

## **ANNEX 7**

### **Declaration on validation of expenditure Normal project**

## Declaration on validation of expenditure

<b>Project Code:</b>	<b>Name of the Lead Partner / Project Partner:</b>
<b>Acronym:</b>	
<b>Member State in which the Lead Partner / Project Partner is located:</b>	<b>Organisation/Controller issuing the declaration on validation of expenditure:</b>

Reporting period for which the declaration is issued: from <b>dd/mm/yyyy</b> to <b>dd/mm/yyyy</b>	Type of the declaration issued: <input type="checkbox"/> Regular No.: 1 <input type="checkbox"/> Corrective No.: 1.1
Total amount of eligible expenditure validated and covered by the present declaration and reduced by the amount of net revenues: <b>0,00 EUR</b>	
Amount of eligible public expenditure validated and covered by the present declaration: <b>0,00 EUR</b>	
Amount of ERDF validated and covered by the present declaration: <b>0,00 EUR</b>	ERDF contribution rate: <b>85,00%</b>
Amount of state contribution validated and covered by the present declaration: <b>0,00 EUR</b>	State contribution rate: <b>00,00%</b>

Based on verification within the meaning of Article 13 paragraphs 2-3. of Commission Regulation (EC) No 1828/2006 performed on expenditure declared by the above-mentioned Lead Partner / Project Partner I, the undersigned, representing the Controller hereby declare that:	
1.	Expenditure declared by the Lead Partner / Project Partner and to be included in the application for reimbursement is real and incurred for the project approved under the Programme.
2.	Expenditure declared by the Lead Partner / Project Partner is supported by receipted invoices or accounting documents of equivalent probative value.
3.	Expenditure declared by the Lead Partner / Project Partner has been paid by the Lead Partner / Project Partner which can be supported by receipted document(s).
4.	The products or services have been delivered in accordance with the subsidy contract(s) [ERDF, national].
5.	Supporting documents submitted by the Lead Partner / Project Partner are complete, accurate and acceptable as to their form and content.
6.	Expenditure declared by the Lead Partner / Project Partner is eligible according to the common eligibility rules of the Programme (Programme Manual), the relevant EU and national legislation.
7.	The partner report submitted by the Lead Partner / Project Partner is correct and consistent with the supporting documents.
8.	The part of the project implemented and expenditure declared by the Lead Partner / Project Partner comply with the subsidy contract(s) [ERDF, national].
9.	The part of the project implemented and expenditure declared by the Lead Partner / Project Partner are in line with Community and national rules, included public procurement rules, state aid rules, publicity, rules on environmental protection, and rules on equal opportunities.
10.	The part of the project implemented by the Lead Partner / Project Partner receives financial contribution only under the Programme (double-financing of expenditure with other Community or national schemes and with other programming periods is avoided)

11.	The expenditure declared by the Lead Partner / Project Partner within the meaning of Article 21 of Commission Regulation (EC) 1080/2006 has been also verified.	
12.	The Lead Partner / Project Partner maintains either a separate accounting system or an adequate accounting code for all transactions relating to the project.	
13.	On the basis of the received supporting documents it can be stated, that the Lead Partner / Project Partner fulfilled the EU requirements concerning information and publicity.	
14.	Eventual revenues have been deducted from the total eligible expenditure of the project part implemented by the Lead Partner / Project Partner; the Lead Partner / Project Partner declares that no further revenues, others than declared have been generated.	
15.	Expenditure declared in the application for reimbursement by the Lead Partner / Project Partner is not affected by irregularity or any suspected irregularity.	
16.	On-the-spot check was carried out by the Controller at the Lead Partner / Project Partner concerning the period covered by the present declaration on validation.	<input type="checkbox"/> yes <input type="checkbox"/> no
17.	The expenditure declared corresponds to the accounting records and supporting documents held by the Lead Partner / Project Partner.	<input type="checkbox"/> yes <input type="checkbox"/> no on-the-spot check performed for the period
18.	The part of the project implemented by the Lead Partner / Project Partner is progressing in compliance with the objectives of the project laid down in the subsidy contract(s) [ERDF, national].	<input type="checkbox"/> yes <input type="checkbox"/> no on-the-spot check performed for the period
19.	The part of the project checked on-the-spot is implemented in compliance with Community and national rules.	<input type="checkbox"/> yes <input type="checkbox"/> no on-the-spot check performed for the period
20.	On-the-spot check was documented by the Controller (eg. checklist, report). Documentary evidence is kept by the Controller.	<input type="checkbox"/> yes <input type="checkbox"/> no on-the-spot check performed for the period
21.	Irregularity was suspected by the Controller in the course of on-the-spot check.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> no on-the-spot check performed for the period
22.	The competent national body (National Authority) was informed about the irregularity suspected by the Controller.	<input type="checkbox"/> yes <input type="checkbox"/> no irregularity found
23.	Records are kept at the Controller describing and justifying the sampling method and identifying the projects selected for on-the-spot verification.	

*If any of the points listed above is not fulfilled the deviation has to be identified and commented in the Annex A. The total amount of eligible expenditure validated and covered by this declaration is presented in details by the Annex B and Annex C. These annexes have to be attached to this declaration and also bear the legally binding signature as requested below.*

Place and Date

Official stamp of the Controller

Name and position of the representative of the Controller

\_\_\_\_\_

Signature

## Annex "A" to the Declaration on validation of expenditure

<b>Project Code:</b>	<b>Name of the Lead Partner / Project Partner:</b>
<b>Acronym:</b>	
Reporting period for which the declaration is issued: from <b>dd/mm/yyyy</b> to <b>dd/mm/yyyy</b>	Type of the declaration issued: <input type="checkbox"/> Regular No.: 1 <input type="checkbox"/> Corrective No.: 1.1

### I. Desk based check

Desk based check was carried out in accordance with the respective control guidelines.	
Amount of ineligible expenditure deducted by the Controller and short explanation:	

### II. On-the-spot check

Number, date and place of on-the-spot checks performed in the period covered by the present declaration on validation of expenditure:	
Main findings of on-the-spot check(s) in the period covered by the present declaration on validation of expenditure:	
In case of deficiencies discovered by the Controller in the course of on-the-spot check, the following measures were taken by the Lead Partner / Project Partner in order to ensure compliance with the subsidy contract and the applicable Community and national rules.	
Type of (documentary) evidence of on-the-spot check(s) performed:	

Place and Date

Official stamp of the Controller

Name and position of the representative of the Controller

Signature

## Annex "B" to the Declaration on validation of expenditure

<b>Project Code:</b>	<b>Name of the Lead Partner / Project Partner:</b>
<b>Acronym:</b>	
Reporting period for which the declaration is issued: from <b>dd/mm/yyyy</b> to <b>dd/mm/yyyy</b>	Type of the declaration issued: <input type="checkbox"/> Regular No.: 1 <input type="checkbox"/> Corrective No.: 1.1

**I. Total amount of eligible expenditure validated and covered by the present declaration belong to the following Work Packages (WP) and Budget Lines as follows:**

	WP 0	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	Total
Staff									
Overheads									
Travel									
External exp.									
Equip.									
Investments									
Fin. charges									
<b>Total</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

**II. Total amount of eligible expenditure validated and covered by the present declaration covers the following special types of expenditure:**

	Common Costs (EUR)	In kind contribution (EUR)	10 % rule (EUR)	20 % rule (EUR)
WP 1	0,00	0,00	0,00	0,00
WP 2	0,00	0,00	0,00	0,00
WP 3	0,00	0,00	0,00	0,00
WP 4	0,00	0,00	0,00	0,00
WP 5	0,00	0,00	0,00	0,00
WP 6	0,00	0,00	0,00	0,00
WP 7	0,00	0,00	0,00	0,00
<b>Total</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

**III. Revenues to be deducted from the total amount of eligible expenditure of the current period:**

	Revenues foreseen in the AF (Yes/No)	Amount of revenues generated (EUR)	Amount of net revenues to be deducted from the eligible expenditure (EUR)
<b>Total</b>		<b>0,00</b>	<b>0,00</b>

Place and Date

Official stamp of the Controller

Name and position of the representative of the Controller

Signature

## Annex “C” to the Declaration on validation of expenditure

<b>Project Identification Number:</b>	<b>Name of the Lead Partner / Project Partner:</b>
<b>Acronym:</b>	
Reporting period for which the declaration is issued: from <b>dd/mm/yyyy</b> to <b>dd/mm/yyyy</b>	Type of the declaration issued: <input type="checkbox"/> Regular No.: 1 <input type="checkbox"/> Corrective No.: 1.1

### I. The total amount of eligible expenditure validated on the basis of the following invoices/documents of equivalent probative value:

WP 1 TRANSNATIONAL PROJECT MANAGEMENT AND COORDINATION														
BL 4 EXTERNAL EXPERTISE AND SERVICES														
No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X) 20% (Y)
1														
2														
3														
4														
5														
Total amount of expenditure														

*(Example! Rows to be inserted and separate tables to be prepared by Work packages and by Budget Lines!)*

Place and Date

Official stamp of the Controller

Name and position of the representative of the Controller

Signature

## II. Revenues

No.	Documents of equivalent probative value ID	Description of the revenue	Related activity according to the AF	Revenue incurred on (date)	Date of accounting the revenue	Total amount of revenues generated in original currency	Total amount of net revenues in original currency	Currency	Exchange rate	Total amount of revenues generated in EUR	Total amount of net revenues in EUR	Total amount of net revenues validated by the Controller in EUR
1												
2												
<b>Total</b>												

Place and Date

*Official stamp of the Controller*

Name and position of the representative of the Controller

*Signature*

