Routine checks within Financial Monitoring:

PROJECT #:
PROJECT NAME:
REPORT #:

	RATING		ITEM
	o.k.	**open issue**	
			Checking of **completeness of documents** (document missing in whole or part)
1			o same number of pages as stated on Cover Sheet?
2			o Financial report *(including both confirmation forms, FR I -II)*
3			o Investment cost report (FR III)
4			o Other additional documents *(e.g. Personnel/overhead cost report, not necessarily needed)*
			Cover sheet
5			o Checking of deadlines and periods *(esp. cross check report.period in the Cover sheet, AR, FR and auditor statement, Rep. Period Ende 31.12. od. 30.06.)*
6			o Verification of the bank information *(esp. cross check with the application: AI; bei Änderung schriftl. Bestätigung einfordern)* *wenn neu, angefordert am:*
7			o Verification of the contact information *(check with application: Appl form (coordinator) + AI (LP))*
8			o LP name – compare to the stamp
9			o Request for payment / Confirmation by the LP *(Summe checken mit FR II)*
			Checking of **validity** of the reporting documents
10			o Sign / Stamp of LP and auditor *(available on paper?)*
11			o The original paper report available, complete
12			o The electronic version available (l*atest, see L:\02 IR IIIB\04\1_AI\\# project\03\\# report)*
13			o The report documents are uploaded to the database
14			o The paper version of FR I crosschecked vs. electr. version *(Final_upload_revised_applic.:AIV.0)* *(budget lines, WPs and total budget matching? Any shifts made?*
			Checking of **expenditures**
15			o Crosscheck of the costs vs. activities listed in the AR *(Ausgaben & Quellen ≙ Tätigkeiten?)*
16			o Budget injuries – in total; in each of WP / budget lines? (keine Überschreitg. erlaubt)
17			o Significant budget under spending? *(compare to "yearly budget breakdown" AIV.0)*
18			o Checking of Small scale investments *(– fitting to AR / application (AIV.2) ?)*
19			o More information about budget lines "other" needed? *(extra Aufstellung in application; ggf. anfordern (wie Investment Report))*
			Checking of the **Financing of the expenditures** (cross check to the application/database)
20			o compare FR II with database *(Budgets umgeschichtet zw. Geldquellen?->Monitoring->Finances)*
21			o 95% of total ERDF / Norway funds reached?
			Auditor statement:
22			o The text of the statement has not been changed *(no changes/shortenings, check additions)*
23			o Status of the auditor (independent, …) *(bei Unklarheit nachfragen beim Lead Partner)*
24			o Checking of the auditor stamp / sign
25			o First costs generated *after* approval date and *before* end of period?
			Clarifying of **open points**
			Payment