**HARMONISED IMPLEMENTATION TOOLS FOR INTERREG PROGRAMMES – TN AND CBC**

**ANNEX 1- Documents for Verification (OPTIONAL) (not part of the checklist)**

Guide to programmes and FLC: This is a listing of documents used by FLC for the verification of expenditure.

There are two (optional) purposes:

* It can be used by controllers themselves to make sure they have all documents needed and/or
* FLC can provide it to project partners to communicate the documents they need.

The list can be adapted to programme needs. Additional documents needed can be added.

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| Documents were made available to FLC in the following format (tick all that apply) (filled-in once) [[1]](#footnote-1) | originals | copy | electronic |

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| **Documents – normally required only once[[2]](#footnote-2)** | **Avail-able** | **Not avail-able** | | **n.a.** | **Comments/Follow-up** |
| Project subsidy contract and all amendments (if any) |  |  | |  |  |
| Project application form and all amendments (if any) |  |  | |  |  |
| Evidence of the accounting system (either separate accounting system or adequate accounting code/cost centre) for all project-related transactions |  | |  |  | *Specify documents, e.g., print-out of the accounting system* |
| Confirmation that the project partner’s organisation is the owner of the bank account communicated to the Lead partner[[3]](#footnote-3) |  | |  |  | *Specify documents, e.g., bank account statement* |
| Partnership agreement and all amendments (if any) |  |  | |  |  |
| General programme documents such as operational programme, manuals, guidelines, programme eligibility rules, etc. |  |  | |  |  |
| Applicable EU eligibility rules |  |  | |  |  |

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| **General Project Documents** | **Avail-able** | **Not avail-able** | **n.a.** | **Comments/Follow-up** |
| Project partner progress report, including all obligatory annexes, duly dated, signed by a person authorised to sign the report and stamped (where required) |  |  |  | *Date of signature* |
| List of expenditure by budget line, including invoice number, invoice date, specification of invoice, creditor, amount, VAT, payment date, expenditure outside of the programme area |  |  |  |  |
| Project outputs such as studies, agendas of meetings, etc.in accordance with activities reported in the partner report |  |  |  |  |
| Publicity items such as brochures, publications, webpage, etc. in accordance with activities reported in the partner report |  |  |  |  |
| Confirmation of receipt of ERDF from the previous period |  |  |  | *Specify documents, e.g., bank account statement* |
| **(for the Lead Partner only)**  Proof that the Lead partner forwarded ERDF shares for the previous report to the project partners without unnecessary delays and in full |  |  |  | *Specify documents, e.g., bank account statement* |
| Confirmation of receipt of national, regional, local public contribution, if applicable |  |  |  | *Specify documents, e.g., bank account statement* |
| Documentation of net revenue made, if applicable |  |  |  |  |

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| **Staff costs - Simplified Cost Options (Flat rate and standard scale of unit cost)** | **Avail-able** | **Not avail-able** | **n.a.** | **Comments/Follow-up** |
| Calculation schemes for staff costs[[4]](#footnote-4) |  |  |  |  |
| **(only in case of standard scale of unit costs)**  A document showing contractual relationship (e.g. employment/work contract, contracts considered as employment contracts) for all persons reporting staff costs (part-time and full-time) |  |  |  |  |
| **(only in case of standard scale of unit costs)**  Written agreement(s) outlining work for the project for all persons reporting staff cost as standard scale of unit cost (part-time and full-time) |  |  |  |  |
| **(only in case of standard scale of unit costs)**  Records of time worked (e.g. signed time sheets) |  |  |  |  |
| **Staff costs - real cost reimbursement** | **Avail-able** | **Not avail-able** | **n.a.** | **Comments/Follow-up** |
| A document showing contractual relationship (e.g. employment/work contract, contracts considered as employment contracts) for all persons reporting staff costs (part-time and full-time) |  |  |  |  |
| Written agreement(s) outlining work for the project for all persons reporting staff cost (part-time and full-time) |  |  |  |  |
| A document specifying salaries for each relevant month and each person working on the project (e.g., pay slips, print-out of the accounting system) |  |  |  |  |
| Proof of payment of salaries and employer’s contribution (social contribution) (e.g., bank account statement, pay slips) |  |  |  |  |
| **(only in case of part-time work on the project – based on a fixed percentage of time worked per month)**  Document setting out the percentage of time to be worked on the project for each person reporting staff costs under this option |  |  |  |  |
| **(only in case of part-time work on the project – based on flexible shares OR hourly rates)**  Records of time worked (e.g. signed time sheets) showing 100% of the work of the person |  |  |  |  |
| **(only in case of part-time work on the project – based on hourly rates calculated using 1720 hours)**  Document showing the latest documented annual gross employment cost. i.e. the latest available data from a period of one year (12 consecutive months). E.g. data from July 2015 to June 2016 (if available) should be used for the reporting period January to June 2016. |  |  |  |  |
| **(only in case of part-time work on the project – based on flexible shares OR hourly rates)**  Calculation scheme for salary costs for each employee working part-time on the project |  |  |  |  |
| **Office and administration – simplified cost option (flat rate)** | **Avail-able** | **Not avail-able** | **n.a.** | **Comments/Follow-up** |
| Calculation schemes for office and administration costs[[5]](#footnote-5) |  |  |  |  |
| **Office and administration – real cost reimbursement** | **Avail-able** | **Not avail-able** | **n.a.** | **Comments/Follow-up** |
| A document detailing office and administration costs (direct and indirect costs). Eg List of expenditure |  |  |  |  |
| Invoices or documents of equivalent probative value |  |  |  |  |
| Calculation method and pro-rata rate to justify indirect costs |  |  |  |  |
| Proof of payment of office and administration costs (e.g. bank account statement) |  |  |  |  |
| **Travel and accommodation – real cost reimbursement** | **Avail-able** | **Not avail-able** | **n.a.** | **Comments/Follow-up** |
| Agenda or similar of the meeting/seminar/conference |  |  |  |  |
| Proof of participation (e.g. signed list of participants, email confirmation, etc.) |  |  |  |  |
| Paid invoices or documents of equivalent probative value (hotel bills, tickets, etc.) |  |  |  |  |
| Information on daily subsistence allowance / per diem claims |  |  |  |  |
| Proof of payment of travel and accommodation costs (e.g. bank account statement, receipts, -if applicable- reimbursement to the staff,) |  |  |  |  |
| Proof of reimbursement of travel and accommodation expenditure to staff |  |  |  |  |
| **External expertise and services – real cost reimbursement** | **Avail-able** | **Not avail-able** | **n.a.** | **Comments/Follow-up** |
| The selected offer or – where applicable - the contracts |  |  |  |  |
| Invoices or documents of equivalent probative value providing all necessary information in line with applicable accounting rules |  |  |  |  |
| Proof of payment of external services and experts (e.g. bank account statement) |  |  |  |  |
| **(only in case of experts and service that are NOT exclusively used for the project)**  Calculation method showing the share allocated to the project and justification or the share allocated |  |  |  |  |
| Deliverables and other evidence of the work carried out by external experts |  |  |  |  |
| **Equipment – real cost reimbursement** | **Avail-able** | **Not avail-able** | **n.a.** | **Comments/Follow-up** |
| The selected offer or – where applicable - the contracts |  |  |  |  |
| Invoices or documents of equivalent probative value providing all necessary information in line with applicable accounting rules |  |  |  |  |
| **(only in case of depreciations)**  Calculation schemes for depreciations |  |  |  |  |
| **(only in case of equipment used only partially for the project)**  Calculation method showing the share allocated to the project and justification or the share allocated |  |  |  |  |
| Proof of payment (e.g., receipt, bank account statement) |  |  |  |  |
| Proof of existence (pictures, deliverable note, etc.) for all items above XX EUR |  |  |  |  |
| Proof that equipment complies with EU and national legislation in terms of environmental impacts, required permits, etc. for all items above XX EUR |  |  |  |  |
| **Infrastructure and works – real cost reimbursement** | **Avail-able** | **Not avail-able** | **n.a.** | **Comments/Follow-up** |
| The selected offer or – where applicable - the contracts |  |  |  |  |
| Invoices or documents of equivalent probative value providing all necessary information in line with applicable accounting rules |  |  |  |  |
| **(only in case of works used only partially for the project)**  Calculation method showing the share allocated to the project and justification or the share allocated |  |  |  |  |
| Proof of payment (e.g. bank account statement) |  |  |  |  |
| Proof of existence (pictures, deliverable note, etc.) |  |  |  |  |
| Required permits, feasibility studies, etc. |  |  |  |  |

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| **Public procurements** | **Avail-able** | **Not avail-able** | **n.a.** | **Comments/Follow-up** |
| **For every purchase according to national rules for public procurements:**   * Initial cost estimate made by the project partner to identify the applicable public procurement procedure |  |  |  |  |
| * Procurement publication/notice |  |  |  |  |
| * Terms of reference |  |  |  |  |
| * Offers/quotes received |  |  |  |  |
| * Report on assessment of bids (Evaluation/selection report) |  |  |  |  |
| * Information on acceptance and rejection |  |  |  |  |
| * Complaints by bidders submitted to the contracting authority (if any) |  |  |  |  |
| * Contract, including any amendments |  |  |  |  |
| **In addition, for every purchase below EU public procurement threshold AND potential relevance to the market:**   * Procurement publication/notice |  |  |  |  |
| **For every purchase below national public procurement thresholds and above XX EUR[[6]](#footnote-6))**   * Proof of price adequacy such as three offers obtained, internet research, etc.[[7]](#footnote-7) |  |  |  |  |

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| **Shared costs** | | | | |
| Written agreement on shared cost (incl. method of cost sharing) |  |  |  |  |
| **(In case of a project partner reimbursing another project partner)**  Document proofing that costs were verified by the FLC of the partner sharing the costs |  |  |  |  |

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| **In-kind contributions** | | | | |
| Written agreement(s) |  |  |  |  |
| Documentation of in-kind (e.g. time sheets) |  |  |  |  |
| Documentation of plausibility (e.g. calculation method) |  |  |  |  |

**HARMONISED IMPLEMENTATION TOOLS FOR INTERREG PROGRAMMES – TN AND CBC**

**ANNEX 2- EXAMPLE Work File Index (OPTIONAL) (not part of the checklist)**

Guide to programmes and FLC: The FLC checklist provides the option to make reference to the index numbers of documents used for a verifications (column: ‘Index number’). An index file system is a way to organise documents used for verifications and other information on the project or the project partner.

It is optional for programmes and controllers to use an index file system!

Experience has shown that auditors often find documentation of the FLC work to be insufficient. For this reason, controllers should make sure that FLC work is properly documented (WHAT was controlled and for WHICH purpose). There are also other effective ways of linking documents to verifications (e.g. databases with FLC notes).

An example work file index is provided below.

|  |  |
| --- | --- |
| Basic information on controlled entity: address, telephone number, etc. | **A** |
| Correspondence | **B** |
| FLC certificates | **C** |
| Checklists, control reports, memos, etc. | **D** |
| Project information   * Approved project application, incl. any amendments (E-1) * Subsidy contract, incl. approved budget (E-2) * Partnership agreement (E-3) * ... | **E** |
| Information on the project partner   * Organisational chart (F-1) * Job descriptions (F-2) * List of representatives of the entity, list of persons having the authority to sign (F-3) * Contracts (e.g. service-level agreements, rent of offices, etc.) (F-4) * Internal policies (public procurement rules, depreciation rules, etc.) (F-5) * ... | **F** |
| Project reporting documentation   * Partner report (G- 1) * List of expenditure (G- 2) * ... | **G** |
| Staff costs (real costs)   * Employment documents (H-1) * Payslips/payroll information (H-2) * Proof of payment (H-3) * ... | **H** |
| Office and administration (real costs)   * Paid invoices or documents of equivalent probative value (I-1) * Pro rata allocation key (I-2) * Proof of payment (I-3) * ... | **I** |
| Travel and Accommodation   * Travel cost summary statements (K-1) * Invoices or documents of equivalent probative value (K-2) * Proof of payment (K-3) * Agendas of meetings/conferences (K-4) * ... | **K** |
| External expertise and services   * Contracts (J-1) * Invoices (J-2) * Proof of payment (J-3) * Proof of (partial) delivery (J-4) * ... | **J** |
| Equipment   * Contracts (L-1) * Invoices (L-2) * Proof of payment (L-3) * Calculation of depreciation (L-4) * Proof of initial payment of goods depreciated (L-5) * Proof of (partial) delivery (L-6)) * ... | **L** |
| Net Revenue   * Documentation of net revenue made (M-1) * ... | **M** |
| Public procurements   * List of procurements made (N-1) * Documentation of the procurements (N-2) * Memo of the walk-through of a procurement process (N-3)   ... | **N** |
| Accounting system   * Memo of a walk-through of the accounting system (O-1) * Walk-through supporting documentation (O-2) * ... | **O** |
| Financial management of the project   * Proof of receipt of EU and national funds (bank account statement) (P-1) * Proof of transfer of EU and national funds to partners (for Lead Partner only – bank account statement) (P-2) * ... | **P** |
| Other compliance issues   * Proof of existence of project and purchased goods and services (e.g. photos, delivery notes, any paper documenting the service provided such as training course material, etc.) (Q-1) * Proof of respect for information and publicity (e.g. photos of billboards, promotional brochures, project homepages, etc.) (Q-2) * ... | **Q** |
| Others | **R** |

1. Only needed in case this information is not included in the FLC report. [↑](#footnote-ref-1)
2. Documents listed in this section can be provided by the JS or the project partner (apart from the last two that are always provided by the JS). The entire section is optional. [↑](#footnote-ref-2)
3. Some programmes indicated that they do not require this [↑](#footnote-ref-3)
4. Not needed in electronic monitoring systems that automatically calculate simplified cost options. [↑](#footnote-ref-4)
5. Not needed in electronic monitoring systems that automatically calculate simplified cost options. [↑](#footnote-ref-5)
6. Programme threshold below which no proof of price adequacy is needed. E.g. 200 EUR. [↑](#footnote-ref-6)
7. Proof of price adequacy can be, for example, a comparison of prices based on internet research, bids of three, etc.. [↑](#footnote-ref-7)