

LIST OF INFORMATION TO BE PROVIDED (Annex to the Audit Announcement Letter)

As referred to in our letter of announcement, the European Commission or one its Executive Agencies has decided to carry out a financial audit on specific grant agreement(s) and related financial statements presented by your organisation.

The primary objective of a financial audit is to verify that the costs declared to the Commission are in compliance with the contractual provisions as defined in each specific grant agreement and, more specifically, are in line with the eligibility requirements (actual, incurred during the duration of project, in accordance with its usual accounting and management practices and principles, recorded in the accounts of beneficiary and used for the sole purpose of achieving the objectives of the project)

According to articles II.3.g and II.22 of the annex II to the audited grant agreement, it is the beneficiary's responsibility to make available all data required for the verification that the grant agreement is being properly managed and performed. In this sense, beneficiaries are requested to ensure that all documentation requested is readily available at the time of the audit. Failure to do so may imply that the audit concludes with a limitation in the audit team's assurance on the regularity of the management of the grant agreement and the related financial statements.

You are therefore requested to prepare the relevant supporting documents listed below prior to the start of the audit on your premises. The documentation should be provided separately for each project and for each period under review. As regards the specific cost categories, the request should be adapted to the particular categories used by you in line with the contractual requirements.

Documentation with the comment "no copy required" should be available for verification only. Copies might be requested during the audit when necessary.

Documents marked as "prior" should be sent in a digital format to the auditor in charge before the fieldwork in order to enable the audit firm to prepare the audit in the most efficient manner.

The list below is not exhaustive. As and when applicable the auditors may request further specific information.

Thank you for taking the time to complete the information preparation.

Supporting documentation		Prior to the audit?
I. General Information about the Beneficiary		
1.	Beneficiary's legal registration (such as trade register extract)	
2.	Organisation chart with list of key officers	
3.	Financial statements of the last two financial years together with the statutory auditors' report (if applicable)	
4.	Beneficiary's accounting policies	
5.	Description of cost/profit centre structure (with an indication where the action is carried out)	
6.	List of personnel associated to the cost/profit centres (where the RTD action is carried out) as referred to in point 5	Y

	7. Beneficiary's guidelines/procedures for the financial / scientific management of EC RTD grant agreements (if available)	
	8. List of all other EC funding received and all contracts and grant agreements (both closed and in progress) signed with the Commission (from 2007 to today)	
	9. List of systems used to manage the projects	
	10. List of Authorized signatures	
II. Receipt and distribution of Commission financial contribution		
	1. Bank statements showing amount and date of advance and/or interim and/or final payments received (from Commission or co-ordinator of the consortium)	
	2. Bank statements showing the interest yielded by the Community funds	
	3. <i>Only for the co-ordinator of the consortium:</i> Beneficiary's bank statement showing amount and date of advance and/or interim and/or final payments forwarded to other members of the consortium	
III. Project management information		
	1. Periodic activity and management reports (all funding schemes) – <u>no copy required</u>	
	2. Report on the distribution of the Community financial contribution (all funding schemes) – <u>no copy required</u>	
	3. Periodic/mid-term reviews (funding schemes- where appropriate) – <u>no copy required</u>	
	4. Any other deliverables specified in the <u>Annex I</u> to the grant agreement (with date of submission to the Commission and of Commission's approval) – <u>no copy required</u>	
	5. Grant agreement amendments (with date of request to the Commission) – <u>no copy required</u>	
IV. General financial documents		
	1. Detailed breakdown of costs supporting the Financial Statement (Form C) submitted to the Commission per cost categories, specifying the type of activity to which they relate to and, where applicable, the resources provided by a third party – (Note: this breakdown should include the relevant accounting codes/reference numbers to allow for reconciliation between the statements sent to the Commission and the beneficiary's financial records as extracted from the accounting system. Should the beneficiary identify an eventual discrepancy between the amounts declared and supported, the breakdown to be provided should identify the elements motivating the difference)	Y
	2. General ledger as extracted from the accounting system to be used for reconciliation purposes as referred to in point 1.	Y

	3. Breakdown of receipts of the project (where applicable) as defined in Annex II to the grant agreement (Art.17)	Y
	4. For third party resources as identified in Annex I to the grant agreement, the agreement established between the beneficiary and the third party prior to its contribution to the project	
V. Supporting documents for personnel costs		
	1. Beneficiary's internal guidelines/procedures for time recording follow-up (if available)	
	2. List of all personnel involved in the RTD action indicating period(s) they worked for the project as well as position classification/category	Y
	3. Employment contracts for all project personnel – <u>no copy required</u>	
	4. Payroll/Salary slips for all project personnel (whole period of project duration) – <u>no copy required</u>	
	5. Calculation of related charges (social charges such as pension, sickness, unemployment, etc.) according to national legislation – <u>no copy required</u>	
	6. Bank statements showing amount and date of bank transfer/payment receipts – <u>no copy required</u>	
	7. Calculation of hourly rates (i.e. gross remuneration plus related charges) for all personnel categories/project personnel – <u>no copy required</u>	
	8. Certified time records (or any other control document directly attributing personnel costs to the audit project) for all project personnel involved in the RTD action	
	9. (Standard) Productive hours calculation (if applicable)	
VI. Supporting documents for durable equipment		
	1. Beneficiary's internal guidelines/procedures for procurement of durable equipment (if available)	
	2. Beneficiary's valuation rules for accounting treatment of durable equipment	
	3. List of all acquisitions and disposals of durable equipment per period.	Y
	4. Purchase orders for durable equipment – <u>no copy required</u>	
	5. Original invoices for purchase of equipment– <u>no copy required</u>	
	6. Voucher/Expense account of accounting entries – <u>no copy required</u>	
	7. Bank statements showing amount and date of payments – <u>no copy required</u>	
	8. Inventory register or fixed asset register/ledger for the durable equipment related to the project	Y

	9. Depreciation table showing the gross book value of the durable equipment, the additions and retirements, the depreciation rate and the depreciation charge per period	Y
	10. In case of rented equipment: rental contract, inventory list of rented equipment, and calculation of leasing and/or rental charges	
	11. Equipment's usage diary/register (for equipment used by different projects) – <u>no copy required</u>	
VII. Supporting documents for subcontracting		
	1. Beneficiary's internal guidelines/procedures for procurement of services (where applicable) - <u>no copy required</u>	
	2. Brief description of services provided by subcontractors and/or third party resources in the context of the funded RTD action.	
	3. Signed original copies of agreements with subcontractors and/or third party resources (including technical annexes)	
	4. Request and Commission approval of subcontracting (where required)	
	5. Original invoices for external assistance	
	6. Evidence of delivery or services provided	
	7. Voucher/Expense account of accounting entries – <u>no copy required</u>	
	8. Bank statements showing amount and date of payment – <u>no copy required</u>	
VIII. Supporting documents for travel and subsistence		
	1. Beneficiary's internal guidelines/procedures for reimbursement of travel and subsistence expenses (where applicable) - <u>no copy required</u>	
	2. List and dates of trips by project personnel- <u>no copy required</u>	
	3. Authorised travel request forms, if applicable	
	4. Original invoices for travel and accommodation expenses– <u>no copy required</u>	
	5. Voucher/Expense account of accounting entries– <u>no copy required</u>	
	6. Bank statements showing amount and date of payment – <u>no copy required</u>	
IX. Supporting documents for consumables		
	1. Beneficiary's internal guidelines/procedures for procurement of consumables (where applicable) - <u>no copy required</u>	
	2. Purchase orders for consumables – <u>no copy required</u>	
	3. Original invoices for purchase of consumables– <u>no copy required</u>	
	4. Voucher/Expense account of accounting entries – <u>no copy required</u>	

	5. Bank statements showing amount and date of payment – <u>no copy required</u>	
	6. Inventory register/ledger (where applicable) – <u>no copy required</u>	
X. Supporting documents for protection of knowledge		
	1. Beneficiary's internal guidelines/procedures for costs associated to protection of knowledge (where applicable) - <u>no copy required</u>	
	2. Calculation of the actual costs necessary for the protection of knowledge	
	3. Invoices for fees to the competent authorities and/or advisers	
	4. Voucher/Expense account of accounting entries - <u>no copy required</u>	
	5. Bank statements showing the amount and date of payment - <u>no copy required</u>	
XI. Supporting documents for management of consortium activities		
	1. Description of the activities carried out in the context of the management of the consortium	
	2. Breakdown of the management costs declared, classified by activity	
	3. Original invoices for purchase of other direct costs – <u>no copy required</u>	
	4. Voucher/Expense account of accounting entries – <u>no copy required</u>	
	5. Bank statements showing amount and date of payment – <u>no copy required</u>	
XII. Supporting documents for other direct costs		
	6. Beneficiary's internal guidelines/procedures for purchase of other direct costs (where applicable) - <u>no copy required</u>	
	7. Calculation of the actual costs (if applicable) - <u>no copy required</u>	
	8. Original invoices for purchase of other direct costs – <u>no copy required</u>	
	9. Voucher/Expense account of accounting entries – <u>no copy required</u>	
	10. Bank statements showing amount and date of payment – <u>no copy required</u>	

XIII. Supporting documents for indirect costs (only for beneficiaries not using flat rates)		
	1. Description of the methodology used for the calculation and allocation of indirect costs (including analysis of the cost categories included in the overheads)	
	2. Reconciliation of the overhead costs with the profit & loss accounts (P&L)/general ledger	

	3. Calculation of (cost centre/project/personnel) overhead rates (including, where applicable, an analysis of the productive/non-productive hours on the basis of which indirect costs have been allocated)	
XIV. External audit certificates		
	1. Original signed audit certificates (Certificates on Financial Statements CFS) indicating clearly the beneficiary the related grant agreements, periods and amounts under review – <u>no copy required</u>	
	2. Original signed audit Certificate on Methodology (CoM) or Certificate on Methodology of Average Personnel Costs (CoMAv) (where applicable), indicating clearly the beneficiary, date to submission to the EC services, date of approval by the EC services and proof of such approval – <u>no copy required</u>	
	3. Letter of audit engagement/appointment sent to external auditor – <u>no copy required</u>	
	4. External auditor's letter of acceptance/engagement confirmation – <u>no copy required</u>	
	5. External auditor's invoice – <u>no copy required</u>	
	6. Bank statements showing amount and date of payment – <u>no copy required</u>	