

Declaration on Validation of Expenditure

Project Identification Number:	
Acronym:	
Name of controlled project Beneficiary:	
Member State in which the Lead Beneficiary / Beneficiary is located:	
Organisation / Control Body issuing the Declaration on Validation of Expenditure:	
Controller responsible for the validation:	

Reporting period for which the declaration is issued:		from to	
Declaration number:		Regular No.: Corrective No.:	
Total amount of expenditure validated and covered by the present Declaration and reduced by the amount of net revenues:		EUR	
Amount of EU contribution validated and covered by the present Declaration:	EUR	Co-financing rate:	%
Amount of state contribution validated and covered by the present Declaration:	EUR	Co-financing rate:	%
Amount of own contribution validated and covered by the present Declaration:	EUR		%

I. Based on the documents provided for the amount validated I, the undersigned, representing the Control body hereby declared that:	
1.	Expenditures are in line with EU, programme and national eligibility rules and complies with conditions for support of the project and payment as outlined in the subsidy contract
2.	Expenditure is supported by invoices or accounting documents of equivalent probative value, with exception of simplified costs options
3.	Expenditure was actually paid with the exception of costs related to depreciations and simplified cost options
4.	Expenditures was incurred and paid within the eligible time period of the project and was not previously reported.
5.	Expenditure based on simplified cost options (if any) is correctly calculated and the calculation method used is appropriate.
6.	Expenditure (if any) within the meaning of with Article 20 (2) of Regulation (EU) No 1299/2013 has been also verified

7.	Expenditure validated on the basis of eligible costs actually incurred and paid 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 according to the rules of the Programme
9.	Relevant EU/national/institutional and programme public procurement rules were observed
10.	Environmental protection rules, EU and program 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 contracts
13.	Expenditure validated is not affected by irregularity or any suspected irregularity
II. Based on the document provided, I have not found any evidence of:	
1.	Infringements of rules concerning sustainable development, equal opportunities and non-discrimination, equality between men and woman and state aid
2.	Double financing of expenditure through other financial source(s)
3.	Generation of undisclosed project-related revenue
III. I hereby confirm that the validation of the Beneficiary report was done precisely and objectively.	
IV. The control methodology and scope, control work actually done as well as eligible and ineligible expenditure per budget line are documented in Annex A. Validated expenditure per budget lines is documented in Annex B and Annex C.	

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

Place and Date

Name and Surname

Annex “A” to the Declaration on validation of expenditure

Project Identification Number:	
Acronym:	
Name of controlled project Beneficiary:	
Reporting period for which the declaration is issued:	from to
Declaration Number	Regular No.:..... Corrective No.:
Report submission date: (First online submission date)	DD.MM.YYYY
Date(s) of requests for clarifications (if applicable)	DD.MM.YYYY
Date of receipt of satisfactory clarifications (last completion date), if applicable	DD.MM.YYYY

I. Methodology of the Verification

Desk based check was carried out in accordance with the respective control guidelines.		
Amount of ineligible expenditure deducted by the Control Body and short explanation:	0.00 EUR	

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:	
Sampling method used.	
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 Control Body in the course of on-the-spot check, the following measures were taken by the Lead Beneficiary / Beneficiary 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, Documentary evidence is kept by the Control Body. Records are kept at the Control Body:	

III. Irregularities

Irregularity was suspected by the Controller in course of administrative (desk base checks) or on-the-spot check	Yes	No
The competent national body/national authority was informed about the irregularity suspected by the Controller	Yes	No

Place and Date

Name and Surname

Annex “B” to the Declaration on validation of expenditure

Project Identification Number:	
Acronym:	
Name of controlled project Beneficiary:	
Reporting period for which the declaration is issued:	from to
Declaration Number	Regular No.:Corrective No.:.....

I. Total amount of eligible expenditure validated and covered by the present declaration according to Budget Lines as follows:

	Eligible expenditure (EUR)	Eligible expenditure occurred outside the eligible area (EUR)	Eligible expenditure occurred outside the eligible area (%)
1. Preparation costs	0.00		
2. Staff costs	0.00		
3. Office and administration expenditures (flat rate x %)	0.00		
4. Travel and accommodation	0.00		
5. External Expertise and services	0.00		
6. Equipment expenditures	0.00		
7. Infrastructure and works	0.00		
Total expenditures (a)	0.00		
(Net revenue) (b)	0.00		
Total eligible expenditures (a-b)	0,00		

II. Irregularities

In case irregularity case suspected during the validation, please shortly describe the case. Please include detailed financial information	
<i>Irregularity number</i>	Description

Place and Date

Name and Surname

Annex “C” to the Declaration on validation of expenditure

Project Identification Number:	
Acronym:	
Name of controlled project Beneficiary:	
Reporting period for which the declaration is issued:	from to
Declaration Number	Regular No.:Corrective No.:.....

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

1. Preparation costs

No.	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Eligible expenditure occurring outside the eligible area (EUR)	Comments of the LB/B	Comments of the Control Body
1. Preparation costs	0.00	0.00	0.00	0.00		
Total amount of expenditure validated 1. Preparation costs	0.00	0.00	0.00			

2. Staff costs

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Issued on dd/md/yyyy	Date of performance 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	Eligible expenditure occurring outside the eligible area (EUR)	Comments of the LB/B	Comments of the Control Body
2.1 Salary of staff (project management and team members) - Calculation on Flat rate basis											0.00	0.00	0.00	0.00		

2.2. Salary of staff (project management and team members)										0.00	0.00	0.00	0.00		
1							0.00	0.00			0.00	0.00	0.00	0.00	
Total amount of expenditure validated 2. Staff costs										0.00	0.00	0.00	0.00		

3. Office and administrative expenditure

No.											Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Eligible expenditure occurring outside the eligible area (EUR)	Comments of the LB/B	Comments of the Control Body
3. Office and administrative expenditure (flat rate)										0.00	0.00	0.00	0.00			
Total amount of expenditure validated 3. Office and administrative expenditure										0.00	0.00	0.00	0.00			

4. Travel and accommodation costs

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Issued on dd/md/yyyy	Date of performance 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	Eligible expenditure occurring outside the eligible area (EUR)	Comments of the LB/B	Comments of the Control Body
4.1. Travel cost of project staff										0.00	0.00	0.00	0.00			
1							0.00	0.00			0.00	0.00	0.00	0.00		
4.2. Accommodation costs										0.00	0.00	0.00	0.00			
4.3. Per diems of the project staff										0.00	0.00	0.00	0.00			
Total amount of expenditure validated 4. Travel and accommodation costs										0.00	0.00	0.00	0.00			

5. External expertise and services costs

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Issued on dd/md/yyyy	Date of performance 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	Eligible expenditure occurring outside the eligible area (EUR)	Comments of the LB/B	Comments of the Control Body
5.1. Technical plans											0.00	0.00	0.00	0.00		
5.2. Studies ,statistics, databases and research											0.00	0.00	0.00	0.00		
5.3. Events, conferences, seminars, project meetings											0.00	0.00	0.00	0.00		
5.4. Services related to project management, procurement procedures											0.00	0.00	0.00	0.00		
5.5. Cost of supervisor of engineering, architect's site supervision											0.00	0.00	0.00	0.00		
5.6 Costs related to publicity, promotion and communication											0.00	0.00	0.00	0.00		
5.7 Other services											0.00	0.00	0.00	0.00		
Total amount of expenditure validated 5. External expertise and services costs											0.00	0.00	0.00	0.00		

6. Equipment expenditure

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Issued on dd/md/yyyy	Date of performance 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	Eligible expenditure occurring outside the eligible area (EUR)	Comments of the LB/B	Comments of the Control Body
6.1 Content related / thematic equipment											0.00	0.00	0.00	0.00		
6.2 Equipment for general (office) use											0.00	0.00	0.00	0.00		
Total amount of expenditure validated 6.Equipment expenditure											0.00	0.00	0.00	0.00		

7. Infrastructure and works

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Issued on dd/md/yyyy	Date of performance 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	Eligible expenditure occurring outside the eligible area (EUR)	Comments of the LB/B Comments	Comments of the Control Body
7.1 Construction, reconstruction and renovation of buildings, works, infrastructure											0.00	0.00	0.00	0.00		
7.2. Purchase of land											0.00	0.00	0.00	0.00		
Total amount of expenditure validated 7. Infrastructure and works											0.00	0.00	0.00	0.00		
Total amount of budget lines											0.00	0.00	0.00			

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 original currency	Currency	Exchange rate	Total amount of revenues generated EUR	Total amount of net revenues generated in EUR	
						0.00	0.00	0.00	0.00	0.00	0.00	
Total amount of revenues										0.00	0.00	0.00

Place and Date

Name and Surname