## **Guidelines for project implementation by grant beneficiaries – Tool 10**

## **Reporting Checklist**

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| Action Title: |  | |
|
| Lead applicant: |  | |
|
| Contract Number |  | |
|  | |  |

| **Section of the Report** | **Items to verify** | **Mark (Y/N/N/A)** | **Comment** |
| --- | --- | --- | --- |
| **General** | The information provided with this Report covers the whole reporting period, as specified in 15.1 article of the General conditions. |  |  |
| The information provided in the Narrative section corresponds to the financial information in the Financial section of the Report. |  |  |
| All parts of the Report (Request, Narrative & Financial sections) are prepared in English language. |  |  |
| The Report is completed and signed by the Authorized representative of the Grant beneficiary. |  |  |
| The Report (including the Narrative and Financial sections and the attachments to each of them), is prepared and submitted in two identical hard copies and an electronic one on a CD attached to the report. |  |  |
| The whole package of the Report is submitted within the deadline specified in Art. 2.5 of the General Conditions. |  |  |
| **Narrative** | All sub-sections of the Narrative report template (Annex VI of the Grant Contract) are filled in. N/A is used where it is not applicable. |  |  |
| The modifications of contracted activities (if any) are presented in detail and Accordingly justified. |  |  |
| The reasons for not implementing some of the contracted activities (if any) and Beneficiary’s corrective measures undertaken are presented in detail. |  |  |
| The achieved outcomes, outputs and impact are presented in correlation with the goals and objectives of the action. |  |  |
| Log frame is revised according to contract modifications. |  |  |
| The subcontracted supplies/services/works amounting to more than EUR 60,000 are listed by type, amount, procedure and contractor. |  |  |
| Communication plan provided (as laid down in Article 6.2, Annex II: General Conditions of the Grant Contract). |  |  |
| **Financial** | The Financial report is prepared using the original Financial report template |  |  |
| ALL expenditures listed in the Financial report are in EUR. |  |  |
| ALL expenditures listed in the Financial report are incurred during the implementation period of the action, as specified in Article 2 of the Special conditions of the Grant Contract and amended by addenda (if any). |  |  |
| ALL figures in the Financial report have been rounded to the nearest euro cent. |  |  |
| ALL relevant sheets of the Financial report have been checked for calculation mistakes. |  |  |
| The financial report is prepared in correspondence with any approved minor and major modifications (i.e. notification requests and contract addenda). |  |  |
| Are expenses reported without VAT? |  |  |
| Summary list of expenditure with reference to invoice numbers is provided. |  |  |
| The amounts listed in column F of the Forecast budget & follow-up sheet of the Financial report are the real costs incurred for each budget item during the previously reported period(s), as specified in cell B4 in the same sheet. (interim) |  |  |
| In the F column of the Interim report sheet of the Financial report there are listed the final totals of all budget modifications approved by the Contracting Authority with an Administrative Order. (interim) |  |  |
| In the J column of the Interim report sheet of the Financial report there are listed the already reported cumulated cost incurred during previous reporting periods (if any). (interim) |  |  |
| **Attachments** | Contract addenda and notification requests (if any) are attached. |  |  |
| Certificates of Origin are attached if required |  |  |
| Proof of activities (for example, training measure participant lists, newspaper advertisements, etc.) are attached |  |  |
| If photos of individuals area attached, their consent is also submitted |  |  |
| Visibility materials samples are attached |  |  |
| Any relevant studies, reports, publications, press releases and updates related to the Action are attached |  |  |
| If project evaluation was conducted (mid-term, final), it is attached |  |  |
| **Applicable documentation is provided/available (see bellow)** | | |
| For HR costs   * Employment contract for employees accompanied with the Annex to the Contract (if applicable) * Monthly timesheet proving the actual time worked on the project: it has to be provided for each project team member; it must be properly filled out with a description of the tasks carried out within the project and duly signed, both by the team member and the responsible person in the employer institution. Paid leave such as national holidays and vacation must be reported regularly through total number of working hours and clearly specified in the column ‘’description of the task’’ in the timesheetNote: If the person is working on national holiday or during the weekend without prior official approval from employer ie organization, it cannot be considered as eligible cost. * Decision on the appointment of members of the project team, with specified qualification (i.e. managerial staff, technical staff, administrative staff) function in the project, to what extent the work is dedicated to the project (for examples the percentage of 100% or 20%...).. The contracts/formal nominations must be made before or at the beginning of the project for the period within the implementation dates of the project and, if necessary, can be updated during the project lifetime (i.e. adding new employee, extension of one employee’s contract, changing of the project staff members) * Decision for annual leave (if needed) * Monthly payslips for each individual with defined gross 2 salary for total work engagement, not only for the project Tax, surtax and contribution specifications (IOPPD forms for MNE beneficiaries; Forms for payment of taxes, surtaxes and social insurance for ALB beneficiaries are automatically generated by the Tax Office online system: web link [https://efiling.tatime.gov.al/cats\_public/Account/LogOn?returnUrl=%2Fcats\_public)%](https://efiling.tatime.gov.al/cats_public/Account/LogOn?returnUrl=%2Fcats_public)%25)) * Evidence of payment of salaries and payment of taxes, surtaxes and contributions (bank statements, confirmation of executed order, etc.). |  |  |
| For per diems   * -Program of the seminar/event; * Proof of event happened and proof of participation (signed list of participants, agenda, photos, minutes, travel report); * Travel order - with clearly specified date and time of travel, certifying the mission carried out, from which it is clearly possible to infer the name of the travelling employee(s), date, reason and destination of the mission; * Proof of travel happened (e.g. travel receipts, bus/train/flight ticket, hotel invoice, boarding pass for each flight, copy of passport entry/exit...) |  |  |
| For travel costs   * Duly filled and signed order for the mission; * Individual reports on the mission and materials of the mission (invitation, agenda, list of participants, description of the individual contribution etc.); * Public transport: Transport tickets; * Log book that proves mileage on the car. * Car: For fuel and oil expenses, a summary list of the distance covered, fuel costs * Proof of payment of costs directly paid by the institution or in case of cost directly paid by the employee proof of reimbursement to the employee by the institution (e.g., bank statement). |  |  |
| For equipment/supplies:   * Procurement documents (tender dossier, tender evaluation report and respective annexes, technical acceptance form); * Copies of submitted offers; * Copy of the supply contract; * Copy of the Certificate for origin, if applicable * Copy of the inventory register; * Protocol for transferring the ownership (if applicable) * Invoices – with clearly stated number/name of the project; * Proof of payment such as bank statements; * Copy of Certificate for VAT exemption. |  |  |
| For local office   * Contract for renting the office * Evidences there are no such costs covered by 10. Administrative costs * Proofs about the proportion in which the office is used for the project (if applicable) * Invoices * Proof of payment such as bank statements. |  |  |
| For costs under BH titled Other costs, services   * Procurement documents (tender dossier, tender evaluation report and respective annexes, service provision report(s); evidence of experts’ selection process (invitation letter/call), CVs, Terms of Reference, report of the selection committee etc.); * Copies of submitted offers; * Contract of the service contract; * Program of the conference; * List of participants; * List of trainers/lecturers; * Materials; * Contributions; * Publications; * Photos and/or video records of the events; * Feedback questionnaires; * Invoice/receipt – with clearly stated number/name of the project; * Proof of payment;   NOTE: Costs will only be reimbursed if supporting documents (visibility materials, presentations, labels on purchased equipment, etc.) respect all EU visibility rules. |  |  |
| For Works (or any other costs under BH 6)   * Procurement documents (tender dossier; tender evaluation report and respective annexes; work acceptance form); * Copies of submitted offers; * Copy of the work contract; * Invoice/receipt – with clearly stated number/name of the project; * Proof of payment. |  |  |
| **Request for Payment** | Attached to this Report is a Request for payment – filled in and signed by the authorised representative of the GB. |  |  |
| The Request for payment contains the Declaration of Honour by the Lead applicant, if required by GC |  |  |
| Request for payment has been prepared correctly according to the costs incurred. |  |  |
| Request for payment in accordance with grant contract payment conditions. |  |  |
| Request for payment bank account corresponds with FIF |  |  |

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| **Checklist prepared by** | |
| Name, Position: |  |
| Date: |  |