



Part-financed by the European Regional Development Fund

INTERREG IVA "2 Mers Seas Zeeën" Cross-border Cooperation Programme 2007-2013



Partner Financial Report Instructions

A/ COLOUR CODE

- will be calculated automatically
- must be filled in by the Project Partner representative.**
- Instructions

B/ ELIGIBILITY CRITERIA

- * **Do not remove the Excel protection. Please do not change or delete the structure and pre-filled text of the reporting form otherwise the report becomes ineligible!**
- * Please check sheets for any error messages and clear all error messages before you hand in the report.
- * All parts of the report have to be filled in.
- * Please read carefully the corresponding chapters of the Programme Guidance and the relevant EU regulations (especially Regulations (EC) No. 1080/2006, 1083/2006 and 1828/2006).
- * Please remember the information given by your Lead Partner.

C/ HOW TO FILL IN THE FORM ?

This report is linked to the report called "Partner Financial Report - Lists of Expenditure"

- * Please, start by select your partner number and indicate the period covered by the present report in the "**Cover sheet**"
- * Then, on the tab "**Overview Expenditure and ERDF**", you have to fill in the tables "Partner Total Eligible costs Summary" and "Partner Total Eligible costs Summary per Activity - Current Claim" (blue cells only).
Finally, please indicate information on the in-kind contribution and the origin of the Match-Funding.
Amounts indicated in this report have to be the same than those calculated in the "Partner Financial Report - Lists of Expenditure".
- * Finally, the report has to be signed both by the Partner representative and the partner first level controller.

D/ SECTIONS

You will find in the following report many sheets. Some have to be filled in by the partner financial representative, and others have to be filled in by the partner First Level controller

- **Cover sheet** has to be filled and signed by the Project Partner AND the Project Partner First Level Controller
Project Partner has to select its partner number as indicated in the project Application Form
- **Overview of the Expenditure and ERDF** Have to be filled in by the Partner Representative (blue cells)
- **FLC - Checklist** Have to be filled in and signed by the Project Partner first level controller
- **FLC certificate**
- **Submission checklist** Has to be filled in by the Project Partner

In the '**Overview of the Expenditure and ERDF**' sheet please fill in the blue cells only. The grey cells are automatically filled in.

In the **cover page** please fill in the blue cells only. This page has to be signed both by the Project Partner representative and the first level controller.

E/ SUBMISSION

Before submission, please fill in the **Submission Checklist**.

All documents listed in the Submission Checklist **must be sent to the Lead Partner**. Please do not send any additional document, unless requested to.

Please send all the **ORIGINAL AND SIGNED** documents to the Lead Partner both in paper and electronic version.

F/ CONTACT INFORMATION

If you have any questions, please do not hesitate to contact the Lead Partner of your project.



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Cross-border Cooperation Programme
2007-2013**



PARTNER FINANCIAL REPORT

Progress Report number:		Reference date	--Select--
Project number :			
Project acronym:			
Project title:			
Partner number:	--Select--	Please select in the list your partner number as indicated in the project Application Form	
Partner's name:			
Lead Partner:			
Contract number:			
Period covered by the present report:	Du		au

Is the VAT recoverable?	
-------------------------	--

A/ Contact Details of the person responsible for this Payment Claim

Name of Contact person	
Institution (Official name)	
Address	
Postal code	
Town	
Country	
Phone	
Fax	
E-mail	

B/ Signature of the First Level Control

As first level controller of the present project partner, I certify that
 1/ I have been chosen according to the provision set by the Member State where the partner is located (I attach here the "Designation certificate")
 2/ and I have performed my controls on the basis of the first level controlling system established in this State.

I validate:

- 1/ that the expenditure was incurred by the controlled project partner;
- 2/ the content of the financial component of the project partner report;

I certify that I have drafted the Control Checklist on the control performed, and I have signed the Control Certificate and the Control Checklist.

I declare that the following documentation is enclosed to this financial report:

- a/ the Control Certificate,
- b/ the Control Checklist with its findings,
- c/ the present Financial Report, and
- d/ the First Level Controller Designation Certificate.

Total eligible expenditure validated by the project partner first level controller in the present report :

(in Euro)

Total ERDF amount validated by the first level controller (in EURO):

Name of first level controller:	
Date:	
Signature of first level controller:	
Official Stamp of organisation:	

C/ Signature of the project partner legal representative

The Project Partner representative certifies:
 that all the information provided in the Financial Report are true and correct

Total expenditure declared by the project partner in the present report (in Euro):

**Total ERDF amount claimed by the Project Partner as certified by the designated First level Controller :
 (in EURO)**

Name of Project Partner representative:	
Date:	
Signature of the Project Partner:	
Official Stamp of the Project Partner:	



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Overview of Partner Total Eligible Expenditure & ERDF Request

Progress Report number:	0	Reference date	--Select--
Project number :	0		
Project acronym:		0	
Project title:		0	
Partner number:	--Select--		
Partner's name:			
Lead Partner:		0	
Contract number:		0	
Period covered by the present report:	Du	00/01/1900	au 00/01/1900

A/ Partner Total Eligible costs Summary

Budget lines		Total budget (a)	Previously claimed expenditure (b)	Current claimed expenditure (c)	Total accumulated expenditure (d)=(b)+(c)	% of claimed expenditure (e)=(d)/(a)	Remaining budget (f)=(a)-(d)
1.	Partner staff costs		0,00 €		0,00 €	0,00%	0,00 €
2.	Administration costs		0,00 €		0,00 €	0,00%	0,00 €
3.	External Consultants & Suppliers	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
	<i>A. External consultants</i>		0,00 €		0,00 €	0,00%	0,00 €
	<i>B. Suppliers</i>		0,00 €		0,00 €	0,00%	0,00 €
4.	Travel and accommodation		0,00 €		0,00 €	0,00%	0,00 €
5.	Equipment		0,00 €		0,00 €	0,00%	0,00 €
6.	Investment		0,00 €		0,00 €	0,00%	0,00 €
7.	Validation of expenditure		0,00 €		0,00 €	0,00%	0,00 €
Sub-total eligible costs		0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
(-)	Revenues		0,00 €		0,00 €	0,00%	0,00 €
Total eligible costs		0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €

B/ ERDF Request Summary

	Total ERDF (g)	Previously claimed ERDF (h)	Grant rate % ERDF (i)	Current ERDF claim (j) = (c) x (i)	Total accumulated ERDF claimed (k)=(h)+(j)	% of claimed ERDF (l)=(k)/(g)	Remaining ERDF (m)=(g)-(k)
Total ERDF costs		0,00 €		0,00 €	0,00 €	0,00%	0,00 €

C/ Partner Total Eligible costs Summary per Activity - Current Claim

Budget lines		Preparation	Activity 1	Activity 2	Activity 3	Communication	Management & Coordination
1.	Partner staff costs						
2.	Administration costs						
3.	External Consultants & Suppliers	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
	<i>A. External consultants</i>						
	<i>B. Suppliers</i>						
4.	Travel and accommodation						
5.	Equipment						
6.	Investment						
7.	Validation of expenditure						
Sub-total eligible costs		0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
(-)	Revenues						
Total eligible costs		0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

D/ Contribution In Kind

	Previously declared In Kind Contribution	Current claimed in-kind Contribution	Total accumulated In-kind Contribution	% of in kind compared to the total accumulated expenditure claimed
In Kind Contribution :	0,00 €		0,00 €	0,00%



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Control checklist for the first level controller

TO BE FILLED IN BY THE FIRST LEVEL CONTROLLER

The First Level Controller has to fill in this Checklist.
The Checklist is a tool for the First Level Controller.
It is not exhaustive and so, the First Level Controller has to note down all potential mistakes and irregularities even if the checklist does not mention this kind of mistake.

Similarly to modifications you may note down here, you have to declare directly in the lists of expenditure if every item of expenditure claimed by the partner is eligible, partially eligible or ineligible. Only the amounts validated by the first level controller are taken into account to calculate the total eligible amount for the partner.

Progress Report number:		Reference date	--Select--
Project number :			
Project acronym:			
Project title:			
Partner number:	--Select--		
Partner's name:			
Lead Partner:			
Contract number:			
Period covered by the present report:	Du		au

First level Controllers' data

Name and Surname
Job title
Division/Unit/Department
Organisation
Address
Telephone number
Fax number
e-mail

Controlled body

Project No.	
Acronym & Title of project	
Project partner name	

Project partner contact name

Contact person:
e-mail:
Telephone:
Fax:
Address:
Country:

Total eligible costs	
ERDF financing	
% ERDF financing	

The above data must be taken from the approved application form and the subsidy contract. If different, please contact the Lead Partner before proceeding with the validation. If you are controlling the Lead Partner, contact the JTS immediately.

Controlled report

Progress report N.	
Eligibility period for this progress report	From <input type="text"/> to <input type="text"/>
Expenditure checked	
Checks carried out (date)	
Total expenditure Reported by the project Partner	
Total eligible expenditure	
Total ineligible expenditure	

Main Findings

Please list all findings and corrections made to this claim.

Please indicate the Recommendations given to the partner in order to improve the next Payment Claim and avoid similar mistakes

On the Spot Check

Please mention any on the spot visit : date, tangible investment checked, location.

Place and Date

Signature + Stamp of Controller

1. Accounting

1.1. Correct identification of project partner

With respect of what is declared in the application form:

Questions	Yes/No/N.A.	Comments
1. Is the name, status and address correct?		
2. Is the name, status and address of the project manager/coordinator/contact person correct?		
3. Is the bank account number correct (just in case of the Lead Partner)?		

1.2 Documentation and recording in the accounting system

Questions	Yes/No/N.A.	Comments
1. Are the project accounts registered in a computerised accounting system?		
2. What are the procedures for payments?		
3. Are payments made at the correct amount?		
4. Is refundable VAT deducted (if the case)?		
5. Has it been ensured that payments are made within the eligibility period (see Programme Guidance on eligibility) ?		
6. Are invoices reconciled to the financial report?		
7. Has the Project Partner installed a separate cost account for the project?		
8. Are receipts and payments for the project separately identifiable within the financial and accounting system from other activities undertaken by the organisation?		
9. Are there procedures to ensure that receipts and payments are recorded against the appropriate Activity/Budget line?		

1.3 Completeness and accuracy of all payment claims

Questions	Yes/No/N.A.	Comments
1. Is the responsibility for the preparation of claims clearly allocated to one or more individuals at an appropriate level?		
2. Are there procedures to ensure that all amounts due, and only the due amounts, are included in claims?		
3. Are checks carried out by the PP regarding the preparation of the progress report and payment claim clearly set out?		
4. Has the PP provided the LP with progress report and payment claim accompanied by relevant documentation?		
5. (Only applicable in case of validation at PP level): Has the PP received the relevant ERDF funds from the LP once the ERDF payment has been made by the CA to the LP?		
6. (Only applicable in case of validation at PP level): Have the ERDF funds been paid by the LP to the PP without any reduction or unjustifiable delay?		

1.4 Implementation of a sufficient audit trail

Questions	Yes/No/N.A.	Comments
1. Is the audit trail at Project Partner level complete, updated and implemented?		
2. Is documentation available, which demonstrates a clear link between work actually executed and the declared expenditure?		
3. Does all declared expenditure only relate to work actually executed?		
4. Does all declared expenditure correspond to the approved application form and is it in accordance with provisions?		
5. Do the purchased products physically exist and provide sufficient proof that service paid for is actually delivered?		

1.5 Control procedures within the Project Partner's organisation

Questions	Yes/No/N.A.	Comments
1. Is there a clear segregation of duties between staff responsible for certifying the receipt of goods and services and those who make payments?		
2. Is there at least one person responsible for the examination of the validity and accuracy of invoices or accounting documents of equivalent probative value before invoice is paid by the PP?		
3. Has the LP been informed of the name and contact details of the persons responsible for authorising the payment?		
4. Has the PP established a suitable internal control function, which is functionally independent from the project?		
5. Has the financial control within the PP's organisation been established with suitable working methods?		
6. Has the PP taken appropriate action in respect of internal control's recommendations?		
7. Is there a satisfactory follow-up to internal control's findings?		

2. Do the nature and timing of the relevant expenditure correspond to the approved specifications and the work actually executed?

2.1 Monitoring of the Progress

Questions	Yes/No/N.A.	Comments
1. Has the PP established suitable performance targets and indicators for assessing the progress of actions?		
2. Is the actual progress made regarding the implementation of the project truly and fairly reflected in the activity reports and/or other information submitted to the JS by the partnership?		
3. Has the PP established suitable arrangements for physically monitoring the progress of the activities?		
4. Is performance and monitoring information reviewed by staff at the appropriate level?		
5. Is action taken to address problems identified during monitoring?		

2.2 Reporting Progress

Questions	Yes/No/N.A.	Comments
1. Has a reporting system been established by the PP for reporting the costs to the LP?		
2. Does the report reflect the information available on individual actions?		
3. Is the report controlled at the appropriate level by the project manager/ coordinator of the PP?		
4. Is the report prepared on a regular basis?		

3. ERDF request and ERDF percentage

Questions	Yes/No/N.A.	Comments
1. Is the ERDF contribution and ERDF percentage within the limits set in the approved application form?		

4. Match-funding

Questions	Yes/No/N.A.	Comments
1. Is there documentary evidence that match funding as set out in the approved application form has been provided?		
2. Is there evidence that the match funding is not coming from other Community financial instruments?		

5. Are services and actions funded under the Structural Funds procured on the basis of a proper call for tenders according to public procurement rules?

5.1 Information about tendering rules

Questions	Yes/No/N.A.	Comments
1. Has the PP complied with the public procurement rules? (See the requirements of the Programme guidance on public procurement).		

5.2. Publication of calls for tender

Questions	Yes/No/N.A.	Comments
1. Have all relevant calls for tender been published in the OJEC (Official Journal European Community)?		
2. Have other calls for tender been circulated widely enough to ensure real competition for contracts?		
3. Have rules concerning non-division of contracts been respected?		
4. Are tenders recorded?		
5. Do tenderers receive receipts for their tenders?		
6. Are evaluation criteria set in advance of the receipt of tenders?		
7. Are all tenders received evaluated against the set criteria?		
8. Is the assessment of each tender recorded by the project manager/ coordinator?		
9. Are decisions to award or refuse contracts fully documented?		

6. Compliance with Programme rules and Community and Structural Funds regulations

Questions	Yes/No/N.A.	Comments
1. Has the PP been informed about eligibility rules: in particular Programme Guidance on eligibility, Programme Guidance on first level control and Programme Guidance on public procurement?		
2. Has the PP given evidence of compliance to the eligibility rules?		
3. Has the PP applied all relevant rules on publicity and information set in the Programme Guidance on eligibility?		

7. Budget Lines

7.1 Budget Line 1: "Staff Costs"

Questions	Yes/No/N.A.	Comments
1. Is the expenditure only related to employees of the organization officially listed in the Application Form?		
2. Is the calculation based on real salary costs: employees' gross salary + employer's contributions (Overheads costs cannot be added to staff costs and should be included under "Administration Costs")?		
3. Is the expenditure supported by payslips and when necessary timesheets?		
4. Is a staff member works less than 100% of the actual working time for the project, is the pro-rata calculation based on payslips and timesheets?		
5. In the case of contribution in kind, are the evaluation conditions set by the Programme Guidance on eligibility and Article 51 of Regulation 1828/2006 fulfilled?		

7.2 Budget Line 2 : "Adminstration Costs"

Questions	Yes/No/N.A.	Comments
1. Are indirect general costs calculated on the basis of the method and the ration set by the Programme (Programme Guidance on eligibility)?		
2. Are the costs eligible according to national rules and European regulations?		
3. Have the costs been calculated on the basis of actual costs and capable of verification? (i.e. based on factual elements in the accounting system which can be verified by an auditor)		
4. Do administration costs show a direct link to the project's activities?		
5. Have the budget thresholds set for administration costs been respected		

7.3 Budget Line 3: "External Consultants & Suppliers"

Questions	Yes/No/N.A.	Comments
1. Are the following documents available to justify external consultants & suppliers paid by the partner: - contracts/agreements ? - Invoices/requests for reimbursement ?		
2. Has the recommended maximum rate for a senio consultant (€800 per day excluding VAT) been respected?		
3. Is the expenditure related to items foreseen under this budget line in the specifications provided in the Application Form?		
4. Have rules for Public Procurement been respected?		
5. In the case of contribution in kind, are the evaluation conditions set by the Programme Guidance on eligibility and Article 51 of Regulation 1828/2006 fulfilled?		

7.4 Budget Line 4: "Travel & Accommodation":

Questions	Yes/No/N.A.	Comments
1. Are these costs in line with what approved in the application form?		
2. Have deviations to the original plan been approved by the JTS?		
3. Are all the conditions listed for the eligibility of these costs fulfilled (see Programme Guidance on eligibility paragraph on Travel and accommodation costs)?		
4. Are the costs in line with the maximum daily subsistence allowance and maximum daily rates for hotel as defined by European Commission?		

7.5 Budget Line 5: "Equipment":

Questions	Yes/No/N.A.	Comments
1. Are all the Programme conditions for reporting the costs set by the Programme Guidance on eligibility fulfilled (see Programme Guidance on eligibility paragraph on investments)?		
2. Have the equipment costs been reported by depreciating the cost of the equipment in accordance with the internal accounting?		
3. Is it ensured that the items have not already been fully depreciated? Are not already included as indirect costs in another category such as the administration costs budget line?		
4. Have rules for Public Procurement been respected?		

7.6 Budget Line 6: "Investment":

Questions	Yes/No/N.A.	Comments
1. Are all the Programme conditions set for the eligibility fulfilled (see Programme Guidance on eligibility paragraph on investments)?		
2. Are the thresholds respected by the project partner for the whole budget line?		
3. Is the threshold respected for the purchase of land?		
4. Is there evidence that the proper authorizations/permissions have been actually obtained by the project partner?		
5. Have the incurred investments been initially planned in the Application Form?		
6. Have rules for Public Procurement been respected?		
7. In the case of contribution in kind, are the evaluation conditions set by the Programme Guidance on eligibility and Article 51 of Regulation 1828/2006 fulfilled?		

8. revenues

Questions	Yes/No/N.A.	Comments
1. Is the revenue correctly entered into the accounts?		
2. Is revenue deducted from the costs (see paragraph in the Programme Guidance on eligibility)?		

9. Budget

Questions	Yes/No/N.A.	Comments
1. Does the breakdown of the expenditure at the date of the progress report correspond to the attribution of the expenditure (total eligible costs, % ERDF, request of ERDF, match-funding) stated in the application form?		

10. Control on the Lead Partner

If the controlled body is the Lead Partner, please fill in this section too.

10.1 General management of the project by the Lead Partner

Questions	Yes/No/N.A.	Comments
1. Has there been any change in the management of the project with respect of what was written in the application form?		
2. Has the LP provided for adequate systems to have a complete overview of all the expenditure incurred by the PPs?		
3. Does the LP carry out regular visits to the PPs to review their implementation of the activities and advise the project management?		
4. Does the LP attend the partnership meetings to monitor the progress of the project?		
5. a) Does the LP check the progress report of each PP? b) Has the LP allocated staff for preparing and reviewing the progress reports submitted by the PPs? c) Does the LP ensure that claims are signed by the respective Project Manager of the PP?		
6. Has the LP allocated adequate staff for preparing and reviewing the Project Progress Report forwarded to the Joint Technical Secretariat?		
7. Does the LP dispense the relevant ERDF funds to the respective PPs fully and in time, once the ERDF payment has been made by the Certifying Authority to the LP?		

10.2 Validation at LP level

Questions	Yes/No/N.A.	Comments
1. Is the expenditure listed in the Project Progress Report in line with the expenditure listed in the approved application form?		
2. Does the breakdown of the expenditure at the date of the progress report correspond to the attribution of the expenditure stated in the application form (total eligible costs, % ERDF, request of ERDF, match-funding)?		
3. Is there a consistency between the financial report and the activity report of the Project Progress Report?		
4. Is the reported expenditure within the limits given by the flexibility rule (Programme Guidance, para. 14)? If the answer to the previous question is "No": have major modifications to the budget formally requested to the JTS in writing before the thresholds were exceeded?		
5. a) Are all the documents related to the controls performed at the PP level (control report/checklist, control certificate) available? b) Are the above documents correctly filled in and signed? c) Is the checklist for the designation of the PP controller also available? d) Is the checklist for the designation of the controller signed both by the controller and the central approval body? e) Has the first level control at the PP's been carried out by the first level controller designated by the Annex 4 Check list?		



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Certificate of the validation of the expenditure

TO BE FILLED IN BY THE FIRST LEVEL CONTROLLER

Progress Report number:		Reference date	--Select--
Project number :			
Project acronym:			
Project title:			
Partner number:	--Select--		
Partner's name:			
Lead Partner:			
Contract number:			
Period covered by the present report:	Du		au

This document cannot be modified in any of its content.

It must be filled in, signed and attached to the progress report it refers to.

The contact details of the first level controller must correspond to the contact details in the progress report and in the Designation certificate, otherwise this validation is NOT acceptable.

Designation Certificate of the Controller must be attached with the first progress report validated by the controller.

In case of non compliance of this document or incoherences with the data in the progress report , the payment procedure will NOT be initiated.

With reference to the progress report n. , I provide the following validation of the expenditure.

I certify that I have performed the first level control by verifying the following:

1. The **reality** of the expenditure by checking the accounting documents attesting the reality of the payments (1);
2. The **legality and regularity** of the expenditure declared by the beneficiary participating in the operation (2);
3. The **delivery** of the products and services co-financed (3);
4. The **soundness** of the expenditure declared (4);
5. The compliance of activities and expenditure with:
 - The approved application form,
 - The provisions of the Subsidy Contract,
 - The contents of the Partnership agreements,
 - The Community rules, the European Community Structural Funds regulatory framework, and in, in particular with Council regulation (EC) No 1083/2006, Commission Regulation (EC) No 1828/2006, Regulation (EC) No 1080/2006;
 - The national rules;
 - The Programme Guidance on eligibility and rules at large;
 - The Programme Guidance on first level controls;
6. The controlled Project partner has undertaken all necessary precautions to avoid conflicts of interests with external experts and suppliers of goods and services (5);
7. The maintenance of an adequate and reliable accounting system and the maintenance of an audit trail at all levels of the project partner;
8. The **accuracy** of the expenditure: the accuracy of the accounting documents attesting the expenditure and the payments;
9. The compliance with the following:
 - Requirements for public procurement (Art. 2(5) of Council Regulation 1083/2006 and thus with Directive 2004/18/EC of the European Parliament and of the Council of 31st March 2004);
 - Requirements for State Aid rules (Art. 54 of Council Regulation (EC) No 1083/2006);
 - Requirements for publicity (Art. 9 and Annex I of Commission Regulation (EC) No 1828/2006);
 - Requirements for sound financial management (Art.48(2) of Regulation (EC, Euratom) No 1605/2002);
 - Requirements for equality between men and women and non-discrimination (Art. 16 of Council Regulation (EC) No 1083/2006);
 - Requirements for sustainable development (Art. 17 of Council Regulation (EC) No 1083/2006);
 - Requirements for avoiding double financing (Art. 54 of Council Regulation (EC) No 1083/2006);
 - Requirements related to the generation of revenue (Art. 55 of Council Regulation (EC) No 1083/2006);
 - Requirements set for the legality and regularity of the expenditure paid outside the Community and included in the statement of expenditure, in compliance with the requirements set by Art. 24 (d) of Commission Regulation (EC) no 1828/2006.

Additionally, I also certify that I have performed the first level control by verifying:

10. The following documentation:

- Bookkeeping lists;
- Invoices or other equivalent probative accounting documents;
- Dates of actual payments of the above documents;
- Activities reported and outputs produced;
- Depreciation method used, and that this method complies with the national requirements;
- VAT declarations that VAT is recoverable/non recoverable;
- Calculation schemes for estimating the value of contributions in kind;
- Compliance with the calculation scheme for overheads set by the Programme and stated in the Letter of Support;
- Time sheets for staff involved in the project;
- Salary slips for employed staff;
- Calculation scheme for the working time, and that this calculation complies with the national legislation;

11. In case of investments in infrastructures: that the relevant administrative/technical authorisations required by applicable laws have been obtained.

12. In case of land and real estate purchase: that a certificate from an independent and qualified evaluator/ duly authorised official body has confirmed that the purchase price does not exceed the market value (6).

13. That revenue (please mark whichever is the case):

has not been generated;

has been generated and thus: it has been reported in the corresponding section of the progress report and that it has been deducted from the total reported expenditure before calculating the payment request.

14. That all outstanding questions before acceptance of the application for reimbursement have been cleared with the JTS/MA/CA and other parties involved;

15. That the project partner has received from the Lead Partner the previously ERDF shares fully, without any retention of funding;

16. That I have performed my control on 100 % of the accounting and supporting documents;

17. That the computational correctness of expenditure has been verified;

18. That the costs have been correctly allocated under the budget lines, in compliance with the provisions of the Programme Guidance on eligibility;

19. That no irregular use of the granted co-financing has been detected.

I also confirm that:

- a) I am absolutely independent from the project;
- b) I hold the qualifications set by the Member State where the controlled beneficiary is located;
- c) The performed control complies with all relevant national and international auditing standards;
- d) The first level control report and checklist related to this report can be requested to me by the relevant authorities, whenever the case and that the LP holds a copy of these documents;
- e) I attach here the Designation Certificate (i.e. Annex 4 check list) proving my designation by the Central Approval Body of:

(Please state which country: France, The Netherlands, United Kingdom)

(Not Applicable to the controller of the "control unit, Controrele Provincie West-Vlaanderen" in Flanders (BE))

I validate that the total eligible expenditure amounts to EUR (Please state here the amount)

and that this amount corresponds to the amount reported on the cover sheet of the attached progress report.

Name and Surname	<input type="text"/>
Job title	<input type="text"/>
Division/Unit/Department	<input type="text"/>
Organisation	<input type="text"/>
Address	<input type="text"/>
Telephone number	<input type="text"/>
e-mail	<input type="text"/>
Fax number	<input type="text"/>

Place	<input type="text"/>
Date	<input type="text"/>
Signature	<input type="text"/>

(1) Art.16 of Regulation (EC) No 1080/2006

(2) Art.16 of Regulation (EC) No 1080/2006

(3) Art.16 of Regulation (EC) No 1080/2006

(4) Art.48 (2) of Regulation (EC, Euratom) No 1605/2002

(5) There is a conflict of interests where the impartial and objective exercise of the functions of any person under the Subsidy Contract is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with another person. (General Conditions applicable to European Community-financed grant contracts for external actions, ANNEX II, Article 4 - Conflict of interests)

(6) Art. 51 of Regulation (EC) No 1828/2006



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INTERREG IVA "2 Mers Seas Zeeën" Cross-border Cooperation Programme 2007-2013



Checklist for Submission

Have you not forgotten anything? Please check if all the documents of the list are attached to this report.

List of all attachments to this report to be sent to the Lead Partner	Attached (Y/N)
Cover Page	-- Select --
Financial Report	-- Select --
Control Checklist	-- Select --
Certificate of the validation of the expenditure	-- Select --
First Level Controller Designation Certificate	-- Select --