

Connecting cities
Building successes



URBACT II

(2007 - 2013)

Priority-Operation 2-1

Attractive and Cohesive Cities

Exchange and learning

ENTER.HUB Phase II

(Ref : 5538 / TN Call 3 - Phase II)

European Network exploiting Territorial Effects of Railway Hubs and their Urban Benefits

FINAL certificate

Certificate #4

Submitted version

Period from 2014-07-01 to 2015-04-30 for expenditures paid until 2015-06-30

Municipality of Reggio Emilia

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1. Project Information

Name of the project	European Network exploiting Territorial Effects of Railway Hubs and their Urban Benefits
Acronym	ENTER.HUB Phase II
Reference PRESAGE-CTE	5538
Internal number of management	TN Call 3 - Phase II
Name of the LP organization + country	Municipality of Reggio Emilia ITALY
Monitoring Committee first approving decision	
Project starting date	2013-02-01
Project ending date	2015-04-30
Administrative closure date	2015-07-30
Partner	Municipality of Reggio Emilia
Function (Lead Partner or Project Partner)	Leadpartner
Name of the first level controller	Giovanni COLUCCI
Institution	Municipality of Reggio Emilia

2. Project financing plan

ERDF

Name of partner	ERDF	% ERDF	Public contributor							Total	
			EX ANTE	State	Region	Local	Other public financing	Private	Public total financing		
Municipality of Reggio Emilia	173,866.00 €	70.00 %	0.00 €	0.00 €	0.00 €	74,514.00 €	0.00 €	0.00 €	74,514.00 €	248,380.00 €	
MUNICIPAL INSTITUTE FOR ECONOMIC PROMOTION, TRAINING AND EMPLOYMENT – (IMPEFE) – MUNICIPALITY OF CIUDAD REAL	32,584.00 €	80.00 %	0.00 €	0.00 €	0.00 €	8,146.00 €	0.00 €	0.00 €	8,146.00 €	40,730.00 €	
Créil Agglomeration	30,611.00 €	70.00 %	0.00 €	0.00 €	0.00 €	13,119.00 €	0.00 €	0.00 €	13,119.00 €	43,730.00 €	
City of Ulm	30,611.00 €	70.00 %	0.00 €	0.00 €	0.00 €	13,119.00 €	0.00 €	0.00 €	13,119.00 €	43,730.00 €	
City of Gdynia	32,584.00 €	80.00 %	0.00 €	0.00 €	0.00 €	8,146.00 €	0.00 €	0.00 €	8,146.00 €	40,730.00 €	
GIRONA CITY COUNCIL	30,611.00 €	70.00 %	0.00 €	0.00 €	0.00 €	13,119.00 €	0.00 €	0.00 €	13,119.00 €	43,730.00 €	
City of Łódź – The Board of New Centre of Łódź	34,984.00 €	80.00 %	0.00 €	0.00 €	0.00 €	8,746.00 €	0.00 €	0.00 €	8,746.00 €	43,730.00 €	
Porto City Council	32,584.00 €	80.00 %	0.00 €	0.00 €	0.00 €	8,146.00 €	0.00 €	0.00 €	8,146.00 €	40,730.00 €	
Preston City Council	28,511.00 €	70.00 %	0.00 €	0.00 €	0.00 €	12,219.00 €	0.00 €	0.00 €	12,219.00 €	40,730.00 €	
Hanseatic City of Rostock	34,984.00 €	80.00 %	0.00 €	0.00 €	0.00 €	8,746.00 €	0.00 €	0.00 €	8,746.00 €	43,730.00 €	
Örebro Regional Development Council	30,611.00 €	70.00 %	0.00 €	0.00 €	13,119.00 €	0.00 €	0.00 €	0.00 €	13,119.00 €	43,730.00 €	
Sub total	492,541.00 €		0.00 €	0.00 €	13,119.00 €	168,020.00 €	0.00 €	0.00 €	181,139.00 €	673,680.00 €	
Total	492,541.00 €	73.11	0.00 €	0.00 €	13,119.00 €	168,020.00 €	0.00 €	0.00 €	181,139.00 €	673,680.00 €	

Total %	73.11 %	73.11 %	0.00 %	0.00 %	7.24 %	92.76 %	0.00 %	0.00 %	26.89 %	100 %	
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Swiss Fund

Name of partner	Swiss Fund	% Swiss Fund	Public contributor						Total	
			State	Region	Local	Other public financing	Private	Public total financment		
City of Lugano	21,865.00 €	50.00 %	0.00 €	0.00 €	21,865.00 €	0.00 €	0.00 €	21,865.00 €	43,730.00 €	
Sub total	21,865.00 €		0.00 €	0.00 €	21,865.00 €	0.00 €	0.00 €	21,865.00 €	43,730.00 €	
Total	21,865.00 €	50.00	0.00 €	0.00 €	21,865.00 €	0.00 €	0.00 €	21,865.00 €	43,730.00 €	
Total %	50.00 %	50.00 %	0.00 %	0.00 %	100.00 %	0.00 %	0.00 %	50.00 %	100 %	

3. First level controller commitment

I, the undersigned, M. Giovanni COLUCCI, representing the first level controller designated by Italian Ministry for Infrastructure and Transport prot. n. 0006524 - 11/07/2013 (*)

hereby certify that all expenditure included in this statement complies with the criteria for eligibility of expenditure set out in Article 56 of Regulation (EC) No 1083/2006 and has been paid by the beneficiary on the implementation of the operation ENTER.HUB Phase II selected under the Operational Programme URBACT II.

I hereby also certify that all eligible expenditure included in this statement, representing the contributions of the Structural Funds and national public and/or private funding, and paid as the assistance has progressed, was paid after the project starting date : 2013-02-01

and amounts cumulatively to :

248,501.04 €

This certificate and statement of expenditure, broken down by category and budget line, is based on accounts definitively closed on : 2015-06-30

I also certify that the project is progressing in pursuance with the objectives laid down in the URBACT II Operational Programme and in accordance with Regulations (EC) No 1083/2006, 1080/2006 and 1828/2006 and in particular that:

(1) the expenditure declared complies with the applicable Community and national rules and has been paid in respect of a project selected for funding in accordance with the criteria applicable to the Operational Programme URBACT II and the applicable Community and national rules, in particular:

State aid rules;

Public procurement rules;

Rules on the justification of advances in the framework of state aid under Article 87 of the Treaty by expenditure paid out by the beneficiary within a three years deadline;

(2) the statement of expenditure is accurate, results from reliable accounting systems and is based on verifiable supporting documents;

(3) the underlying transactions are lawful and comply with the rules and the procedures have been followed satisfactorily;

(4) the statement of expenditure takes account, where applicable, of any amounts recovered and of any interest received, and of revenue accruing from the project;

(5) the breakdown of expenditures is recorded in the on-line informatics system PRESAGE-CTE and is available to the relevant Commission departments on request.

In accordance with Article 90 of Regulation (EC) No 1083/2006, all files, documents and data about the project will be retained for audit purposes on customary data storage media in a safe and orderly manner at least until 31 December 2020. Other possibly longer statutory retention periods, as might be stated by national law, remain unaffected.

[*] : Please make reference to the official document stating the approval of the first level controller by the competent national authority, according with Article 16 of Regulation (EC) 1080/2006.

4. Amount to be claimed for the current reporting period

According to the subsidy contract, the joint convention and pursuant to Title VII, Chapter 1, Section 2 of Regulation (EC) No 1083/2006, I, the undersigned, certify that maximum request for payment at: 2015-06-30 can be based on the final amount of EUR(€): 153,586.41 €

DATE : 2015-06-28

Name and Surname: M. Giovanni COLUCCI

Signature

OFFICIAL STAMP OF PARTNER'S FIRST LEVEL CONTROLLER INSTITUTION

5. Annex 1 : Certificate expenditure list

Expenditure fund	Invoice reference	Issued by	Payment date	Expenditure's type	Invoice document type	Payment mode	Expenditure amount	Amount certified	Amount rejected
ERDF	10	DAVID ZILIOLI	2014-07-22	in cash	Invoice	Bank transfert	157.30 €	157.30 €	-
ERDF	11	DAVID ZILIOLI	2014-07-22	in cash	Invoice	Bank transfert	31.50 €	31.50 €	-
ERDF	9	DAVID ZILIOLI	2014-07-22	in cash	Invoice	Bank transfert	720.07 €	720.07 €	-
ERDF	8	DAVID ZILIOLI	2014-07-22	in cash	Invoice	Bank transfert	628.86 €	628.86 €	-
ERDF	12	DAVID ZILIOLI	2014-08-20	in cash	Invoice	Bank transfert	585.83 €	585.83 €	-
ERDF	13	DAVID ZILIOLI	2014-11-19	in cash	Invoice	Bank transfert	297.35 €	297.35 €	-
ERDF	2	ARES KALANDIDES	2014-07-08	in cash	Invoice	Bank transfert	347.90 €	347.90 €	-
ERDF	71	Natouralmente srl Touring Club	2014-07-02	in cash	Invoice	Bank transfert	307.00 €	307.00 €	-
ERDF	1208	Reggio Children srl	2014-07-08	in cash	Invoice	Bank transfert	6,150.00 €	6,150.00 €	-
ERDF	2	CAROLLO ALESSANDRA	2014-07-08	in cash	Invoice	Bank transfert	606.60 €	606.60 €	-
ERDF	3282/15RAHUB	SUPSI	2014-07-10	in cash	Invoice	Bank transfert	8,000.00 €	8,000.00 €	-
ERDF	3282/15RAHUB_2	SUPSI	2014-07-30	in cash	Invoice	Bank transfert	8,000.00 €	8,000.00 €	-
ERDF	45	SALSAFINS TURISTICS	2014-08-21	in cash	Invoice	Bank transfert	1,340.30 €	1,340.30 €	-
ERDF	84	Natouralmente srl Touring Club	2014-07-30	in cash	Invoice	Bank transfert	168.00 €	168.00 €	-
ERDF	3	Terrin Jean Jacques	2014-07-30	in cash	Invoice	Bank transfert	286.00 €	286.00 €	-
ERDF	1321	Reggio Children srl	2014-09-18	in cash	Invoice	Bank transfert	6,150.00 €	6,150.00 €	-

ERDF	96	Natouralmente srl Touring Club	2014-09-18	in cash	Invoice	Bank transfert	405.00 €	405.00 €	-
ERDF	3	CAROLLO ALESSANDRA	2014-09-18	in cash	Invoice	Bank transfert	606.60 €	606.60 €	-
ERDF	4	Terrin Jean Jacques	2014-09-18	in cash	Invoice	Bank transfert	453.90 €	453.90 €	-
ERDF	15	ZILIOLO DAVID	2015-02-19	in cash	Invoice	Bank transfert	517.89 €	517.89 €	-
ERDF	62	Colucci Giovanni	2014-10-23	in cash	Invoice	Bank transfert	760.00 €	760.00 €	-
ERDF	1	CAROLLO ALESSANDRA	2015-02-13	in cash	Invoice	Bank transfert	9,500.00 €	9,500.00 €	-
ERDF	2	CAROLLO ALESSANDRA	2015-03-27	in cash	Invoice	Bank transfert	1,399.99 €	1,399.99 €	-
ERDF	114	Natouralmente srl Touring Club	2014-10-23	in cash	Invoice	Bank transfert	1,202.00 €	1,202.00 €	-
ERDF	2	CAROLLO ALESSANDRA	2015-03-27	in cash	Invoice	Bank transfert	5,600.00 €	5,600.00 €	-
ERDF	1	Manfredini Giovanni	2014-10-23	in cash	Invoice	Bank transfert	253.60 €	253.60 €	-
ERDF	1/E	CAROLLO ALESSANDRA	2015-05-22	in cash	Invoice	Bank transfert	3,500.00 €	3,500.00 €	-
ERDF	5/2014	CAROLLO ALESSANDRA	2014-10-22	in cash	Invoice	Bank transfert	3,000.00 €	3,000.00 €	-
ERDF	1	TAGLIAFERRO NUBIA ALESSANDRA	2015-02-13	in cash	Invoice	Bank transfert	2,000.00 €	2,000.00 €	-
ERDF	1	Josè Maria Coronado	2014-10-27	in cash	Invoice	Bank transfert	301.69 €	301.69 €	-
ERDF	563/A	C.R.P.A. CENTRO RICERCHE PRODUZIONI ANIMALI	2015-02-13	in cash	Invoice	Bank transfert	2,711.02 €	2,711.02 €	-

ERDF	5	Terrin Jean Jacques	2014-11-17	in cash	Invoice	Bank transfert	234.30 €	234.30 €	-
ERDF	20/D	C.R.P.A. CENTRO RICERCHE PRODUZIONI ANIMALI	2015-05-22	in cash	Invoice	Bank transfert	903.72 €	903.72 €	-
ERDF	127	Natouralmente srl Touring Club	2014-11-20	in cash	Invoice	Bank transfert	85.50 €	85.50 €	-
ERDF	167	REGGIO CHILDREN S.R.L.	2015-03-27	in cash	Invoice	Bank transfert	5,856.00 €	5,856.00 €	-
ERDF	6	CAROLLO ALESSANDRA	2014-12-09	in cash	Invoice	Bank transfert	10,000.00 €	10,000.00 €	-
ERDF	16	ZILIOLI DAVID	2015-06-23	in cash	Invoice	Bank transfert	414.20 €	414.20 €	-
ERDF	1	Tagliaferro Nubia Alessandra	2014-12-09	in cash	Invoice	Bank transfert	2,900.00 €	2,900.00 €	-
ERDF	1	CAVALLINI CARLA	2015-02-13	in cash	Invoice	Bank transfert	207.89 €	207.89 €	-
ERDF	141	Natouralmente srl Touring Club	2014-12-15	in cash	Invoice	Bank transfert	125.00 €	125.00 €	-
ERDF	119	BOUET-WILLAUMEZ OLIVIA	2015-03-19	in cash	Invoice	Bank transfert	6,000.00 €	6,000.00 €	-
ERDF	121	BOUMET-WILLAUME Z OLIVIA	2015-05-12	in cash	Invoice	Bank transfert	930.00 €	930.00 €	-
ERDF	INV000066	FROST CREATIVE CONSULTANCY	2015-04-08	in cash	Invoice	Bank transfert	272.00 €	272.00 €	-
ERDF	175	NERO COLORE	2015-03-27	in cash	Invoice	Bank transfert	7,770.74 €	7,770.74 €	-
ERDF	4	LA CECLA FRANCO	2015-04-08	in cash	Invoice	Bank transfert	2,440.00 €	2,440.00 €	-
ERDF	1	FERRIER JACQUES	2015-05-18	in cash	Invoice	Bank transfert	2,860.00 €	2,860.00 €	-
ERDF	19	NATOURALMENTE S.R.L.	2015-03-27	in cash	Invoice	Bank transfert	422.00 €	422.00 €	-

ERDF	109/2015	ALBERGO MORANDI	2015-03-27	in cash	Invoice	Bank transfert	140.00 €	140.00 €	-
ERDF	87	R.E.I. _ REGGIO EMILIA INNOVAZIONE	2015-03-27	in cash	Invoice	Bank transfert	1,492.06 €	1,492.06 €	-
ERDF	158	STUDIO TRE S.R.L.	2015-03-27	in cash	Invoice	Bank transfert	2,806.00 €	2,806.00 €	-
ERDF	19/R	REGGIO CHILDREN S.R.L.	2015-03-27	in cash	Invoice	Bank transfert	148.50 €	148.50 €	-
ERDF	1/M	CA' GIAROLA SAS	2015-03-27	in cash	Invoice	Bank transfert	2,103.75 €	2,103.75 €	-
ERDF	142/2015	LA MACCHINE CELIBI SOC. COOP	2015-05-11	in cash	Invoice	Bank transfert	152.20 €	152.20 €	-
ERDF	2594	SACA SOC. COOP A.R.L.	2015-03-27	in cash	Invoice	Bank transfert	290.00 €	290.00 €	-
ERDF	1	BAR SPORT S.N.C.	2015-05-11	in cash	Invoice	Bank transfert	220.00 €	220.00 €	-
ERDF	18/R	REGGIO CHILDREN S.R.L.	2015-03-27	in cash	Invoice	Bank transfert	102.10 €	102.10 €	-
ERDF	Payrolls Zilioli	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	4,695.00 €	4,695.00 €	-
ERDF	Payrolls Zilioli	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	7,042.50 €	7,042.50 €	-
ERDF	Payrolls Zilioli	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	1,643.25 €	1,643.25 €	-
ERDF	Payrolls Zilioli	Municipality of Reggio Emilia	2014-12-29	in cash	Invoice	Bank transfert	375.60 €	375.60 €	-
ERDF	Payrolls Zilioli	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	939.00 €	939.00 €	-
ERDF	Payrolls Brianti	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	878.00 €	878.00 €	-

ERDF	Payrolls Corradini	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	358.40 €	358.40 €	-
ERDF	Payrolls Morosini	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	1,068.60 €	1,068.60 €	-
ERDF	Payrolls Morosini	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	712.40 €	712.40 €	-
ERDF	Payrolls Morosini	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	356.20 €	356.20 €	-
ERDF	Payrolls Leurini	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	370.60 €	370.60 €	-
ERDF	Payrolls Leurini	Municipality of Reggio Emilia	2014-12-29	in cash	Invoice	Bank transfert	1,111.80 €	1,111.80 €	-
ERDF	Payrolls Leurini	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	741.20 €	741.20 €	-
ERDF	Payrolls Malaguzzi	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	176.10 €	176.10 €	-
ERDF	Payrolls Malaguzzi	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	176.10 €	176.10 €	-
ERDF	Payrolls Malaguzzi	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	528.30 €	528.30 €	-
ERDF	Payrolls Malaguzzi	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	528.30 €	528.30 €	-
ERDF	Payrolls Malaguzzi	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	2,641.50 €	2,641.50 €	-
ERDF	Payrolls Malaguzzi	Municipality of Reggio Emilia	2014-12-29	in cash	Certificate	Bank transfert	1,312.80 €	1,312.80 €	-
ERDF	Payrolls Malaguzzi	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	492.30 €	492.30 €	-

ERDF	Payrolls Malaguzzi	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	196.92 €	196.92 €	-
ERDF	Payrolls Malaguzzi	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	131.28 €	131.28 €	-
ERDF	Payrolls Malaguzzi	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	492.30 €	492.30 €	-
ERDF	Payrolls Leurini	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	165.00 €	165.00 €	-
ERDF	Payrolls Leurini	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	495.00 €	495.00 €	-
ERDF	Payrolls Morosini	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	165.00 €	165.00 €	-
ERDF	Payrolls Morosini	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	495.00 €	495.00 €	-
ERDF	Payrolls Corradini	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	325.40 €	325.40 €	-
ERDF	Payrolls Brianti	Municipality of Reggio Emilia	2015-04-27	in cash	Invoice	Bank transfert	488.40 €	488.40 €	-
ERDF	Payrolls Brianti	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	976.80 €	976.80 €	-
ERDF	Payrolls Zilioli	Municipality of Reggio Emilia	2015-04-27	in cash	Invoice	Bank transfert	1,206.00 €	1,206.00 €	-
ERDF	Payrolls Zilioli	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	804.00 €	804.00 €	-
ERDF	Payrolls Zilioli	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	1,005.00 €	1,005.00 €	-
ERDF	Payrolls Zilioli	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	1,407.00 €	1,407.00 €	-

ERDF	Payrolls Zilioli	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	603.00 €	603.00 €	-
ERDF	Payrolls Zilioli	Municipality of Reggio Emilia	2015-04-27	in cash	Certificate	Bank transfert	3,618.00 €	3,618.00 €	-
Total							153,586.41 €	153,586.41 €	0.00 €

6. Annex 2 : Certificate expenditure breakdown per category

BUDGET CATEGORIES	FORECASTED BUDGET (as from the last application form approved by the MC)	CERTIFIED EXPENDITURE (for the reporting period concerned)	CERTIFIED EXPENDITURE (cumulative from the beginning of the project)
Project coordination			
	0.00 €	0.00 €	0.00 €
SUBTOTAL	0.00 €	0.00 €	0.00 €
Personnel			
LP personnel costs	84,220.00 €	38,346.45 €	89,966.36 €
Partners personnel costs	151,541.00 €	375.60 €	375.60 €
SUBTOTAL	235,761.00 €	38,722.05 €	90,341.96 €
Meetings organisation			
Transnational meetings and final conference	33,118.85 €	13,954.91 €	13,954.91 €
ULSG meetings	12,846.14 €	0.00 €	0.00 €
Local dissemination events	6,500.00 €	0.00 €	0.00 €
SUBTOTAL	52,464.99 €	13,954.91 €	13,954.91 €
Travel and accommodation			
Travel to transnational meetings	128,178.55 €	6,117.19 €	11,489.00 €
LE + Thematic Expert travel	12,000.00 €	2,660.79 €	5,757.81 €
Other travel / transnational activities	11,555.00 €	728.00 €	4,745.90 €
Travel ULSG capacity building seminars	36,994.93 €	0.00 €	2,208.33 €
SUBTOTAL	188,728.48 €	9,505.98 €	24,201.04 €
Communication and dissemination			
Tools, including translation	17,632.20 €	0.00 €	0.00 €
Interim and final outputs	26,700.00 €	30,972.74 €	30,972.74 €
SUBTOTAL	44,332.20 €	30,972.74 €	30,972.74 €
External expertise			
Administrative external expertise (incl. FLC)	40,500.00 €	18,916.00 €	26,536.00 €
Other external expertise (incl. urban planning, transnational meetings, evaluation, etc)	125,587.86 €	37,899.99 €	56,394.39 €
ULSG coordination	30,035.47 €	3,614.74 €	6,100.00 €
SUBTOTAL	196,123.33 €	60,430.73 €	89,030.39 €
Equipment			
	0.00 €	0.00 €	0.00 €

SUBTOTAL	0.00 €	0.00 €	0.00 €
URBACT Local Support Groups			
	0.00 €	0.00 €	0.00 €
SUBTOTAL	0.00 €	0.00 €	0.00 €
Managing Authorities			
	0.00 €	0.00 €	0.00 €
SUBTOTAL	0.00 €	0.00 €	0.00 €
TOTAL INCOMES			0.00 €
TOTAL	717,410.00 €	153,586.41 €	248,501.04 €

7. Annex 3 : CHECKLIST FOR FIRST LEVEL CONTROLLERS

7.1 Accounting

Question	YES	NO	Comment
Are specific accounts kept for the project or have other methods like specific cost centres in the accounting system been established which allow to identify the costs allocated to the project and to provide a computerised list of declared expenditure?	X		
Are the amounts paid accurately recorded in the accounting system?	X		
Has each reported expenditure been supported by an invoice or an accounting document of equivalent probative value? Are the documents complete and accurate in content as well as in accounting terms?	X		
Has each reported expenditure been supported by a payment proof (usually bank statement/bank transfer confirmations/cash receipts)?	X		
Can the amount of the reported expenditure be entirely reconciled with the supporting documents provided?	X		
Are payments made at the correct amount?	X		

7.2 Compliance with the project budget

Question	YES	NO	Comment
Have the costs been correctly allocated to the budget categories and budget lines? (according to fact-sheet 6b, section 4, of the Programme manual)	X		
Does the breakdown of total expenditure by budget category and budget line annexed to the certificate and statement of expenditure correspond to a correct attribution of expenditure?	X		
Does the breakdown of total expenditure by budget category and budget line annexed to the certificate and statement of expenditure remain within the limits of expenditure budgeted in the latest budget approved by the Monitoring Committee?	X		

7.3 Eligibility issues

Question	YES	NO	Comment
Is the expenditure eligible according to EU-regulations, programme rules, national and internal rules of the partner?	X		
Has the partner implemented appropriate eligibility rules governing the VAT? (according to fact-sheet 6b, section 4.10.1, of the URBACT II Programme manual)	X		VAT not refundable
Has refundable VAT been deducted?		X	VAT not refundable
Has all expenditure incurred during the project's eligibility period (i.e. from the starting date of the project until the end of the 3 months following the project closing date indicated in the approved Final Application), as indicated in the Programme Manual, Fact Sheet 6b, section 5.1?	X		

Has all expenditure incurred by the end of the reporting period in question (with the exception of the costs for the closures of phase I and phase II for which the eligibility lasts until the three months following the end date of each phase)?	X		
Are payments made only in respect of goods and services which have been received and which conform to eligibility rules?	X		
Are there arrangements to ensure that ineligible financial charges and guarantee costs are deducted from the ERDF grant amount, in compliance with the Commission Regulation (EC) N° 1828/2006, Chapter III, Section 2, Article 49?	X		
Have the national specific requirements for the eligible period of expenditure and for the financial control been followed?	X		
Has expenditure with no supporting document proving payment been excluded?	X		
Is every item of expenditure directly linked to the project?	X		
Has any expenditure been considered ineligible? If so, please indicate the amount and % found of ineligible expenditure or items of expenditure with no supporting document or items of unpaid expenditure.		X	
Has the project generated revenue for the partner? If this is the case, has this revenue been deducted from the reported costs?		X	

7.4 Internal control system

Question	YES	NO	Comment
Is there an internal control system reasonably capable of guaranteeing that the partner is complying with the European, national and URBACT legal and financial requirements?	X		The internal control system guarantee that double funding is excluded by the separated account system
Are there any mechanisms for avoiding more than one request being made for Community assistance for the same expenditure (e.g. each invoice is marked when it has already been accounted and certified through PRESAGE-CTE or a self-declaration is issued by the partner ensuring that the expenditure has not been claimed twice, etc.)?	X		
Have any possible major modifications (outside the 20% flexibility rule) to the budget been formally requested to the Managing Authority/Monitoring Committee in writing, before the thresholds have been exceeded?		X	

7.5 In kind costs

Question	YES	NO	Comment
Are in-kind contributions and unpaid voluntary work declared in compliance with the Commission Regulation (EC) N° 1828/2006, Chapter III, Section 2, Article 51 ?		X	N/A

7.6 Administrative costs (project coordination costs)

Question	YES	NO	Comment
Were the administration costs actually borne by the partner organisation?		X	N/A

Do all the administration costs fulfil the following conditions? They: are eligible according to national rules and European regulations (in particular Regulations (EC) no. 1083/2006 Art. 56; no. 1080/2006 Art. 7; no. 1828/2006 Art. 48 to 53); have been calculated on the basis of actual costs and capable of verification, i.e. based on factual elements in the accounting system which can be verified by an auditor. No lump sums, overall estimations or arbitrary keys are allowed! were calculated on a pro-rata basis of the actual costs according to a duly justified, fair and equitable method (in case of indirect administration costs such as overheads) show a direct link to the project's activities; have not already been included in other budget lines or cost items.		X	N/A
Is there evidence that administration costs (direct + indirect) have not already been financed from other EU-funds?		X	N/A

7.7 Staff costs (personnel)

Question	YES	NO	Comment
Is the expenditure only related to employees of the organisation?	X		
Is the calculation based on the actual salary costs (employees' gross salary + employer's contributions)?	X		
If a staff member works less than 100% of the actual working time for the project: Is the calculation based on an hourly rate resulting from the actual salary rate divided by the total number of hours worked by the staff member (as registered in the institution's time recording system)? Has the hourly rate afterwards been multiplied by the number of hours actually worked on the project activities?	X		
Are the staff costs supported by documents such as the working contract, payslips, payment proofs, calculation evidence for the determination of the staff time/hourly rate, time recordings, project specific timesheets?	X		

7.8 Meetings organisation

Question	YES	NO	Comment
Have the principles of transparency, non-discrimination, equal treatment and effective competition been complied with?	X		
Have the meetings been supported by signed participants lists? Are they recorded by the partner?	X		

7.9 Travel and accommodation

Question	YES	NO	Comment
Were the travel and accommodation costs reported in respect of the national or internal rules of the respective partner organisation (e.g. per diem allowances)?	X		
Were the trips that these costs refer to justified by the project's activities as foreseen in the Application Form?	X		
Is it ensured that: the trips costs were chosen in respect of the most economic way of transport and accommodation? The travels have been actually executed? Trips are supported by all required documents (e.g. flight/train tickets, hotel invoices, etc.) Costs for taxi are eligible and properly justified (e.g. public transport was not available, etc.)	X		

Were the trips limited to the territory of the URBACT II Programme? In case of trips outside the territory of the URBACT II Programme, were they explicitly mentioned and justified in the approved application form?		X	N/A
Are the travel and subsistence expenses for third country partners or participants related to the events taking place in the territory of the URBACT II Programme?		X	N/A

7.10 Communication and dissemination

Question	YES	NO	Comment
Do all the reported costs show a direct link to the project's activities?	X		
Were the reported costs indicated in the approved DoI/Final Application? (particularly in the working plan and in the financial tables)	X		
Are the reported costs only related to communication and dissemination (e.g. no costs for personnel in charge of dissemination/communication activities)	X		

7.11 External expertise and services

Question	YES	NO	Comment
Are the following documents available to justify external expertise and services' expenses paid by the partner: contracts/agreements and invoices/request for reimbursement? Proofs of payment?	X		
Were the external expertise and services contracted in compliance with public procurement rules?	X		

7.12 Equipment

Question	YES	NO	Comment
Have the equipment costs been reported by using one of the following methods: by a single declaration at the time of purchasing the equipment, after receipt and payment or by depreciating the cost of the equipment, by applying national accounting regulations?		X	N/A
Is it ensured that the items have not already been fully depreciated are not already included as indirect costs in another category such as the "project coordination" budget category?		X	N/A
Does the equipment purchase also fulfil the following criteria? The purchase has been made well before the end of the project. If not, is the late purchase still justified? Or have the costs been depreciated and only the share corresponding to the remaining project period been reported? The amount for equipment reflects the actual use of these items in the context of the project. If it is not exclusively used for project purposes, only a share of the actual cost is allocated to the project. This share is calculated according to a fair, justified and equitable method. An inventory of the purchased items as well as the documentation of the method for reporting them (single declaration or depreciation, full or partial use for the project) has been kept for accounting, control and audit purposes.		X	N/A
Is there evidence that the equipment has not already been financed from other EU-funds?		X	N/A
Was the equipment purchased in compliance with public procurement rules?		X	N/A

7.13 URBACT Local Support Groups

Question	YES	NO	Comment
Are the costs reported only for the purpose of the URBACT Local Support Groups?	X		
Are the costs related to the involvement of local stakeholders composing the URBACT Local Support Group?	X		
Were these costs not accounted in other budget categories (e.g. project coordination, personnel, meetings organisation, etc.)?	X		

7.14 Managing Authorities

Question	YES	NO	Comment
Are the costs related only to the involvement of associated Managing Authorities of Operational Programmes?		X	N/A
Were these costs not accounted in other budget categories (e.g. project coordination, personnel, meetings organisation, etc.)?		X	N/A

7.15 Exchange rate

Question	YES	NO	Comment
Has the model for calculating the exchange rate been used as mentioned in the Programme Manual, Fact Sheet 6b, section 9.3?	X		
Has the expenditure been changed correctly (e.g. without mistakes of calculation, applying a correct and equitable method of rounding up, etc.)?	X		

7.16 Public Procurement

Question	YES	NO	Comment
Have the European and national public procurement rules been respected?	X		
Is the public procurement procedure well documented and documents such as procurement note, terms of reference, offers/quotes, order forms and contracts available?	X		
Have the principles of transparency, non-discrimination, equal treatment and effective competition been complied with (also for items below the EU-thresholds)?	X		

7.17 Compliance with Community rules

Question	YES	NO	Comment
Has the partner applied all relevant rules on publicity and information?	X		
Has the partner complied with all relevant rules on European visibility?	X		
Do all publications or documents produced by the project comply with the requirements of Commission Regulation (EC) N° 1828/2006, Chapter II (for instance inclusion of the EU emblem, a statement to the effect that the project was co-financed by the ERDF, the logo of the URBACT II Programme, etc.)	X		

Has the partner complied with all relevant Commission rules on the environment?	X		
Has the partner complied with all relevant Commission rules on equality?	X		
Have Community rules on state aid been respected?	X		

7.18 Other considerations

Question	YES	NO	Comment
Has the administrative check on files been sufficient for the first level controller to gain evidence that the reported activities have taken place, the delivery of services, goods and works are in progress or have been completed? (If the evidence was not obtained through an on-the-spot check, it is important to indicate in the comment section, how sufficient assurance was gained through the administrative check on files.)	X		
Has an on-the-spot check been required by the first level controller to gain more evidence that the reported activities have taken place, the delivery of services, goods and works are in progress or have been completed? (If yes, please explain the methodology used to implement the on-the-spot check)	X		<p>The on the spot check is carried out with three objectives:</p> <ul style="list-style-type: none"> - to verify the sistem of project management; - the organizacion of the project partners; - Control (100%) the expenses incurred by the project partners for the period <p>The metodology provides for the control of 100% of the expenditure incurred by checking:</p> <ul style="list-style-type: none"> - Proper accounting; - that the payments were made by the project partners; - The procedure of external expertise services, have followed the Europea and national rules; - Exclude double funding; - the correct archive of documents
Any recommendations/issues to be followed-up in the next progress report?		X	N/A