

OFFLINE TEMPLATE

Control report

For information
purposes only

1. Project and partner report:

Project title	Filled-in once from AF (automatic in electronic systems)
Project acronym	Filled-in once from AF (automatic in electronic systems)
Project index number	Filled-in once from AF (automatic in electronic systems)
Reporting period	(DD.MM.YYYY - DD.MM.YYYY)
Report Number	Pre-filled (automatic in electronic systems)

2. BENEFICIARY

Name of controlled beneficiary	Pre-filled from most recent AF (automatic in electronic systems)
Beneficiary's role in the project (Lead partner, Project partner)	Pre-filled from most recent AF (automatic in electronic systems)
Contact person (name and email address)	Pre filled from the most recent AF (automatic in electronic systems)
Project partner number	Pre-filled from most recent AF (automatic in electronic systems)

3. DESIGNATED BENEFICIARY'S NATIONAL CONTROLLER

Name of the national controller institution doing the verification	Pre-filled and updated if changed
Name of the designated national controller authorized to sign the control documents	
Job title	Pre-filled and updated if changed
Division/Unit/Department	Pre-filled and updated if changed
Address	Pre-filled and updated if changed
Telephone Number	Pre-filled and updated if changed
Email	Pre-filled and updated if changed

4. VERIFICATION

Description of the methodology	<i>Provide an overview of the control procedures. Describe the methodology used for the verification including an explanation of the nature of documents checked including a description of the procedure in place for avoiding double financing.</i>		
Sampling of expenditure was applied (As a general rule, the controls should cover 100% of expenditure. Only in duly justified cases, sample check can be done applying a suitable and transparent methodology set-up at national level.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(if yes) Sampling method used:	<i>Briefly describe the sampling methodology, the sample taken and the results of the check. When applying a sampling method, the controls must cover all budget lines and take into account all risk factors affecting the project. The method applied and the sample taken as well as the results must be documented carefully and in a transparent way. The methodology has to contain steps to be taken in case of detection of errors or non-eligible amounts in the sample (i.e. enlarging the sample of the affected budget line up to 100 % of the claimed expenditure).</i>		
Place of check	<input type="checkbox"/> desk-based	<input type="checkbox"/> on-the-spot	
(if on-the-spot) Date(s) of on-the-spot verification	DD.MM.YYYY - DD.MM.YYYY		
(if on-the-spot) Location of on-the-spot verification	<input type="checkbox"/> premises of the beneficiary	<input type="checkbox"/> place of project output	<input type="checkbox"/> other
(if other) specify:			
(if on-the-spot) Focus of on-the-spot verification and observations	<i>e.g. accounting system, cost items, investments, etc.</i>		
Date of receipt of the partner report (first submission)	DD.MM.YYYY		
Start of control work	DD.MM.YYYY		
Date(s) of requests for clarifications (if applicable)	DD.MM.YYYY		
Date(s) of receipt of satisfactory clarifications (if applicable)	DD.MM.YYYY		
End of control work	DD.MM.YYYY		

Justification if the time lapse between the receipt of the partner report and the issuing of control documents is longer than 3 months

5. A. EXPENDITURE DECLARED AND CERTIFIED PER BUDGET LINE

	Declared (A) (total amount declared)	Certified (B) (total amount certified)	Difference (C=A-B) (total ineligible amount deducted)	Certified in % of Declared [B/A]*100
Staff costs	EUR	EUR	EUR	% <i>Calculated automatically</i>
Office and administrative expenditure	EUR	EUR	EUR	%
Travel and accommodation costs	EUR	EUR	EUR	%
External expertise and services costs	EUR	EUR	EUR	%
Equipment expenditure	EUR	EUR	EUR	%
Infrastructure and works expenditure	EUR	EUR	EUR	%
Total expenditure (a)	<i>EUR (Calculated automatically)</i>	<i>EUR (Calculated automatically)</i>	<i>EUR (Calculated automatically)</i>	<i>% (Calculated automatically)</i>
(Net Revenue) (b)	- EUR	- EUR	EUR	%
Total eligible expenditure (a-b)	<i>EUR (Calculated automatically)</i>	<i>EUR (Calculated automatically)</i>	<i>EUR (Calculated automatically)</i>	<i>% (Calculated automatically)</i>

5. B. EXPENDITURE DECLARED AND CERTIFIED BY WORK PACKAGES

	Declared (A) (total amount declared)	Certified (B) (total amount certified)	Difference (C=A-B) (total ineligible amount deducted)	Certified in % of Declared [B/A]*100
WP M	EUR	EUR	EUR	% <i>Calculated automatically</i>
WPT1	EUR	EUR	EUR	%
WPT2	EUR	EUR	EUR	%
WPT3	EUR	EUR	EUR	%
WPT4	EUR	EUR	EUR	%
WP I	EUR	EUR	EUR	%
WP C	EUR	EUR	EUR	%
Total expenditure (a)	EUR <i>(Calculated automatically)</i>	EUR <i>(Calculated automatically)</i>	EUR <i>(Calculated automatically)</i>	% <i>(Calculated automatically)</i>
(Net Revenue) (b)	- EUR	- EUR	EUR	%
Total eligible expenditure (a-b)	EUR <i>(Calculated automatically)</i>	EUR <i>(Calculated automatically)</i>	EUR <i>(Calculated automatically)</i>	% <i>(Calculated automatically)</i>

Part of the expenditure was incurred for activities carried out in EU regions outside the programme area

YES

NO

(if yes) How much was certified?

EUR

Part of the expenditure was incurred outside the EU territory YES NO

(if yes) How much was certified? EUR

6.A DESCRIPTION OF FINDINGS, OBSERVATIONS AND RESERVATIONS

n.a. *A description of the types of errors found and a reasoning why it is an error. Also add: a clear specification of additional observations and reservations (if any), expressed about the eligibility of expenditure including the list of ineligible expenditure.*

6.B CONCLUSIONS, RECOMMENDATIONS AND FOLLOW UP FOR THE NEXT REPORTS

n.a. *The conclusion takes into consideration the above-mentioned observations/reservations. It also describes the measures implemented to solve the errors detected and it eventually provides recommendations to avoid the repetition of the same types of errors in the future. Also, follow-up measures if any, to be implemented in the next progress report should be described in this section.*

6.C FOLLOW-UP OBSERVATIONS FROM PREVIOUS REPORTS

n.a. *Follow-up measures implemented which were related to previous reports should be described in this section.*

NATIONAL CONTROLLER'S SIGNATURE

Place

Date

Name

pre-filled in automatic systems

Signature

Official stamp of the institution
(if applicable)