**Certificate of Verified Expenditure (CoVE)**

Template

Version N°2 of 4th of February 2019

|  |  |  |  |
| --- | --- | --- | --- |
| **1.Project and partner report** | | | |
| Project title | | *To be filled in on the basis of the Approved AF* | |
| Project acronym | | *To be filled in on the basis of the Approved AF* | |
| Project ID number | | *To be filled in on the basis of the Approved AF* | |
| Approved implementation period | | *(DD.MM.YYYY – DD.MM.YYYY)* | |
| Name of Lead Partner | | *To be filled in on the basis of the Approved AF* | |
| Reporting period | | *(DD.MM.YYYY – DD.MM.YYYY)* | |
| Report Number | |  | |
| Date of Project Partner Report availability / starting date of FLC verifications | | *DD.MM.YYYY* | |
| **2. Project partner** | | | |
| Name of controlled project partner | | *To be filled in on the basis of the Approved AF* | |
| Partner role in the project  *(Lead partner, Project partner)* | | *To be filled in on the basis of the Approved AF* | |
| 1. **Designated Project Partner Controller** | | | |
| FLC body responsible for the verification (centralized control system) | |  | |
| FLC organization doing the verification (de-centralized control system) | |  | |
| Division/Unit/Department | |  | |
| Name of the controller | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Verification of specific expenditure** | | | |
|  | ***Total declared*** | ***ERDF*** | ***National contribution*** |
| **Amount declared of Preparation costs (if any)** | *Total declared EUR; from financial report.* | *Programme co-financing (eg ERDF) in EUR* | *National contribution in EUR* |
| **Amount certified of Preparation costs** | *Total certified EUR;* | *Programme co-financing (eg ERDF) in EUR* | *National contribution in EUR* |
| **Amount declared of expenditure outside the Programme area (if any)** | *Total declared EUR; from financial report.* | *Programme co-financing (eg ERDF) in EUR* | *National contribution in EUR* |
| **Amount certified expenditure outside the Programme area** | *Total certified EUR;* | *Programme co-financing (eg ERDF) in EUR* | *National contribution in EUR* |
| **Amount declared of Revenues (if any)** | *Total declared EUR; from financial report.* | *Programme co-financing (eg ERDF) in EUR* | *National contribution in EUR* |
| **Amount certified of Revenues** | *Total certified EUR;* | *Programme co-financing (eg ERDF) in EUR* | *National contribution in EUR* |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Overall verification** | | | |
|  | ***Total declared*** | ***ERDF*** | ***National contribution*** |
| **Amount declared** | *Total declared EUR; from financial report.* | *Programme co-financing (eg ERDF) in EUR* | *National contribution in EUR* |
| **Amount certified** | *Total certified EUR;* | *Programme co-financing (eg ERDF) in EUR* | *National contribution in EUR* |

1. Based on the documents provided and my verification and professional judgement as a first level controller, for the amount certified I certify that:
2. expenditure is in line with European, programme and national eligibility rules and complies with conditions for support of the project and payment as outlined in the subsidy contract;
3. expenditure was actually paid with the exception of costs related to in-kind contribution, depreciations and simplified cost options;
4. expenditure was incurred and paid (with the exceptions above under “b”) within the eligible time period of the project and was not previously reported;
5. payment of staff costs is proven on the basis of payslips or documents of equivalent probative value;
6. expenditure based on simplified cost options (if any) is correctly calculated and the calculation method used is appropriate;
7. expenditure reimbursed on the basis of eligible costs actually incurred is either properly recorded in a separate accounting system or has an adequate accounting code allocated. The necessary audit trail exists and all was available for inspection;
8. expenditure in currency other than Euro was converted using the correct exchange rate;
9. relevant EU/ national/ institutional and programme public procurement rules were observed;
10. EU and programme publicity rules were observed;
11. co-financed products, services and works were actually delivered;
12. expenditure is related to activities in line with the application form and the subsidy contract.
13. Based on the documents provided, my verification and my professional judgement as a first level controller, I have NOT found any evidence of:

* infringements of rules concerning sustainable development, equal opportunities and non-discrimination, equality between men and women and state aid;
* double-financing of expenditure through other financial source(s);
* generation of undisclosed project-related revenue.

1. I hereby confirm that the verification of the project financial report was done precisely and objectively.

The control methodology and scope, control work actually done as well as eligible and ineligible expenditure per budget line are documented in the FLC report (based on the programme template).

I and the institution / department I represent are independent from the project’s activities and financial management and authorised to carry out the control.

|  |  |
| --- | --- |
| **Controller’s signature** | |
| Location |  |
| Date |  |
| Name |  |
| Signature |  |
| Official stamp of the institution (if applicable) |  |