



Managing Authority
Ministry of Finance of the Republic of Estonia

Estonia – Russia
Cross Border Cooperation Programme
2014 – 2020

CHECK-LIST
FOR CONTROLLERS/AUDITORS

Template of control check-list

Audit firm/Public officer organisation responsible for issuing the expenditure and revenue verification report:

Project Number:

Project Title:

Reporting period: from *dd month yyyy* to *dd month yyyy*

Name of the Beneficiary:

Role of the beneficiary in the project:

Lead beneficiary

Beneficiary

Request for examination:

Date of request for examination:
dd month yyyy

Date of receipt of documents for verification (desk-based check):
dd Month yyyy

General remarks of the auditor/public officer (if any):

Date: *dd month yyyy*

Name of the auditor/public officer(s)¹:

Signature(s):

¹ Name of the person(s) who performed the verification

1. SUMMARY OF AMOUNTS AND TYPE OF VERIFICATION	
1.1 Expenditure declared by the beneficiary	EUR <x,xxx.xx>
1.2 Expenditure verified by the auditor/public office	EUR <x,xxx.xx> Expenditure Coverage Ratio <xx.xx%>
1.3 100% of costs were verified	YES/NO
1.4 Less than 100% of costs were verified and the sampling method has been used.	YES/NO
1.5 Expenditure complying with requirements set in the expenditure verification procedures	EUR <x,xxx.xx>
1.6 Expenditure not complying with requirements set in the expenditure verification procedures	EUR <x,xxx.xx>
1.7 [If applicable] The total revenues and contributions by third parties verified is:	EUR <x,xxx.xx>
1.8 [If applicable, and only in the final report] The profit deriving from a surplus of income over expenditures is:	EUR <x,xxx.xx>
1.9 Type of the verification:	<input type="checkbox"/> Only desk-based check <input type="checkbox"/> Includes on-the-spot verification results (findings)
1.10 On-the-spot verification(s)	Date: <i>dd month yyyy</i> Place(s): <input type="checkbox"/> premises of the beneficiary <indicate address> <input type="checkbox"/> place of project outputs <indicate address> <input type="checkbox"/> other (please indicate) <indicate address>
1.11 Expenditure verified on-the-spot:	EUR <x,xxx.xx>
1.12 Format in which documents were made available	<input type="checkbox"/> original (including electronic) <input type="checkbox"/> copies (including electronic)

2. FORMAL CHECKS ²		
Checks	Yes/No NA ³	Comments
2.1 Grant Contract signed by both parties (MA and Lead Beneficiary) is available		
2.2 Partnership Agreement signed by all project beneficiaries is available		
2.3 Narrative report of the beneficiary concerning the activities undertaken during the reporting period is available		
2.4 Addendum of any modification of the Grant Contract is available		
2.5 Financial report of the beneficiary is available		
2.6 The total project budget corresponds to Grant Contract		
2.7 Notifications (minor changes) to MA/JTS made by the Beneficiary is available		
2.8 The Lead Beneficiary has forwarded pre-payment/grant shares to the project partners in accordance with concluded Partnership Agreement without unnecessary delays and in full		

3. GENERAL ELIGIBILITY CRITERIA		
Checks	Yes/No NA	Comments
3.1 All expenses have been actually incurred and paid by the beneficiary, and they can be verified on the basis of adequate original supporting documents (except lump sum and flat rate)		
3.2 All expenses are directly related to the project, necessary for its implementation, and they are in accordance with the approved budget		
3.3 All expenses have been incurred⁴ and paid between the date of start of the project and the end date of the relevant reporting period or end of implementation period, with the following exceptions for the final report: <ul style="list-style-type: none"> - Costs related to the preparation of final report (e.g. project staff costs, travel costs related to the preparation of final report, etc.) - expenditure verification and final evaluation of the project, which may be incurred after the implementation period of the project - expenses (including expenditure verification costs) are paid before the submission of the final report 		

² All documents should be available in eMS

³ NA – not applicable

⁴ "Costs relating to services and works shall relate to activities performed during the implementation period" (article 48 of ENI CBC IR)

3.4 All expenses have been incurred in the Programme eligible area		
3.5 For the expenditure incurred outside the Programme eligible area, specific provisions in the Grant Contract are respected		
3.6 The exchange rate for converting expenditure incurred in national currency into Euro has been properly applied, in accordance with the provisions of the Grant Contract		
3.7 Any recoverable VAT has been deducted from the amount of declared expenditure for all relevant items		
3.8 Any ineligible expenditure, including contributions in kind has been excluded from the declared expenditure		
3.9 Expenses are identifiable and verifiable and accounted in accordance with accounting standards of respective country		

4. ELIGIBILITY OF EXPENDITURES BY BUDGET LINES		
4.1. STAFF COSTS		
Checks	Yes/No NA	Comments
4.1.1 Work contracts according to national legislation / designation or secondment order of civil servant for all project staff is available		
4.1.2 Contract/ designation or secondment order and/ or the related job description contains <ul style="list-style-type: none"> - the assignment of the person for the project and its tasks within the project - start date and end date of the assignment - the person is working exclusively or partially on the project 		
4.1.3 Payslips are available		
4.1.4 Monthly timesheets are available (if needed according to Implementing Guidelines of the Programme)		
4.1.5 Timesheets are sufficiently detailed (name of the employee, date, time and description of the daily activity)		
4.1.6 Timesheets are signed both by the employee and the employer		
4.1.7 The method for calculating the hourly rates and the calculation of the staff costs are available and correct.		
4.1.8 The calculation of staff costs is based on real costs (real gross salary proved by payslips) and real worked hours (time spent on the project proved by timesheets)		
4.1.9 For part-time employees the calculation method is in line with programme rules		

4.1.10 Single hourly rate is used in the frames of the one and the same employment contract (for part-time working a separate contract has been concluded)		
4.1.11 Working time spent on the project is in line with the normal working hours, according to the national legislation in force.		
4.1.12 Any fringe benefits, rewards over the monthly salaries are excluded from the hourly rate		
4.1.13 Additional charges besides the social contribution charges (obligatory according to national rules) are excluded from the hourly rate		
4.1.14 The calculation of staff costs, that is the actual cost of the actual time devoted, is correct		
4.1.15 Proof of payment of the salary is available		
4.1.16 Proof of payment of the social charges and taxes is available and is in accordance with national legislation		

4.2.OFFICE AND ADMINISTRATION

Checks	Yes/No NA	Comments
4.2.1 Indirect administrative expenses - do not exceed the percentage specified in the Grant contract, up to 7% of total direct eligible costs, excluding costs incurred in relation to the provision of infrastructure		

4.3.TRAVEL AND ACCOMODATION COSTS

Checks	Yes/No NA	Comments
4.3.1 Travel costs are directly related to the project		
4.3.2 Only travelling costs of the project staff or other persons taking part in the project are declared		
4.3.3 Travel costs of the partner employees/associated partners and final beneficiaries are budgeted		
4.3.4 Travels are performed within the eligible area. When the travel incurred outside the eligible area of the Programme, the specific provisions in the Grant Contract are respected		
4.3.5 Authorisations of the business trips are available (if obligatory according to national/institutional rules)		
4.3.6 Business trip report signed by the travelling person is available (if obligatory according to national/ institutional rules)		
4.3.7 All supporting documents are available (e.g. invitation, agenda, list of participants, minutes, etc.)		

4.3.8 Train/bus tickets, plane tickets, boarding cards, etc. are available		
4.3.9 The most economical and/or efficient way of transport is used, in accordance with the internal procedures of the organisation		
4.3.10 In case of use of own car or company car, calculation sheet prepared according to national or institutional rules stating at least the distance, the unit rate and the total costs of the travel is available		
4.3.11 If costs are directly paid by the institution, proof of payment are available		
4.3.12 If costs are paid by the person going on business trip / an advance is paid by the institution to the person going on business trip , the documents on the reimbursement of costs are available		
4.3.13 For staff working in public institutions as well as in units subordinated or coordinated by such institutions, the expenses with travel and accommodation costs should comply with the national legislation in force applicable for public institutions		
4.3.14 For staff working in other legal entities than those mentioned in the previous category, travel and accommodation costs do not exceed the costs normally paid by the beneficiary according to its rules and regulations		
4.3.15 Proof of payment of travel and accommodation including daily allowance (if applicable), etc. costs are available		
4.3.16 Documents confirming payment of travel insurance, visas are available (if applicable)		

4.4.EXTERNAL EXPERTISE AND SERVICES

Checks	Yes/No NA	Comments
4.4.1 Services provided by the external experts are directly related to the project, the related activities are explicitly stated in the approved budget		
4.4.2 Beneficiaries of the same project or any affiliated entity are not contracted as an external expert or a sub-contractor.		
4.4.3 The contract (if applicable) laying down the services to be provided is available		
4.4.5 The evidence of the work carried out by the service provider is available (studies, researches, analysis, invitation, agenda of the meeting, list of participants, photos of the event, promotional materials, etc.), as well acceptance of the works is available.		
4.4.6 If applicable, the deliverables respect the information and publicity requirements of the Programme		

4.4.7 Proof of payment is available		
4.4.8 Meetings and events are directly related to the project, the related activities are explicitly stated in the approved budget		
4.4.9 For costs of catering, a list of participants is available		
4.4.10 Catering is foreseen in the event agenda and alcoholic beverages do not exceed 1/4 of the respective invoice of catering costs		
4.4.11 Only eligible expenditure according to the Grant Contract are declared <ul style="list-style-type: none"> - charges for financial transactions; - bank charges for opening and administering the account or accounts where the implementation of a project requires a separate account or accounts to be opened; - the cost of guarantees (if applicable) provided by a bank or other financial institution to the extent to which the guarantees are required by national or Community legislation; - legal consultancy fees, notarial fees if they are directly linked to the project and are necessary for its implementation 		
4.4.12 Fringe benefits are eligible and correctly calculated (if applicable)		

4.5.EQUIPMENT		
Checks	Yes/No NA	Comments
4.5.1 The equipment purchased is necessary for the project implementation and is foreseen in the approved budget		
4.5.2 The contract (if applicable) laying down the purchase of equipment in the framework of the project is available		
4.5.3 The evidence of the purchase of equipment is available (e.g. inventory of the equipment purchased)		
4.5.4 Type and quantities of equipment are actually delivered and correctly reflected in the payment statements		
4.5.5 Proof of payment is available		
4.5.6 Depreciations are in line with the requirements listed in the Implementing guidelines of the Programme		

4.6.INVESTMENT		
Checks	Yes/No NA	Comments
4.6.1 The building permit is issued for the beneficiary		

4.6.2 Handover act of the site and floor plan of the investment objects containing topographic positions is dated (if applicable), signed (with the name mentioned in the clear) and stamped (if applicable) by all responsible persons according to the national legislation		
4.6.3 Quality control work is covered by the relevant independent supervising body, documents signed by the legal representative / project's technical designer and contractor		
4.6.4 Date of issue of commencement order of work predates any analysis bulletins, the minutes of the hidden works (if applicable) and minutes on determined phases		
4.6.5 Quality reception minutes, minutes for hidden works (if applicable) and decisive phases are developed in accordance with and quality control of works from the technical project, are signed and stamped (if applicable) by all participants to its elaboration		
4.6.6 Payment statements of works and centralized payment statements are signed with the name mentioned in clear and dated by the legal representative / technical representative, the tutor / supervisor inspector (with attesting certificate) and contractor		
4.6.7 The total amount of payment statements for work matches with actually performed works		
4.6.8 Work execution is in accordance with the time schedule of works		
4.6.9 Analysis reports for incorporated materials and certificates of quality / compliance of materials used in construction were verified by independent supervising body/expert		
4.6.10 Type and quantities of works are actually performed and correctly reflected in the payment statements		
4.6.11 Analysis reports (if applicable) are issued by authorized laboratories and their authorization is valid(has not expired)		
4.6.12 Unit prices from payment situations are less than or equal to those from the winning bid unit prices which is attached to the contract execution		
4.6.13 Calculations for each category of works (quantity, unit price and value) are correct		
4.6.14 Works from payment situations are executed according to the time schedule and don't exceed the contracted budget		
4.6.15 Occupancy act (proofing document/permit according to the national regulation, which states that the completed construction work conforms to the building permit and it is possible to use and occupy the construction work in compliance with the requirements and in accordance with its purpose of use) is available		

4.7.REVENUES		
Checks	Yes/No NA	Comments
4.7.1 The Beneficiary reports revenues		
4.7.2 The revenues are real and adequately recorded		
4.7.3 At the final report, there is no surplus of receipts over costs (non-profit)		
4.7.4 Profit to be deducted from eligible costs of the project (if applicable)		

4.8.PREPARATION COSTS		
Checks	Yes/No NA	Comments
4.8.1 For LIPs they are incurred from 01 January 2016 until the day before the start of implementation period of the project		
4.8.2 The lump sum for the call for proposals is in line with Grant Contract (up to 1000 EUR)		

5. COMPETITIVE PRICE OFFERS, PUBLIC PROCUREMENTS AND RULES OF NATIONALITY AND ORIGIN		
Checks	Yes/No NA	Comments
5.1 The competitive price offers procedure applied for the procurement of services, equipment or investments/infrastructure is adequate according to the Grant Contract, national and programme rules		
5.2 The public procedure applied for the procurement of services, equipment or investments/infrastructure is adequate according to the Grant Contract, national and programme rules		
5.3 Rules of nationality is respected, that is, there is no restriction for participation in tenders for reason of nationality of the tenderer ⁶ National preferences are prohibited, except for contracts with a value not exceeding EUR 20 000 in order to promote local capacities, markets and purchases (if applicable).		
5.4 All supplies and materials purchased for contracts above 100.000€ are originated in the eligible countries for the European Neighbourhood Instrument ⁷ (an exception is made for entities established in the Russian Federation ⁸)		

⁵ The respective procedures will be checked according to special check-list prepared for Estonian and Russian beneficiaries

⁶ In accordance with articles 8.2 of Regulation 236/2014

⁷ In accordance with articles 8.4 and 9 of Regulation 236/2014

⁸ In accordance with Financing Agreement

6. INFORMATION AND PUBLICITY		
Checks	Yes/No NA	Comments
6.1 The requirements of programme communication and visibility guidelines for the implementation of projects and Grant Contract are respected		

7. AUDIT TRAIL AND ACCOUNTING SYSTEM		
Checks	Yes/No NA	Comments
7.1 Specific accounting codes or other transparent methods are used for the project in the accounting system which allow the identification of costs allocated to the project		
7.2 Computerised list of project expenditure and revenue can be obtained from the accounting system (except for lump sum and flat rate)		
7.3 The expenditure declared corresponds to the accounting records and supporting documents held by the Beneficiary		