

REPORTING GUIDELINES

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FINANCIAL REPORTING and FLC VERIFICATIONS

Audit trail minimum requirements, to be checked by FLCs

- ✓ The subsidy contract (and its amendments);
- ✓ The partnership agreement;
- ✓ The latest version of the approved application form;
- ✓ Adequate documentation of all outputs and deliverables produced during the project lifetime;
- ✓ Documents proving, for each cost item claimed within the project, the expenditure incurred and the payment made (invoices or other documents of equivalent probative value, extract from a reliable accounting system of the beneficiary, bank statements, etc.)

FINANCIAL REPORTING and FLC VERIFICATIONS

Audit trail minimum requirements, to be checked by FLCs

- ✓ Adequate documentation of all procurement procedures implemented for selecting experts, service providers and suppliers (from the planning of the procedure until the signature of the contract and its possible amendments);
- ✓ Any other supporting document applicable to each budget line (staff reports, timesheets, contracts with providers, etc.);
- ✓ A copy (as pdf) of all project progress reports and final report submitted and approved by the MA/JS.

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For all Budget Lines, the following key info are provided in FS n.6:

- ✓ Definition
- ✓ Form of reimbursement
- ✓ Reporting requirements
- ✓ Audit trail
- ✓ Examples

PPs/LPs can report only costs **incurred and paid** within the relevant Reporting Period – OR – from RP2, incurred and paid within previous RPs.

PPs/LPs shall prepare an accurate paper/electronic storage of all supporting documents of the reported expenditure, following the audit trail info provided in Factsheet 6.

FINANCIAL REPORTING and FLC VERIFICATIONS

PPs/LPs shall upload in SIU only:

- ✓ PP Activity report
- ✓ Invoices or equal probative value documents
- ✓ Proofs of payments
- ✓ Awarding administrative document or equivalent and contracts for subcontracting

All the other supporting documents, needed by the FLC to evaluate the compliance of the expenditure with the Programme requirements, shall be provided by each PP/LP to the FLC via other means (e-mail, usb key, etc.).

The PP/LP shall also provide to the FLC a copy or picture of deliverables and communication products reported.

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TEMPLATES

Templates are provided by the Programme and will have to be completed, signed and delivered by PPs (according to the rules of Factsheet 6) and FLCs

PPs (including LP for its own part)	FLCs
PP Activity Report	FLC checklists
Timesheets	Control report
Staff Report	Certificate of Verified Expenditure (CoVe)
Staff Assignment	

TO BE UPLOADED IN SIU

FLC VERIFICATIONS

- Follow the indications provided in the document: «Istruzioni per il controllo e la certificazione delle spese» published on the website of the Programme
- Contact the concerned PP/LP and get all the documentation needed for the control
- Check the financial report in SIU (process described later)
- Fill in, sign and then scan the CoVE, the FLC checklists and the Control report + Italian checklists
- Upload those documents in SIU, in the area «FLC annexes»
- Provide the concerned PP/LP with a copy (pdf) of the above mentioned documents

What if the PP/LP makes mistakes?

- Inform the PP/LP
- Click on the button in SIU «Return to PP»
- Wait for the PP/LP to correct data and «submit to the FLC» the Report
- Check the new data
- If ok, issue the certificate, if not ok take action depending on the type of mistake

THANK YOU FOR YOUR ATTENTION!

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