

## Title: Interactive check list for finalizing the Financial Report form

SUMMARY	
The appropriate and updated Financial reporting form was used	<input type="checkbox"/>
Check at: <a href="http://eacea.ec.europa.eu/llp/index_en.php">http://eacea.ec.europa.eu/llp/index_en.php</a> that the electronic form you used is appropriate and updated. Within the Beneficiaries section at the link above, choose the appropriate Year (see the project number if you are not sure).	
The Summary sheet was filled in appropriately and using the correct budgetary information.	<input type="checkbox"/>
Check that you have filled in, all the required information of the Summary sheet of the Financial Form (e.g. Project number, beneficiary data, project title etc.). Also check that you used the correct version of the Project Budget in case you asked for a formal amendment.	
The information about INTEREST EARNED ON PREFINANCING are provided and correct	<input type="checkbox"/>
Check with the Bank the appropriateness of the information related to eventual interests earned on pre-financing received. A declaration on the matter signed by the Bank should be collected.	
CO-BENEFICIARIES	
The list of project partners is coherent with the official one of the project	<input type="checkbox"/>
Check that the order within the project partners are listed is coherent with the official list attached to the contract signed with the EACEA and with eventual amendments occurred during the project.	
The data within the PARTNERS electronic sheet are coherent partners financial reports	<input type="checkbox"/>
Cross check that the data related to the direct costs (Staff, Travel, Subcontracts, Equipment, Other costs) calculated automatically by the form are coherent with the definitive version of project partners financial reports you collected and assessed.	
The reported costs comply with the budgetary rules	<input type="checkbox"/>
Check that: <ul style="list-style-type: none"> <li>- the total reported sum for Equipment costs is lower than 10% of the direct costs</li> <li>- the total reported sum for Subcontracts is lower than 30% of the direct costs</li> </ul>	

- the total reported sum for staff costs or operational costs do not exceed the 10% / 5.000 Euro of increase compared to the official budget of the project

## STAFF

The daily costs are coherent with the maximum ceilings set by the EACEA ☐

Check that the daily costs automatically calculated by the report form for each category, are equal or lower than the maximum ceilings set by the EACEA for the relevant year. The table of the maximum ceilings is available in the CEILINGS sheet within the report form itself.  
In case the daily costs are higher, take into account that the EACEA will automatically cut the staff costs accordingly.

The amount of reported days of work are coherent with the planned budget ☐

Check that the reported amount of days of work of each project partner is coherent with what was planned at application stage. In case of significant differences, use the COMMENT electronic sheet to provide appropriate explanation.

The staff table is filled in according to the instructions provided by the EACEA ☐

Take into account that up to 2012 projects the Staff table was to be filled in with one line for each project partner, with the total sum for each of the four categories, regardless the number of people reported in the category itself.  
From 2013 the Staff table needs to be filled in with one line for each person reported by each project partner.

## TRAVEL AND SUBSISTENCE

One line is filled in for each travel of each person ☐

Check that one separated line has been used for reporting the travel and subsistence costs for each of the staff members of the project partners.

Travel and subsistence costs are clearly related to project activities foreseen in the application form ☐

Check that for each reported cost, you provided, within the PURPOSE OF THE TRIP column, a clear explanation of the need of the travel and subsistence cost with reference with the planned activities.  
Check also that all reported travel and subsistence costs were foreseen in the Application form.  
In case this is not applicable, use the COMMENT electronic sheet to provide appropriate explanation.

Reported travel and subsistence cost are related to staff members of project partners institutions	<input type="checkbox"/>
Check the consistency, for all project partners, of people names reported in the TRAVEL AND SUBSISTENCE sheet, with the staff list provided within the Confidential report and in the STAFF sheet (for 2013 projects). All non staff members travel and subsistence costs should be reported in the Other costs category.	
Reported travel and subsistence costs are related to Program eligible countries	<input type="checkbox"/>
Check that all reported travel and subsistence costs are related to eligible programme countries (listed within the Call for Proposal). All expenditures related to non-eligible countries are not eligible unless formally authorized by the EACEA.	
Subsistence costs are in line with the maximum ceilings defined by the EACEA	<input type="checkbox"/>
Check that the reported Subsistence costs are equal or below the maximum daily rates ceiling set by the Commission for the relevant country. The table is available in the CEILINGS sheet within the report form itself. In case the daily rates are higher, take into account that the EACEA will automatically cut the staff costs accordingly.	
Dates of the reported Travel and subsistence costs are coherent with the eligibility period of the expenditures	<input type="checkbox"/>
Check that the dates of each of the reported costs falls within the project period for the eligibility of the expenditures. The period of eligibility is the one officially stated within the contract signed with the EACEA, eventually modified only by officially approved amendment requests.	
<b>EQUIPMENT</b>	
Reported Equipment costs are clearly related to project activities foreseen in the application form	<input type="checkbox"/>
Check that for each reported item, you provided, within the DESCRIPTION and JUSTIFICATION (& REFERENCE TO WORKPACKAGE) columns, a clear explanation of when and how the equipment cost was used with reference to the project activities. Check also that all reported equipment costs were foreseen in the Application form. In case this is not applicable, use the COMMENT electronic sheet to provide further appropriate explanation, considering that a formal authorization, to add the unforeseen cost, should have been obtained and that the cost could be therefore considered as not eligible.	
Equipment costs were reported according to the appropriate calculations	<input type="checkbox"/>
Check that each equipment cost was reported applying the appropriate depreciation rate, calculation of the period of use and degree of use for the project.	

Dates of the reported equipment costs are coherent with eligibility period of the expenditures	<input type="checkbox"/>
<p>Check that the dates of each of the equipment reported costs falls within the project period for the eligibility of the expenditures.          The period of eligibility is the one officially stated within the contract signed with the EACEA, eventually modified only by officially approved amendment requests.</p>	

SUBCONTRACTS	
Reported Subcontracts costs are clearly related to project activities foreseen in the application form	<input type="checkbox"/>
<p>Check that for each reported cost, you provided, within the DESCRIPTION and JUSTIFICATION (&amp; REFERENCE TO WORKPACKAGE) columns, a clear explanation of the need of the subcontract cost with reference to the planned activities.          Check also that all reported subcontracts were foreseen in the Application form.          In case this is not applicable, use the COMMENT electronic sheet to provide appropriate explanation, considering that a formal authorization should have been obtained and that the cost could be therefore considered as not eligible.</p>	
Dates of the reported subcontract costs are coherent with the eligibility period of the expenditures	<input type="checkbox"/>
<p>Check that the dates of each of the subcontracts reported costs falls within the project period for the eligibility of the expenditures.          The period of eligibility is the one officially stated within the contract signed with the EACEA, eventually modified only by officially approved amendment requests.</p>	

OTHER COSTS	
Reported Other costs are clearly related to project activities foreseen in the application form	<input type="checkbox"/>
<p>Check that for each reported item, you provided, within the DESCRIPTION and JUSTIFICATION (&amp; REFERENCE TO WORKPACKAGE) columns, a clear explanation of the nature and characteristics of the costs and a convincing motivation of the need of the cost itself with reference to the project activities.          Check also that all reported other costs were foreseen in the Application form.          In case this is not applicable, use the COMMENT electronic sheet to provide appropriate further explanation.</p>	

Dates of the reported Other costs costs are coherent with the eligibility period of the expenditures



Check that the dates of each of the Other costs reported fall within the project period for the eligibility of the expenditures.  
The period of eligibility is the one officially stated within the contract signed with the EACEA, eventually modified only by officially approved amendment requests.