4			2015 C4		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
14 442	2 365	2 365	0	0	0
	16.38%	16.38%		0%	0%

This chapter covers operational expenditures such as scientific library, IT dedicated systems, information and communication.

The Agency provided ICT services and information management supporting the operational activities for the following IT systems that were maintained and further developed:

- › European Railway Agency Database of Interoperability and Safety (ERADIS)
- › European Centralised Virtual Vehicle Register (ECVVR)
- › Reference Document Database-National Legal Framework (RDD-NLF)
- › Extranet
- › ERTMS Tool
- › European Railway Accident Investigation Links (ERAIL)
- › Register of Infrastructure (RINF)
- › European Register of Authorised Types of Vehicles (ERATV)

The development of the One Stop Shop system started (€ 420 000) and the acquisition of the related infrastructure components (€ 280 000).

The Agency has organised the 1st and 2nd level support of these IT systems using intra-muros consultants.

Out of € 3 836 246 committed for dedicated IT systems in Title III, € 947 957 were carried over.

For the website maintenance/development, € 157 000 were committed.

The Agency organized and or participated in several conferences like:

- › Entry into Force 4RP – Valenciennes
- › Innotrans Fair – Berlin
- › Rail Forum – Florence
- › TEN-T Days - Amsterdam

Out of € 319 6190 committed for the conferences, communications and publications € 65 456 were carried over.

The execution of payments appropriations 2015-C8 reached 97.04% of the total amount carried over € 1 001 923.