



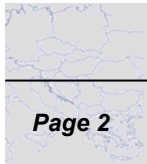
INTERREG III B CADSES

# **INTERREG III B CADSES NP**

## **Payment Claim Manual**

Version 3.0 (March 2007)





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## 1. Background / Description of involved actors

The following chapters give a short overview about the actors involved in the PIC INTERREG III B CADSES NP, their main tasks and the procedure related to the submission of the Payment Claims to obtain the reimbursement of ERDF funds.

### 1.1. The Managing Authority (MA)

The Member States appointed the Italian Ministry for Infrastructures and Transports as Managing Authority. The Ministry for Infrastructures and Transports functions as legal body for the programme management structure and concludes subsidy contracts with Lead Partners of projects in its own name, thus being liable for ERDF funds in the first place as contracting partner. The MA collects and validates the project's Payment Claims and then forwards them to the Paying Authority.

The Managing Authority fulfils the functions according to Art 9 (n) and 34 of Council Regulation (EC) no. 1260/1999 and is responsible for the efficiency and correctness of management and implementation of the ERDF assistance.

### 1.2. The Paying Authority (PA)

The function of the Paying Authority, according to Article 9 (o) and Article 32 of Council Regulation (EC) 1260/1999, point 25 and 31 of the Interreg Guidelines and Regulations no. 48/2001, is carried out by the Italian Ministry of Infrastructures and Transports.

The Paying Authority mainly:

- draws up and submits ERDF payment applications;
- receives ERDF payments from the Commission;
- monitors commitments and payments of ERDF funds at programme level;
- monitors financial implementation of the projects (ERDF funds);
- pays out ERDF-funds to the final beneficiaries in accordance with Article 32 of Council Regulation (EC) no. 1260/1999.

Therefore it is responsible for:

- the management of ERDF funds;
- check of total expenditures, on the base of certification;
- payments related to ERDF funds.

The Paying Authority regularly compiles the Payment Claims on programme level and requests the ERDF funding by the European Commission. Thus the PA receives ERDF funds and distributes them to the Lead Partners' accounts.



### **1.3. The First level control / role and tasks of the certifying body (-ies)**

The first level control aims to check all invoices and activities of the project participants and is carried out in relation to each Payment Claim. It is a compulsory audit that has to cover 100 % of the total eligible project expenditure. All expenditures must be audited on individual partner level.

As the first level control lies in the responsibility of each Member State according to art. 38 (1) reg 1260/1999 it is organized and managed at national level.

A Certification of Expenditures per project partner, verifying the accuracy and compliance with relevant EC regulations and National legislations and program specific rules on budget and finances, must be annexed to the Payment Claim, which then the Lead Partner itself has to send to the MA. The certifying body must:

- not be involved in the decision-making or management and control processes related to the project
- be independent from the project finances
- not be involved in the implementation of the actions audited
- be functionally independent from the organizational unit, where the project activities are carried out/managed/financed (e.g. not be subject to instructions from the Lead Partner or the partnership)
- be qualified in accounting, have sufficient EU programme auditing experience and be familiar with EU rules and regulations<sup>1</sup>

Issues to be checked by a certifying body

1. The actual production of "deliverables" (services, works, supplies, etc.) against plans, invoices, acceptance documents, experts' reports, etc., and, where appropriate, on the spot
2. The observance of conditions of grant approval (Approval Letter, Subsidy contract, Application form, Joint convention etc.)
3. The eligibility of amounts claimed (Commission Regulation (EC) No 448/2004) and the correctness of the financial report
4. The adequate follow-up of all outstanding/open questions before acceptance of the claim
5. The existence and maintenance of an adequate and reliable accounting system and the follow up of the audit trail (Commission Regulation (EC) 438/2001, Annex I) at all levels within the project.
6. That costs have been incurred during the eligibility lifetime of the project (date of start and date of end indicated in the approved application form). Also preparatory costs can be considered eligible.

The MA requires that the appointed certifying body checks and certifies all expenditures and clearly states that all expenditures have been effectively incurred during the project implementation.

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<sup>1</sup> the auditor has to check the compliance with all relevant INTERREG III B CADSES documents (e.g. Subsidy contract, Application form, Program Complement etc.) and corresponding EC regulations (e.g. eligibility of expenditures in accordance with Commission Regulation (EC) No 448/2004 etc.).

### 1.4. The Lead Partner (LP)

The Lead partner is the final beneficiary of ERDF funds according to Council Regulation (EC) 1260/1999 and point 31 of the INTERREG Guidelines. It takes the overall responsibility for the implementation of the entire project. This includes the financial management and full financial responsibility of all ERDF funds including all partners (one budget for the project as a whole).

The LP establishes legal relations with the project partners in order to legally define their co-operation and to safeguard himself against his partners by contract (Joint Convention). This means that he has to guarantee that he is entitled to represent the project partners participating in the project and that he will establish the division of mutual responsibilities in agreements with the project partners. He guarantees furthermore that he has complied with all the relevant legal and other requirements under the law, which applies to him and to the project partners, and that all necessary approvals have been obtained.

The LP is liable towards the MA in ensuring that the project partners fulfill their obligations under the Subsidy contract which he signed with the MA. He is liable towards the MA for infringements of obligations under the above-mentioned Subsidy contract by the project partners in the same way as for his own conduct.

Thus the LP is responsible for collecting all certifications of all project partners and for preparing and submitting the Payment Claim. The Payment Claim consists of a Demand for reimbursement of expenditures, a Description of Incurred Expenditures and all the Certifications of expenditures (one per project partner). For the Payment Claim please use the standard forms annexed to this manual. The Payment Claim must be submitted according to the deadlines indicated in section 4. After the validation by the MA, the MA itself gives a mandate to the PA for ERDF reimbursement to the LP. On this basis the PA provides the transfer of ERDF funds to the LPs account. The LP, being the final beneficiary of ERDF funding, will distribute the ERDF funds among the project partners.

## 2. Language

The language to be used in all the documents related to the Payment Claim as well as in all official communication with the MA and the CADSES programme is **English**.

## 3. Basic procedure

Each single project partner has to provide the LP with his Certification of Expenditures according to the guidelines for the so-called first-level control<sup>2</sup>; the Lead Partner has to organise the collection of the Certifications of Expenditures and of other documents needed for the Payment Claim.

**The original Payment Claim**, duly stamped and signed and containing all the necessary documents, has to be sent in one paper version and one electronic version to the Managing Authority in Rome.

*Address for the paper version:*

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<sup>2</sup> The first-level control (the appointing of the Certifying Bodies) is organized at national level. Please see chapter 1.3 and refer to the CCP in your country to get more detailed information.

Ministry for Infrastructures INTERREG Division-Section CADSES MA, Via Nomentana 2, I – 00161 Rome, Italy.

E-mail address for the electronic version:

[cadses@infrastrutturetrasporti.it](mailto:cadses@infrastrutturetrasporti.it) and in copy to [cadses@its.dresden.de](mailto:cadses@its.dresden.de)

## 4. Deadlines

There are 2 regular deadlines per year to submit the Payment Claims to the MA in Rome in compliance with the requirements imposed by the reporting system applied, i.e. **April 1<sup>st</sup>**, **October 1<sup>st</sup>**. In case of necessary corrections the corrected payment claims could be submitted within 2 additional deadlines, i.e. July 1<sup>st</sup> and December 1<sup>st</sup>

As a minimum requirement one Payment Claim should be submitted within each year. This means that the December Payment Claim is also necessary if other Payment Claims have been submitted for earlier deadlines that year.

### Background information: Significance of the deadline **OCTOBER 1<sup>st</sup>** / **DECEMBER 1<sup>st</sup>**

The projects are demanded to claim the ERDF subsidy according to the year splitting stated in the Subsidy contract (Table 10.4 for the 1st call, table 16.4 for the 2nd call). The deadline **October 1<sup>st</sup>** / **December 1<sup>st</sup>** is the last deadline in a year; it is the last moment, when the Payment Claims can be still processed within the calendar year and submitted to the European Commission before the December 31st. It is essential for the n+2 rule that the Programme claims the ERDF funds to the EC before the end of the year; otherwise the programme must face a loss of funds, which could be mirrored to the projects and can reduce the total amount of the ERDF subsidy.

### First Payment Claim

The First Payment Claim can be submitted as soon as the LP receives the signed Subsidy contract. The Payment Claim will be processed after the next deadline following the reception.

If the LP is a legal entity/body under private law or a natural person, he has to submit a security declaration. It must cover the amount of the subsidy stated in § 1 of the Subsidy contract towards the MA, before the payment to the LP is made. The security declaration must be worded to the effect that deficiency will be construed if, in the event of a reduction or repayment demand by the MA or in the event of another reimbursement obligation, the LP has failed to repay or reimburse (within the time stipulated by the MA) the amount for which repayment or reimbursement is requested. This security declaration is not required in case of a body governed by public laws.

In the first Payment Claim all the incurred expenditures **since the start of the project plus the preparatory costs<sup>3</sup>** can be claimed. This can cover also a period longer than a year; the decisive date is the project starting date in the Subsidy contract.

**In order to obtain the ERDF reimbursement the LP has to submit to the MA the Payment Claim.**

**The Payment Claim consists of the following documents:**

<sup>3</sup> Up to 2% of the total costs, in any case not more than EUR 20.000.

1. Demand for Reimbursement of Expenditures (Payment Claim)
2. Certifications of Expenditure

The Certifications of Expenditures have to be presented using a format with **at least the minimum requirements** indicated in the annexed form and have to be duly stamped, signed and dated by the Certifying Body concerned.

Each project partner is to send his original Certification of Expenditures to the LP. The LP is in charge of preparation of the Payment Claim and its shipment to the MA, along with originals of the Certification of Expenditures of all relevant partners.

To be processed by the MA the Payment Claim must consist **only** of the above-mentioned documents. The MA will not accept any further documents.

## 5. Detailed instructions for filling in of the Payment Claim (PayClaim)

### 5.1. Letter

Fill in the accompanying letter, which constitutes an integral part of each Payment Claim, i.e. should be also included to every hardcopy version. No other accompanying letters or annexes should be added to the Payment Claim.

	A	B	C	D	E	F	G	H	I
1	<Space for your logo>								
2	From: <place here the address of your institution>		<div>Will be used as the identification of the Payment Claim. Obligatory field. Format dd/mm/yyyy</div>						
3	To:		<div>Internal reference of this accompanying letter (and of whole Payment Claim) within the LP's internal organisation. Will be used in all related communications. Obligatory field. (Max. 20 characters)</div>						
4	Ministry for Infrastructures,		<div>PayClaim no.</div>						
5	INTERREG Division		<div>Represents the order number of regular Payment Claims (PayClaim) issued by your project. Insert a whole number, like 1, 2, 3 ...</div>						
6	Section CADSES MA		<div>For corrective PayClaims</div>						
7	Via Nomentana 2		<div>IMPORTANT! Insert the same number as the number of the Payment Claim you integrate/substitute.</div>						
8	00161 Rome		<div>Type of this Payment Claim</div>						
9	Italy		<div>For normal PayClaims select "Regular". For sending of additional documents or corrections of already submitted PayClaims select "Corrective". For announcements of not yet certified expenditures select "Provisory" - This is an exceptional case, can be used only on a special request by the Managing Authority!</div>						
10	Per e-mail also to:								
11	cadsee@infrastrutturertrasporti.it								
12	Date:	Internal ref. (LP)	PayClaim no.	Project Code	Acronym	Type			
13	Ref: Submission of Payment Claim no. of the project								
14	Dear Sir or Madam,								
15	Enclosed please find the regular Payment Claim, composed of the Demand for Reimbursement of Expenditures and all five obligatory parts - List of ERDF PPs, List of Certifications, Financial Tables, Forwards of ERDF to PPs and List of invoices. Annexed you can also find originals of the Certifications of Expenditure.								
16	Furthermore, we would like to draw your attention to the following issues (if any):								
17									
18									
19									
20									
21									
22									
23	Yours sincerely								
24	<Place here the name, position and signature of the responsible person>								
25									
26									
27									
28									



The reasons for inclusion of an accompanying letter into the standard form of the Payment Claim are (i) assurance of correct recipient (MA, also e-mail), (ii) clear differentiation between the regular/corrective/provisory claims (iii) to save work for the Lead Partner. Moreover, the information inserted here is linked with the rest of the form for the sake of consistency and timesaving.

#### Sender address

Delete the remark "<Place here...>". Instead write the postal address of your (LP's) institution, including the contact person if appropriate. Do not forget the country indication, preferably in English. Use CTRL+ALT to jump on next line within the cell.



<i>Date</i>	Insert the date on which you will actually send the Payment Claim. This date is important in reliance with the Deadline. .... <i>Format dd/mm/yyyy.</i>
<i>Internal ref (LP)</i>	Insert an internal reference within your organisation, usually a protocol number or code used for all letters/faxes. This will be used as a reference for related communication from the side of the programme.
<i>PayClaim no.</i>	Insert the order number of the Payment Claim, e.g. "4" for the fourth regular Payment Claim of your project. See also <a href="#">Corrective PayClaims</a> .
<i>Project Code</i>	Insert the Project Code of your project, e.g. 5D001.
<i>Acronym</i>	Insert the project Acronym, as stated in your Appl. Form. For very long Acronyms insert only the initial part.
<i>Type</i>	Select from the drop-down list one of the options: <b>Regular</b> for normal PayClaims with expenditures not submitted before <b>Corrective</b> for corrections/substitution of already submitted PayClaims – usually only on request of the MA <b>Provisory</b> for special deadlines announced by the MA (always only on request of the MA). These PayClaims contain usually also not yet certified expenditures.
<i>Text of the letter</i>	The text of the letter will be generated automatically (text version corresponds to the selected TYPE of the Payment Claim).
<i>Any outstanding issue</i>	Cell A22, insert short description of a problem or a remark you want to draw attention to. Use this field for important messages only.
<i>Signature of the letter</i>	Delete first the placeholder in the cells A25 and A26 and insert the name and the position of the person signing this letter (not necessarily the Legal Responsible). You can also omit this information or fill it in handwriting. However, the printed version of the letter must bear a signature.



#### How to insert logo of your company into the Excel file?

Copy the logo from another program/document (e.g. MS Word) as a picture and paste it anywhere on the worksheet. Now you can adjust its size and location. Please note that the menu Insert/Picture/From File does not work on this protected worksheet. (In MS Word, the "layout" must be set to "Square", not "In line with text")



#### How to print the accompanying letter on my company's headed paper (with logo etc.)?

Only delete the remark in the cell F1 and the logos of CADSES and EU (if needed). Moreover, you can adjust the margins of the printout in File/Page Setup to fit better the headed paper.

### **Specifics of Corrective PayClaim**

If you select the TYPE of the PayClaim as Corrective, the following fields must be adjusted or filled in additionally:

<i>PayClaim no.</i>	Insert the number of the regular PayClaim you want to correct/substitute. This will help to identify the claim you amend or substitute.
<i>Corrected PayClaim form</i>	Select from the drop-down list one of the following options: <b>Yes, complete</b> if you want to replace all parts of the original submitted Payment Claim form <b>Yes, only selected parts:</b> if you corrected only some parts of the PayClaim. SPECIFY in cell F18, which parts you substitute!


**No** if the original PayClaim was correct and you only want to include originals of Certifications of Expenditure.

*Orig. Certif. of Expend.*

Insert the number included originals of certifications, amending or substituting the original PayClaim.

## 5.2. Demand for reimbursement of expenditures (Payment Claim)

Summarizing information about the Payment Claim, period and included expenditures. Contains also the Declaration of the Lead Partner, without which the PayClaim cannot be accepted.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	<div>Project:</div> <div>This field will be filled in automatically, once the accompanying letter is filled in (worksheet "Letter")</div>																		
2	 INTERREG III B CADSES																		
3	<b>DEMAND FOR REIMBURSEMENT OF EXPENDITURES (Payment Claim)</b>																		
4	Project:																		
5	5D006 Development of sustainable tourism																		
6	This Payment Claim contains expenditures incurred in the following period:																		
7	From: To:																		
8	(dd/mm/yyyy)																		
9	The reimbursement is required for the following expenditures (EUR):																		
10	Total certified expenditures:																		
11	0,00																		
12	Thereof ERDF:																		
13	0,00																		
14	Thereof public co-financing:																		
15	0,00																		
16	Thereof private co-financing:																		
17	0,00																		
18	Part of the total certified expenditures are preparatory costs amounting to:																		
19	0,00																		
20	This Payment Claim is composed of Part A "List of included partners", Part B "List of Certifications", Part C "Financial Tables", Part D "Forwards of received ERDF to PPs" and Part E "List of Invoices". Originals of Certifications of Expenditures are also annexed to this Payment Claim.																		
21																			
22	<b>Declaration of the Lead Partner</b>																		
23	I, the undersigned,																		
24	(Legal representative of the Lead Partner, name and position)																		
25	representing the																		
26	(Institution of the Lead Partner)																		
27	hereby declare that the information contained in all parts of this Demand for Reimbursement of Expenditures (Payment Claim) is true and correct.																		
28	Further I declare that the included expenditures have not been presented in any previous Payment Claim.																		
29	Date of declaration:																		
30	Insert the date on which the LP's legal representative signed the Payment Claim.																		
31	(Date, dd/mm/yyyy)																		
32	(Signature of the Lead Partner's legal representative)																		
33																			
34																			
35																			
36																			
37																			
38																			
39																			
40																			
41																			
42																			
43																			
44																			

**i** Fill in only the three fields, marked in yellow and the Declaration of the Lead Partner. The remaining fields are linked to the accompanying letter and to Part C. Financial Tables and will be filled in automatically once the other worksheets are completed (assured consistency)

**Period – From**

Insert the earliest date from all included Certifications of Expenditure, i.e. the date of the first included expenditure, independently from which partner incurred it.

**Period – To**

Insert the latest date from all included Certifications of Expenditure, i.e. the date of the last included expenditure, independently from which partner incurred it.

- Preparatory costs amount** Insert the amount of preparatory costs for all included Project Partners out of the total eligible expenditures of this Payment Claim. The Preparatory costs cannot exceed 2% of total project budget and anyway cannot exceed 20.000 EUR (see Subsidy Contract).
- Legal Representative** Insert the name of the legal representative of the LP, i.e. person entitled to sign formal documents for your institution.
- Institution** Insert the name of your institution in English; whole address is not necessary.
- Date** Insert the date on which the legal representative signs the Payment Claim.
- Signature; Stamp** Only in hardcopy version. The submitted Payment Claim must bear the original signature of the legal representative and the original of the LP's stamp.

### 5.3. Part A: List of ERDF partners

List of Project Partners, similar to the one presented in the Application Form. Basically only ERDF requesting partners should be filled in. This page contains also the calculation of the approved Funding Rate per partner, which will be used in the Part C: Financial Tables.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<b>PART A: List of ERDF Partners (only EU PPs with approved ERDF subsidy)*</b>							SD000 Acronym								
2	PP no	Institution	Town	Country	Total Contribution	ERDF	Funding Rate (%)									
3	PP01-LP															
4	PP02															
5	PP03															
6	PP04															
7	PP05															
8	PP06															
9	PP07															
10	PP08															
11	PP09															
12	PP10															
13	PP11															
14	PP12															
15	PP13															
16	PP14															
17	PP15															
18	PP16															
19	PP17															
20	PP18															
21	PP19															
22	PP20															
23	PP21															
24	PP22															
25	PP23															
26	PP24															
27	PP25															

**Town of Project Partner ...**  
 Insert name (or abbreviation) of city/town, where the Project Partner has its seat. This helps to identify the partner. (Max. 22 ch.)



The use of the Funding Rate for the Payment Claims assures that the correct balance between National Co-financing and the ERDF funding is kept in any moment. For the 3<sup>rd</sup> and 4<sup>th</sup> Call, the Funding Rate is also stated in the Tab. 16.1. For all Calls, the Funding Rate can be calculated as percentage of approved ERDF out of the total partner's contribution.

<i>PP no</i>	Already pre-defined for each row. Please stick to the numbering of partners as in the Application Form (1 <sup>st</sup> Call projects as in the Reporting Tool). Leave empty the rows for partners without approved ERDF funding.
<i>Institution</i>	Insert the name of the PP's institution in English; whole address is not necessary. You can use abbreviations, however the name should remain understandable.
<i>Town</i>	Insert the town, where the PP's institution is seated. This helps to identify the partner. For long names use abbreviations.
<i>Country</i>	Select the country code from the drop-down list.
<i>Total Contribution</i>	Insert the exact amount of total partner's contribution as in the table 16.1 (10.1 for 1 <sup>st</sup> Call) of the Subsidy Contract. Obligatory field.
<i>ERDF</i>	Insert the exact amount of partner's approved ERDF funding as in the table 16.1 (10.1 for 1 <sup>st</sup> Call) of the Subsidy Contract. Obligatory field.
<i>Funding Rate (%)</i>	Automatic field. Compare the calculated figure with the Funding Rate in the table 16.1 (only 3 <sup>rd</sup> and 4 <sup>th</sup> Call). Both figures must be exactly equal.



Field limitations: *PP no*: pre-defined; *Institution*: max. 80 characters incl. spaces; *Town*: max. 22 characters incl. spaces; *Country*: not limited to the drop-down list; *Total Contribution*: only figures between 0 and 5.000.000; *ERDF*: only figures between 0 and 5.000.000, *Funding Rate*: – automatic calculation.

#### 5.4. Part B: List of Certifications

The Certifications of Expenditure constitute the basis for the reimbursement procedure and thus also for the Payment Claim form. To keep the logical track of calculations and to assure the consistency between them and the aggregated amounts, all included Certifications are to be listed in per partner in this worksheet.

PART B: List of included Certifications of Expenditures per Project Partner											
PP01-LP		PP02		PP03		PP04		PP05		PP06	
Total certif.	0,00	Total certif.	0,00	Total certif.	0,00	Total certif.	0,00	Total certif.	0,00	Total certif.	0,00
Issued on	Amount	Issued on	Amount	Issued on	Amount	Issued on	Amount	Issued on	Amount	Issued on	Amount
1		1		1		1		1		1	
2		2		2		2		2		2	
3		3		3		3		3		3	
4		4		4		4		4		4	
5		5		5		5		5		5	
6											
7											
8											
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47											
48											
49											

**Table "List of included Certifications"**  
In some cases, a Project Partner includes more than one Certifications into one Payment Claim. In order to complete the information and to assured correctness of calculations, it is necessary to list all partial certifications in this table.


The total certified amounts per partner are automatically copied into the summarizing table (Table 1). This helps to achieve the consistency of the presented Payment Claim and the Certifications.

**Case of more than 5 certifications per one partner**  
Follow the comments in each 5th cell of the list and the presented Example. Anyway, try to avoid presenting many certifications per partner in one Payment Claim! (A solution could be to issue a new Certification for total amount.)

**Example:**

PPXX	
Issued on	Amount
1 16/05/2006	351,23
2 17/07/2006	5 658,00
3 29/08/2006	9 876,00
4 29/08/2006	16 384,53
5 Multiple	42 580,30

**Explanations to the table**

 The total certified amounts per partner are automatically copied into the summarizing table (Table 1). This guarantees the consistency between the presented Payment Claim and the certifications.

**Total certif.**

Means "Total certified amount" and is calculated automatically as sum of one or more partial certifications.

**Issued on**


Insert the date, which is stated on the Certification of Expenditure, i.e. the date, on which the Certifying Body issued (signed) the certification.

**Amount**

Insert the exact amount of total eligible expenditures as stated in the duly signed and stamped Certification of Expenditure. The respective ERDF funding will be calculated from this amount, using the ERDF Funding Rate (worksheet "Demand")

### More than five certification per partner

Try to avoid presenting many certifications per partner in one Payment Claim! If a partner has anyway more than 5 certifications included in one Payment Claim, insert "Multiple" into the fifth row of the column "Issued on" and as "Amount" insert the sum of all his remaining certifications (5<sup>th</sup>+6<sup>th</sup>+7<sup>th</sup> etc.).

 Field limitations: **Total certif.**: automatic field; **Issued on**: only dates in format dd/mm/yyyy (or text in the fifth row); **Amount**: only figures between 0 and 5.000.000.

## 5.5. Part C: Financial Tables

The summarizing financial tables indicating the distribution of expenditures by sources, Budget Lines and Work Packages. In table 1 also the total reimbursable ERDF is calculated.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
50000 Acronym																		
<b>PART C: Financial Tables</b>																		
<b>Table 1 - Distribution of expenditures included in this Payment Claim by Project Partner (PP) and Sources</b>																		
Source	PP01/LP	PP02	PP03	PP04	PP05	PP06	PP07	PP08	PP09	PP10	PP11	PP12	PP13					
Requested ERDF																		
ERDF Funding Rate (%)																		
Total Co-financing																		
Public Co-fin.																		
Private Co-fin.																		
Total Expenditure																		
<b>Table 2 - Distribution of expenditures included in this Payment Claim by Budget Line (BL) and Project Partner (PP)</b>																		
Partner	PP01/LP	PP02	PP03	PP04	PP05	PP06	PP07	PP08	PP09	PP10	PP11	PP12	PP13	PP14	PP15	PP16	PP17	PP18
Requested ERDF																		
ERDF Funding Rate (%)																		
Total Co-financing																		
Public Co-fin.																		
Private Co-fin.																		
Total Expenditure																		
<b>Table 3 - Distribution of expenditures included in this Payment Claim by Work Package (WP) and Project Partner (PP)</b>																		
Work Package	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	WP 8	WP 9	WP 10	WP 11	WP 12	WP 13	WP 14	WP 15	WP 16	WP 17	WP 18
Requested ERDF																		
ERDF Funding Rate (%)																		
Total Co-financing																		
Public Co-fin.																		
Private Co-fin.																		
Total Expenditure																		

**Private Co-financing ...**  
If a part or whole of the PP's co-financing is private, insert the amount here. The Public co-financing will be reduced accordingly. Leave empty if not appropriate.

**Table 1: Expenditures by PP and Sources**  
All rows of the table are inserted automatically, repeating the information inserted in worksheets ListOfCertifications and ListOfPartners. **You cannot insert or change the amounts here**, but only in the above-mentioned worksheets!  
The only exception is the row "Private Co-fin.". Insert here the private part of the partners co-financing. Leave empty if not appropriate.  
What is Private Co-financing?  
Co-financing paid by private companies, from their own resources.  
Insert private Co-financing for a partner only in case it was already foreseen in the Application Form.

**Table 2: Expenditures by BL and PP**  
Insert the division by Budget Lines of ONLY in this Payment Claim included expenditures.  
This table will be used for the check of the 20% financial flexibility (see Manual of Project Changes).  
Automatic check of correctness  
The totals per Partner from this table must be identical with the Table 1 - Total Expenditure per partner. The cells remain orange until the amount matches the amount in Table 1, then they turn white again. (This applies also for the grand total of the table)

**Table 3: Expenditures by WP and PP**  
Insert the division of expenditures alongside Work Packages. Insert ONLY in this Payment Claim included expenditures.  
This table will be used for the check of the 20% financial flexibility (see Manual of Project Changes).  
Automatic check of correctness  
The grand total of all this table must be identical with the total expenditure from the Table 1. This will not be checked.



The table 1 is nearly completely filled in automatically thanks to the links to the worksheets "A.Partners" and "B.Certifications". The lead Partner fills in only the Private part of the co-financing.

### TABLE 1

**Requested ERDF**

Automatic calculation, based on figures from worksheets "A.Partners" and "B.Certifications"

**ERDF Funding Rate (%)**

Automatic link to the calculated field in worksheet "A.Partners"

**Total Co-financing**

Automatic calculation, based on figures from worksheets "A.Partners" and "B.Certifications"

**Public Co-financing**

Automatic calculation, calculated as Total Co-financing minus Private Co-financing (if inserted)

**Private Co-financing**

**Insert** the amount of private co-financing per partner. Private co-financing is usually applicable only to private subjects, which moreover stated this in the financial tables of the Application Form. Does not apply

to non-state funds of public and semi-public institutions; this remains Public co-financing.

### Total Expenditure

Automatic link to the sum of all certifications in the worksheet "B.Certifications". Correspond to the field *Total certif.*

### TABLE 2

#### BL x PP

Fill in the expenditures of each Project Partner divided by Budget Lines. Total amounts per partner have automatic check of consistence with the Table 1.

### TABLE 3

#### WP1 – WP8

Fill in the total expenditures of all partners within a certain Work Package.

## 5.6. PART D: Forwards of ERDF to PPs

To comply with all EU regulations, the programme needs precise information about the distribution of ERDF subsidy disbursed to the LP among single partners. Therefore, beyond asking of precise date of receipt of the ERDF disbursement from the PA, indicate also the date and amount of each transfer of ERDF to each PP. The Part D should be completed for ALL transfers from the start of the project.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	PART D: Forwards of reimbursed ERDF to single Project Partners (since the project start)																		
2	No of payment from PA	Received on dd/mm/yyyy	Forwarded to PP..	Date of transfer to PP dd/mm/yyyy	Amount received/ transferred														
3	1				0,00														
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11					Control sum	0,00 OK													
12	2				0,00														
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20					Control sum	0,00 OK													
21	3				0,00														
22																			
23																			
24																			
25																			
26																			
27																			
28																			
29					Control sum	0,00 OK													
30																			
31																			
32																			
33																			
34	Template. Copy the lines below for each received PA payment. Add or delete lines if necessary.																		
35	X	xx/xx/xxxx	-	-	0,00														
36																			
37																			
38																			
39																			
40																			
41																			
42																			
43					Control sum	0,00 OK													
44	Example.																		
45	1	01/12/2005	-	-	500.000,00														
46			PP01-LP	15/12/2005	100.003,50														
47			PP02	16/12/2005	351.053,23														
48			PP14	02/01/2006	48.943,27														
49					Control sum	500.000,00 OK													
50	2	13/04/2006	-	-	600.568,50														
51			PP01-LP	28/04/2006	600.003,50														
52			PP14	02/05/2006	565,00														
53					Control sum	600.568,50 OK													

**How to copy the "template block":**

- 1) Copy the 9 entire lines beneath the "Template" (originally lines 35 to 43, "template block").
- 2) Select the first empty line under the already used "template blocks" (originally line 30), rightclick the mouse and select "INSERT COPIED CELLS" from the local menu

**How to add/delete lines?**

You need to add lines if the received amount was distributed to more than 7 PPs, which is the capacity of the "template block". You might also delete unused lines if you distribute to less PPs. **Never delete the last line of the "template block"!** This would damage the formatting. Adjust the number of lines preferably **before** you start inserting, already in the copied "template blocks", not in the Template.

- 1) Select one or more lines from the middle of the "template block"
- 2) Rightclick the mouse and select "INSERT" or "DELETE" from the local menu. Repeat until you reach the desired number of lines.

**How to select an entire line?**

Click (left) on the grey number of the line on the left. The whole line (row) is now selected.





Give detailed information about received and forwarded ERDF funds from the start of the project to the latest amount received. [Copy the template](#) rows to fit more ERDF disbursements.

**No of payment from PA** Insert the incremental numbering of received payments from the Paying Authority (PA), in chronological order, independently from numbering and dates of single submitted Payment Claims. Also partly paid Payment Claims (only certain partners) should be listed separately.

**Received on** Insert the date of receipt of the reimbursed ERDF payment from the PA (date of movement on your account).

**Amount received/transf.** Two kinds of information are to be inserted into this column:  
**Amount received:** in the grey rows, insert the exact amount of ERDF subsidy received from the PA.  
**Amount transferred:** in all white cells, insert the exact amount of ERDF forwarded to single Project Partners. Insert also the amount belonging to the Lead Partner, even though there is no actual money transfer. The sum of all transfers must match exactly the amount received from the PA.

**Forwarded to PP..** Select from the drop-down list the number of partner, to which was the money transferred. (Not relevant for grey rows.)

**Date of transfer to PP** Insert the date of transfer of the ERDF to the given Project Partner, i.e. the date of movement on the LP's account. For LP's own part insert the date of the receipt from the PA. (Not relevant for grey rows.)



Field limitations: *No of payment from PA*: no limitation; *Received on*: only dates in format dd/mm/yyyy; *Amount received/transferred*: only figures between 0 and 5.000.000; *Forwarded to PP...*: limited to the drop-down list; *Date of transfer to PP*: only dates in format dd/mm/yyyy.



How to copy the "template block"?

- 1) Copy the 9 entire lines beneath the "Template" (originally lines 35 to 43, "template block").
- 2) Select the first empty line under the already used "template blocks" (originally line 30), right click the mouse and select "INSERT COPIED CELLS" from the local menu

How to add/delete lines?

You need to add lines if the received amount was distributed to more than 7 PPs, which is the capacity of the "template block". You might also delete unused lines if you distribute to less PPs.

**Never delete the last line of the "template block"!** This would damage the formatting.

Adjust the number of lines preferably **before** you start inserting, already in the copied "template blocks", not in the Template.

- 1) Select one or more lines from the middle of the "template block"
- 2) Right click the mouse and select "INSERT" or "DELETE" from the local menu

Repeat until you reach the desired number of lines.

How to select an entire line?

Click (left) on the grey number of the line on the left. The whole line (row) is now selected.

## 5.7. PART E: List of Invoices

To avoid a double funding of the same expenditure and to assure the consistency of reported and claimed expenditures it is necessary to present a concise list of all invoices, included into each Payment Claim.



PART E: List of invoices included in this Payment Claim (in EUR)						
No	by PP	No of action	Goods/services paid (invoice title)	Paid on date/mo/yyyy	Beneficiary (paid to)	Eligible amount paid
1	PP01	LP				0.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
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68						
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70						
71						

Summary of expenditures per PP

To update the summary close and re-open the whole file	Paid by PP	Elig. amount paid
Control sum of expend.	PP01	0.00
Grand Total		0.00

How to select one or more entire lines above the yellow line (originally line 41-42)?

1) Select one or more entire lines above the yellow line (originally line 41-42)

2) Rightclick the mouse and select "INSERT" from the local menu

Repeat these steps until you reach the desired number of lines.

How to select an entire line?

Click (left) on the gray number of the line on the left. The whole line (row) is now selected.

You can insert e.g. 20 lines at once, if you mark more lines before the "INSERT" command. You can mark also cells containing other information/table - they will be shifted down and their content will not be influenced.

How to add numbering in column A more quickly?

After you insert the desired number of additional lines, you can copy the formula "" from the cell A42 into all the added lines, column A. This will automatically add the correct numbers to the added lines.

Use Copy/Paste Special - Formula or simply drag down the cross in the lower right corner of the cell A42.

The summary table is a "pivot table", which will be updated on opening of this Excel file. Save, close and re-open the file to update the summary table.

How to update the summary table without closing the file?

1) Select a cell within the summary table (e.g. the yellow cell "Grand Total")

2) Rightclick the mouse and select "REFRESH DATA" from the local menu

3) Confirm with yes the possible warning: file "The table has been changed" etc.

The table is now updated. Do not forget to update the table immediately before printing!

This amount has to be equal to the Grand Total of the summary table. If this is not the case, the summary table must be updated.

To update the summary table close and re-open the file or send comments of the cell above.

Insert a list of all invoices of all partners, which are included in this Payment Claim. The sum of all invoices from the list must match exactly the total eligible expenditure of this Payment Claim.

No

Insert the incremental numbering of each invoice/row. Numbering does not reflect the real numbering of the invoices in the LP's/PP's bookkeeping, but merely numbers the rows in the list.

Paid by PP..

Select from the drop-down list the number of the Project Partner, who paid the invoice in question, i.e. in whose Certification of Expenditures is the amount included. Usually, each partner have more invoices – its number will be repeated in many rows.

No of action

Insert the number of action, the expenditures are referred to

Goods/services paid (invoice title)

Insert a short description or list of items from the invoice. Keep the description short but explanative.

Paid on

Insert the date, on which was the invoice paid, i.e. date of account move on the account of the paying Project Partner.



<b>Beneficiary (paid to)</b>	Insert the name of the firm/institution/person, to whose account was the invoice paid. Keep the name short but identifiable, usually completed by the town/city of the beneficiary. Whole address is not necessary.
<b>Amount paid</b>	Insert the exact amount in EURO, which was paid for the invoice, i.e. after eventual discount or extra charge if certified. This amount must match the amount certified for this particular invoice and included in the Certification of Expenditures.

**Sum of invoices per partner = total certified expenditures (amount in Certification of Exp.)**

The sum of all amounts paid by one partner must match exactly the amount of total eligible expenditures from his Certification of Expenditure. [Update the pivot table](#) at the bottom of the table to perform the check.



Field limitations: *No*: no limitation; *Paid by PP...*: limited to the drop-down list; *Goods/services paid (invoice title)*: max. 150 characters (including spaces); *Paid on*: Only dates in format dd/mm/yyyy, between 01/01/2000 and 31/12/2008; *Beneficiary (paid to)*: max. 120 characters (including spaces); *Amount paid*: only figures between 0 and 5.000.000, no text.



How to insert more lines to the table?

- 1) Select one or more\* entire lines above the yellow line (originally line 41-42)
- 2) Right click the mouse and select "INSERT" from the local menu

Repeat these steps until you reach the desired number of lines.

How to select an entire line?

Click (left) on the grey number of the line on the left. The whole line (row) is now selected.

\*You can insert e.g. 20 lines at once, if you mark more lines before the "INSERT" command. You can mark also cells containing other information/tables - they will be shifted down and their content will not be influenced.

How to add numbering in column A more quickly?

After you insert the desired number of additional lines, you can copy the formula\*\* from the cell A42 into all the added lines, column A. This will automatically add the correct numbers to the added lines.

\*\*Use Copy/Past Special - Formulas or simply drag down the cross in the lower right corner of the cell A42.



How to update the summary pivot table?

The summary table is a "pivot table", which will be update on opening of this Excel file.

Save, close and re-open the file to update the summary table.

How to update the summary table without closing the file?

- 1) Select a cell within the summary table (e.g. the yellow cell "Grand Total")
- 2) Right click the mouse and select "REFRESH DATA" from the local menu
- 3) Confirm with yes the possible warnings, like "The table has been changed" etc.



The table is now updated. Do not forget to update the table immediately before printing!

## 6. Detailed instructions for filling in of the Certification of Expenditures

### 6.1. Filling in of the Certification form<sup>4</sup>

The presented template of the Certification of Expenditure not only guarantees the eligibility of the paid costs of each Project Partner, but can be also used as a sort of checklist for the auditor.

The detailed instructions on how to fill in correctly the form is included into this manual despite the fact that it is not the LP who fills it in. We trust that the necessary information will get anyway to the direct addressee – the Certifying Bodies.

	
<h2 style="margin: 0;">CERTIFICATION OF EXPENDITURE</h2>	
<p>This certification is issued by _____</p> <p>_____</p> <p>_____</p>	<p>Issued for the Project Partner PP _____</p> <p>_____</p> <p>_____</p>
<p><i>Name and address of auditing institution acting as authorized Certifying Body</i></p>	<p><i>Member, institution and address of the Project Partner</i></p>
<p>This certification is addressed to the Community Initiative Programme INTERREG III B CADSES NP</p>	
<p>The subject of this certification are the expenditures of the above-mentioned Project Partner, directly linked to his participation in the project _____</p>	
<p><i>Project Code      Acronym</i></p>	
<p>We have examined the documents supporting the total expenditures paid in the period _____ - _____.</p> <p style="text-align: right; margin-right: 100px;"><i>From                      To</i></p>	
<p>Based on our examination, we certify that</p>	
<ol style="list-style-type: none"> <li>1. The expenditures claimed have been paid and are supported by receipted invoices or accounting documents of equivalent probative value.</li> <li>2. The documents submitted are complete and have been checked for accuracy in content and accounting terms.</li> <li>3. An adequate and reliable accounting system and the audit trail (Regulation (EC) 438/2001, Audit Trail of Interreg III B CADSES NP) is maintained for all activities, providing evidence in form of contracts, invoices and payment records.</li> <li>4. Included Trans-national costs were dealt with according to the Joint Convention in a way preventing any expenditure being claimed more than once.</li> <li>5. Expenditures claimed are not subject of any request for assistance or funding under any other EU funding scheme.</li> <li>6. The activities as well as products and services have been carried out / delivered as anticipated in the Subsidy Contract/Application Form and have been verified, where appropriate, on the spot.</li> <li>7. The eligibility of expenditures claimed has been verified pursuant to the Regulation (EC) 448/2004 and pursuant to the relevant national regulations concerning the eligibility of expenditures.</li> <li>8. The expenditures claimed have been made in line with the Community rules and policies, in particular on state aid, protection of the environment and equality of opportunity.</li> <li>9. Services, supplies and works have been procured pursuant to EC Directive 92/50 and relevant national regulations; whenever applicable on the basis of a proper call for tender, securing sound control over the opening and over the full evaluation before the final award of the contract.</li> <li>10. The relevant publicity measures (Regulation (EC) 1159/2000) have been adopted with regard to the expenditures claimed.</li> <li>11. The share of grants actually received from external organisations on the total cumulative certified expenditures does not exceed the approved co-financing rate of the above-mentioned Project Partner. (If it exceeded the given limit, we state here the exact amount of cumulative sum of these grants, which amount to 0,00 EUR.)</li> <li>12. <b>Total eligible expenditures</b> amount to <b>0,00 EUR</b>; thereof preparatory costs amount to 0,00 EUR.</li> </ol>	
<p>We also confirm that the above mentioned auditing institution is functionally independent from the project and the programme implementation.</p>	
<p>_____</p> <p><i>Date</i></p> <div style="border: 1px solid black; width: 150px; height: 80px; margin-top: 10px;"></div> <p style="font-size: small; margin-top: 5px;">Official stamp of the Certifying Body</p>	<p>_____</p> <p><i>Name and position of the representative of the auditing institution</i></p> <p style="text-align: center; margin-top: 10px;">_____</p> <p style="text-align: center; font-size: small;">Signature</p>

Name and address of auditing institution acting as autho-

<sup>4</sup> The lines for insertion of information will be gradually replaced while you type (if filled in electronically). To delete the remaining part of the line once the whole text is inserted, you can insert spaces repeatedly, until reaching the end of the line. However, remaining parts of lines is not an obstacle.



***rised Certifying Body***

Insert the name and full address of the auditor's institution, using up the available lines. State the official name of the institution in English, department if needed (in English); street and number, postcode and town (national language) and **COUNTRY** (in English).

If the institution/firm/individual is not authorized to act as Certifying Body in the given Member State, then it cannot issue this Certification. That is why there is no place for unauthorized Certifying Bodies to be filled in.

***PP no***

Insert the number of the Project Partner (PP) according to the valid Application Form.

***Number, institution and address  
of the Project Partner***

Insert the name and full address of the Project Partner's institution, using up the available lines. State the official name of the institution in English, department if needed (in English); street and number, postcode and town (national language) and **COUNTRY** (in English). All the given information must comply with the information from the valid Application Form.

Only institutions listed as partners in the Partner List (§2 of the Application Form) can be recipient of the ERDF funds. Do NOT insert issue certifications for any subcontractors, "observers", substituted partners etc. Such Certifications will not be taken into account.

***Project Code***

Insert the Project Code of your project, e.g. 5D001.

***Acronym***

Insert the project Acronym, as stated in your App. Form. For very long Acronyms insert only the initial part.

***...period From***

Insert the date, when was the first included expenditure paid. This corresponds to the earliest date of payment among the invoices, which are certified by this Certification.

***...period To***

Insert the date, when was the last included expenditure paid. This corresponds to the latest date of payment among the invoices, which are certified by this Certification.

***Point 11: Grants amount to***

Insert the amount in Euro with precision of two decimal places. The amount is to be inserted only if the limit is exceeded and should be left empty if the limit is not exceeded. See the section 6.3 for details on Point 11.

***Point 12: Exp. Amount to***

Insert the amount in Euro with precision of two decimal places. See the section 6.3 for details on Point 12.

***Point 12: Pr.costs amount to***

Insert the amount in Euro with precision of two decimal places. See the section 6.3 for details on Point 12.

***Date***

Insert the **date of issue** of this Certification, i.e. the date on which the Certification is signed.

***Name and position of the representative  
of the auditing institution***



Insert the whole name of the authorized representative of the above-mentioned auditing institution and complete it with his position/function within the above-mentioned institution.

*Official stamp of the Cert.B.* Place here the official stamp of the above-mentioned auditing institution (Certifying Body), possibly in other than black colour.

*Signature* Place here the signature of the above-mentioned representative of the auditing institution (Certifying Body), possibly in other than black colour.

## 6.2. Filling in of the Annex to the Certification of Expenditure

The annex to the Certification of Expenditure is a voluntary part, which might or might not be confirmed by the Certifying Body and put at the disposal of the Lead Partner. It is certainly not an obligatory part of the Payment Claim, i.e. the Annex should NOT be submitted to the Paying Authority. The Annex might be of great help for the LP in compiling the Payment Claim for all PPs.

**Annex to the Certification of Expenditure**

Project Code: \_\_\_\_\_ Acronym: \_\_\_\_\_ PP no: \_\_\_\_\_

A) The total certified expenditures belong to the following Budget Lines (BL) as follows:

	BL 1	BL 2	BL 3	BL 4	BL 5	BL 6	BL 7	BL 8	Total
Total	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

B) The total certified expenditures were assigned to the Work Packages (WP) as follows:

	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	WP 8	Total
Total	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

C) The total certified expenditures were certified on the basis of the following presented invoices/documents of equivalent probative value:

No	No of account	No of invoice	Issued on date (ppp)	Issued by (beneficiary of the payment)	Goods/services paid (invoice title)	Paid on date (ppp)	Elig amount paid (EUR)	Trans. cost
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
Sum								

Add rows if needed

Official stamp of the Certifying Body
Signature

**Project Code**

Insert the Project Code of your project, e.g. 5D001.

**Acronym**

Insert the project Acronym, as stated in your App. Form. For very long Acronyms insert only the initial part.

**PP no**

Insert the number of the Project Partner (PP) according to the valid Application Form. This must be identical with the PP no on the Certification and helps to identify the related Certification.

**Amount and issuing date of the related Certification**

Insert the amount of Total Eligible Expenditures from the related Certification and the date stated above the stamp (issuing date),

	usually separated by a semicolon. These information will help to identify the related Certification.
<i>Table A) BL 1, BL 2, ...</i>	Insert the exact amounts in Euro with precision of two decimal places. The amounts correspond to the part of Total Eligible Expenditures assigned to each Budget Line.
<i>Table B) WP 1, WP 2, ...</i>	Insert the exact amounts in Euro with precision of two decimal places. The amounts correspond to the part of Total Eligible Expenditures spent within each Work Package.
<i>Table C)</i>	
<i>No</i>	Insert incremental numbering of lines for added lines. This numbering does not reflect the internal numbering of bookkeeping documents, but merely the order of invoices in this list.
<i>Goods/services paid (invoice title)</i>	
<i>No of action</i>	Insert the no of action to which the invoice refer Insert a short description or list of items from the invoice. Keep the description short but explanative.
<i>Paid on</i>	Insert the date, on which was the invoice paid, i.e. date of account move on the account of the paying Project Partner.
<i>Beneficiary (paid to)</i>	Insert the name of the firm/institution/person, to whose account was the invoice paid. Keep the name short but identifiable, usually completed by the town/city of the beneficiary. Whole address is not necessary.
<i>Amount paid</i>	Insert the exact amount in EURO, which was paid for the invoice, i.e. after eventual discount or extra charge if certified. The sum of all inserted amount must exactly match the Total Eligible Expenditures as stated in the Certification of Expenditure and Table A) and Table B).



Field limitations: *Tab A)*: only figures between 0 and 5.000.000, no text. *Tab B)*: only figures between 0 and 5.000.000, no text.

### 6.3. Certification of Expenditure – detailed explanations to each point

The Certification of Expenditure is designed as a compact one-sided document and cannot therefore contain detailed explanations of single checking steps. To avoid any misunderstanding in interpretation, please find below a more detailed description of each of the obligatory points, the first level controller has to sign.

**Point 1:** *The expenditures certified have been paid and are supported by receipted invoices or accounting documents of equivalent probative value.*

The Certifying Body certifies that all recognized (= certified) expenditures were really paid, e.g. on the basis of account statements and that all expenditures can be proven and duly documented by invoices, tickets, pay-slips, time-sheets or similar.

**Point 2:** *The supporting documents are complete and accurate in content and accounting terms.*

The Certifying Body certifies that all documents are duly stored, marked with the project sign Acronym, readable, containing all necessary information (like date, amount, issuing party, subject or other description of goods or services acquired etc.)





**Point 3:** *An adequate and reliable accounting system (sufficient audit trail - Regulation (EC) 438/2001) is maintained for all activities of the above-mentioned partner.*

**Point 4:** *The certified costs are free of irregularities.*

**Point 5:** *Trans-national costs, if any, were dealt with according the Joint Convention or other partner agreement in a way preventing any expenditure being claimed more than once.*

**Point 6:** *The above-mentioned Project Partner declared that expenditures certified are not subject of any request for assistance or funding under any other EU funding scheme.*

**Point 7:** *The activities as well as products and services have been carried out / delivered in compliance with the Subsidy Contract /Application Form and have been verified on the spot (Regulation (EC) 438/2001)*

**Point 8:** *The eligibility of expenditures claimed has been verified pursuant to the Regulation (EC) 448/2004 and pursuant to the relevant national regulations.*

**Point 9:** *The expenditures certified have been paid in line with the Community and national rules and policies, in particular on state aid, protection of the environment and equality of opportunity.*

**Point 10:** *Services, supplies and works have been procured pursuant to EC public procurement rules and relevant national regulations.*

**Point 11:** *Eventual revenues have been deducted from the eligible expenditure; the above-mentioned Project Partner declares that no further revenues, others than declared, have been generated.*

**Point 12:** *The relevant publicity measures (Regulation (EC) 1159/2000) have been adopted with regard to the certified expenditures.*

This regards mainly the use of the EU logo on all co-funded products (leaflets, website, publications, etc.), during the exhibitions, conferences, press conferences etc.

**Point 13:** *The total grants from external organizations (national, regional, etc.) actually received by the above-mentioned partner do not exceed the amount of national co-financing corresponding to the total eligible expenditure certified from the project start.*

**Point 14:** *Total eligible expenditures amount to 0,00 EUR; thereof preparatory costs amount to 0,00 EUR.*

(i) Total eligible expenditure is the sum of the value of all accounting documents recognized as correct and spent properly for the project and not included to any previously issued Certification (all 13 points above apply to all of them). It is the amount the Project Partner can claim the reimbursement of ERDF funding for. This amount is later on referred to as the amount of the Certification, in sense "Certification amounts to" or the "Total certified amount".

(ii) Preparatory costs are costs incurred before the start date of the project (not necessarily paid before the start). As starting date is considered the date stated in the Subsidy Contract or Annex. These costs must meet a series of rules posed in the Subsidy Contract and other



documents, especially being strictly linked to the project preparation and not to exceed 2% or 20.000 EUR, whichever lower. Moreover, also preparatory costs must satisfy all points of the Certification with the only exception of being incurred outside the lifetime of the project.



## 7. Check List – Is my Payment Claim correct and complete?

Step / Task	OK	Remark
<b>The PayClaim form is complete and correct</b> <ul style="list-style-type: none"><li>- <b>01Letter:</b> the Date, Internal Ref (LP), PayClaim No., Pr. Code, Acronym and Type are filled in. <input type="checkbox"/></li><li>- <b>01Letter:</b> any outstanding message is inserted, if needed <input type="checkbox"/></li><li>- <b>02Partners:</b> List of PP comprises all EU PPs with approved ERDF subsidy; Funding Rate calculated correctly for all of them <input type="checkbox"/></li><li>- <b>03Certifications:</b> all and ONLY original certifications are inserted, including dates of issue <input type="checkbox"/></li><li>- <b>04FinTables:</b> Private Co-fin. Is inserted for all PP wherever relevant, Table 2 and 3 are filled in, no cell is red/orange on the sheet. <input type="checkbox"/></li><li>- <b>05ForwardsToPP:</b> all ERDF transfers from the PA have date and amount and are detailed up to 100%, including the part for the LP. Empty rows are deleted. <input type="checkbox"/></li><li>- <b>06Invoices:</b> invoices of all PPs are included. The sums of the invoices match the amounts from the Certifications. Empty lines are deleted. The summarizing table per PP is updated before print. <input type="checkbox"/></li></ul>	<input type="checkbox"/>	
<b>Certifications of Expenditures are correct</b> <ul style="list-style-type: none"><li>- All Certifications are in original <input type="checkbox"/></li><li>- All Certifications issued by the right institution (official Cert. Body of each PP) <input type="checkbox"/></li><li>- All Certifications are signed and stamped <input type="checkbox"/></li><li>- Periods are within the project lifetime (after start and before end) <input type="checkbox"/></li></ul>	<input type="checkbox"/>	
<b>Hardcopy sending is complete (printout of form, Certifications)</b> <ul style="list-style-type: none"><li>- <b>Printout of form:</b> The summarizing table has been updated before the print <input type="checkbox"/></li><li>- PayClaim signed and stamped <input type="checkbox"/></li><li>- All <b>original</b> Certifications included inserted, if needed <input type="checkbox"/></li></ul>	<input type="checkbox"/>	
<b>E-mail version was sent to the MA</b> <ul style="list-style-type: none"><li>- The e-mail version comprised only the filled in Payment Claim form, no scans of certifications, signatures nor other documents <input type="checkbox"/></li><li>- The e-mail sent to <a href="mailto:cadses@infrastrutturetrasporti.it">cadses@infrastrutturetrasporti.it</a> <input type="checkbox"/></li><li>- The e-mail sent in copy to <a href="mailto:cadses@jts.dresden.de">cadses@jts.dresden.de</a> <input type="checkbox"/></li></ul>	<input type="checkbox"/>	
<b>Hardcopy version was sent to the MA in time</b> <ul style="list-style-type: none"><li>- The hardcopy sending was sent to the address shown in the accompanying letter, well in advance before a deadline for the submission <input type="checkbox"/></li></ul>	<input type="checkbox"/>	

## 8. Example of a filled in Certification of Expenditure + Annex

## 9. Example of a filled in Payment Claim

Note: The following example is not based on a real project. Institution, names, figures and other information are only fictional. The example should not be followed exactly; it is only a leading path.

**From:**

Ministry of National Security  
Department of Flood Prevention, D92  
Street of the Liberty, 584A  
00123 CityX  
GERMANY

**To:**

Ministry for Infrastructures,  
INTERREG Division  
Section CADSES MA  
Via Nomentana 2  
00161 Rome  
Italy

Per e-mail also to:

[cadses@infrastrutturetrasporti.it](mailto:cadses@infrastrutturetrasporti.it)

<i>Date:</i>	<i>Internal ref. (LP)</i>	<i>PayClaim no.</i>	<i>Project Code</i>	<i>Acronym</i>	<i>Type</i>
15/09/2006	L-2006-345(5D000)	5	5D000	AcronymExample II	Regular

**Ref: Submission of Payment Claim no. 5 of the project 5D000 AcronymExample II**

Dear Sir or Madam,

Enclosed please find the regular Payment Claim, composed of the Demand for Reimbursement of Expenditures and all five obligatory parts - List of ERDF PPs, List of Certifications, Financial Tables, Forwards of ERDF to PPs and List of invoices. Annexed you can also find originals of the Certifications of Expenditure.

Furthermore, we would like to draw your attention to the following issues (if any):

**The included Certification of Expenditure of the PP07 (issued on 14/08/2006) bears a stamp and signature in black colour. Despite the copy-like look, it is the original and not a copy. This becomes obvious in a closer inspection. Please take note of this fact. We will do our best to convince the Cert. Body to use different colour of stamp/signatures for any following certifications.**

Yours sincerely

Prof. Agnez Fourin  
Director of Department for Flood Prevention



## DEMAND FOR REIMBURSEMENT OF EXPENDITURES (Payment Claim)

*Project:*

**5D000 AcronymExample II**

This Payment Claim contains expenditures paid in the following period:

*From:*

*To:*

**03/01/2006 - 30/06/2006** (dd/mm/yyyy)

---

The reimbursement is required for the following expenditures (EUR):

*Total certified expenditures:*

**633.532,35**

*Thereof ERDF:*

**464.395,82**

*Thereof public co-financing:*

**161.396,61**

*Thereof private co-financing:*

**7.739,92**

---

Part of the total certified expenditures are **preparatory costs** amounting to: **0,00**

This Payment Claim is composed of Part A "List of ERDF partners", Part B "List of Certifications", Part C "Financial Tables", Part D "Forwards of received ERDF to PPs" and Part E "List of Invoices". Originals of Certifications of Expenditures are also annexed to this Payment Claim.

### Declaration of the Lead Partner

I, the undersigned,

**Prof. Agnez Fourin, Director of Department for Flood Prevention**

*(Legal representative of the Lead Partner, name and position)*

representing the

**Ministry of National Security, Department for Flood Prevention, D92**

*(Institution of the Lead Partner)*

---

hereby declare that the information contained in all parts of this Demand for Reimbursement of Expenditures (Payment Claim) is true and correct.

Further I declare that the included expenditures have not been presented in any previous Payment Claim.

**18/09/2006**

*(Date; dd/mm/yyyy)*

---

*(Signature of the Lead Partner's legal representative)*



*(Stamp of the Lead Partner)*

**PART A: List of ERDF Partners (only EU PPs with approved ERDF subsidy)\***

<i>PP no</i>	<i>Institution</i>	<i>Town</i>	<i>Countr y</i>	<i>Total Contribution</i>	<i>ERDF</i>	<i>Funding Rate (%)</i>
<i>PP01-LP</i>	Ministry of National Security, Dep. for Flood Prevention	CityX	DE	750.000,00	375.000,00	50,00%
<i>PP02</i>	Enterprice ProtectNature	Nachod	CZ	400.000,00	300.000,00	75,00%
<i>PP03</i>	Association CleanRivers	Banska Bystica	SK	153.280,00	102.530,00	66,89%
<i>PP04</i>						
<i>PP05</i>	City of Schalmitz	Schalmitz	AT	80.000,00	40.000,00	50,00%
<i>PP06</i>	Municipality of Aukmentry	Aukmentry	SI	506.000,00	379.500,00	75,00%
<i>PP07</i>	Limpieza SpA	Villafranca	IT	45.000,00	22.500,00	50,00%
<i>PP08</i>						
<i>PP09</i>	Municipality of Hezkrearion	Hezkrearion	HU	12.000,00	8.650,59	72,08%
<i>PP10</i>						
<i>PP11</i>						
<i>PP12</i>						
<i>PP13</i>						
<i>PP14</i>						
<i>PP15</i>						
<i>PP16</i>						
<i>PP17</i>						
<i>PP18</i>						
<i>PP19</i>						
<i>PP20</i>						
<i>PP21</i>						
<i>PP22</i>						
<i>PP23</i>						
<i>PP24</i>						
<i>PP25</i>						

**PART B: List of included Certifications of Expenditures per Project Partner**

PP01-LP			PP02			PP03			PP04			PP05			PP06		
<i>Total certif.</i> <b>27.533,93</b>			<i>Total certif.</i> <b>150.662,03</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>439.856,55</b>		
<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>
1	07/08/2006	27.533,93	1	31/07/2006	150.662,03	1			1			1			1	18/07/2006	439.856,55
2			2			2			2			2			2		
3			3			3			3			3			3		
4			4			4			4			4			4		
5			5			5			5			5			5		

PP07			PP08			PP09			PP10			PP11			PP12		
<i>Total certif.</i> <b>15.479,84</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>		
<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>
1	14/08/2006	15.479,84	1			1			1			1			1		
2			2			2			2			2			2		
3			3			3			3			3			3		
4			4			4			4			4			4		
5			5			5			5			5			5		

PP13			PP14			PP15			PP16			PP17			PP18		
<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>		
<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>
1			1			1			1			1			1		
2			2			2			2			2			2		
3			3			3			3			3			3		
4			4			4			4			4			4		
5			5			5			5			5			5		

PP19			PP20			PP21			PP22			PP23			PP24		
<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>0,00</b>		
<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>
1			1			1			1			1			1		
2			2			2			2			2			2		
3			3			3			3			3			3		
4			4			4			4			4			4		
5			5			5			5			5			5		

PP25			PPXX		
<i>Total certif.</i> <b>0,00</b>			<i>Total certif.</i> <b>74.850,06</b>		
<i>Issued on</i>		<i>Amount</i>	<i>Issued on</i>		<i>Amount</i>
1			1	16/05/2006	351,23
2			2	17/07/2006	5.658,00
3			3	29/08/2006	9.876,00
4			4	29/08/2006	16.384,53
5			5	Multiple	42.580,30

**Example:**

**PART C: Financial Tables***Table 1 - Distribution of expenditures included in this Payment Claim by Project Partner (PP) and Sources*

<i>Partner</i> <i>Source</i>	<i>PP01-LP</i>	<i>PP02</i>	<i>PP03</i>	<i>PP04</i>	<i>PP05</i>	<i>PP06</i>	<i>PP07</i>	<i>PP08</i>	<i>PP09</i>	<i>PP10</i>	<i>PP11</i>	<i>PP12</i>	<i>PP13</i>
<b>Requested ERDF</b>	<b>13.766,97</b>	<b>112.996,52</b>				<b>329.892,41</b>	<b>7.739,92</b>						
<i>ERDF Funding Rate (%)</i>	<i>50,00%</i>	<i>75,00%</i>	<i>66,89%</i>		<i>50,00%</i>	<i>75,00%</i>	<i>50,00%</i>		<i>72,08%</i>				
<i>Total Co-financing</i>	<i>13.766,97</i>	<i>37.665,51</i>				<i>109.964,14</i>	<i>7.739,92</i>						
<b>Public Co-fin.</b>	<b>13.766,97</b>	<b>37.665,51</b>				<b>109.964,14</b>							
<b>Private Co-fin.</b>							<b>7.739,92</b>						
<b>Total Expenditure</b>	<b>27.533,93</b>	<b>150.662,03</b>				<b>439.856,55</b>	<b>15.479,84</b>						

<i>Partner</i> <i>Source</i>	<i>PP14</i>	<i>PP15</i>	<i>PP16</i>	<i>PP17</i>	<i>PP18</i>	<i>PP19</i>	<i>PP20</i>	<i>PP21</i>	<i>PP22</i>	<i>PP23</i>	<i>PP24</i>	<i>PP25</i>	<i>Total</i>
<b>Requested ERDF</b>													<b>464.395,82</b>
<i>ERDF Funding Rate (%)</i>													-
<i>Total Co-financing</i>													<b>169.136,53</b>
<b>Public Co-fin.</b>													<b>161.396,61</b>
<b>Private Co-fin.</b>													<b>7.739,92</b>
<b>Total Expenditure</b>													<b>633.532,35</b>

Table 2 - Distribution of expenditures included in this Payment Claim by Budget Line (BL) and Project Partner (PP)

Budget Line* Partner	BL 1	BL 2	BL 3	BL 4	BL 5	BL 6	BL 7	BL 8	Total
PP01-LP	12.000,00	13.549,53	0,00	1.984,40	0,00	0,00	0,00	0,00	<b>27.533,93</b>
PP02	0,00	80.320,00	62.050,00	8.292,03	0,00	0,00	0,00	0,00	<b>150.662,03</b>
PP03									<b>0,00</b>
PP04									<b>0,00</b>
PP05									<b>0,00</b>
PP06	0,00	123.579,60	1.612,30	9.532,50	4.235,00	299.423,60	1.473,55	0,00	<b>439.856,55</b>
PP07	0,00	0,00	0,00	15.479,84	0,00	0,00	0,00	0,00	<b>15.479,84</b>
PP08									<b>0,00</b>
PP09									<b>0,00</b>
PP10									<b>0,00</b>
PP11									<b>0,00</b>
PP12									<b>0,00</b>
PP13									<b>0,00</b>
PP14									<b>0,00</b>
PP15									<b>0,00</b>
PP16									<b>0,00</b>
PP17									<b>0,00</b>
PP18									<b>0,00</b>
PP19									<b>0,00</b>
PP20									<b>0,00</b>
PP21									<b>0,00</b>
PP22									<b>0,00</b>
PP23									<b>0,00</b>
PP24									<b>0,00</b>
PP25									<b>0,00</b>
<b>Total</b>	<b>12.000,00</b>	<b>217.449,13</b>	<b>63.662,30</b>	<b>35.288,77</b>	<b>4.235,00</b>	<b>299.423,60</b>	<b>1.473,55</b>	<b>0,00</b>	<b>633.532,35</b>

\*BL 1. Project co-ordination; BL 2. Personnel (incl. overhead cost); BL 3. Meetings, conferences, seminars; BL 4. Travel and accommodation; BL 5. Promotion and publications; BL 6. External expertise and audit; BL 7. Others; BL 8. Small scale investment

Table 3 - Distribution of expenditures included in this Payment Claim by Work Package (WP) and Project Partner (PP)

Work Package	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	WP 8	Total
All PPs	57.288,77	299.354,00	0,00	0,00	276.889,58	0,00	0,00	0,00	<b>633.532,35</b>
<b>Total</b>	<b>57.288,77</b>	<b>299.354,00</b>	<b>0,00</b>	<b>0,00</b>	<b>276.889,58</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>633.532,35</b>



5D000 AcronymExample II

**PART D: Forwards of reimbursed ERDF to single Project Partners** (since the project start)

<i>No of payment from PA</i>	<i>Received on dd/mm/yyyy</i>	<i>Forwarded to PP..</i>	<i>Date of transfer to PP dd/mm/yyyy</i>	<i>Amount received/ transferred</i>
<b>1</b>	<b>03/06/2005</b>	-	-	<b>28.354,00</b>
		PP01-LP	03/06/2005	28.354,00
		Control sum		28.354,00 OK
<b>2</b>	<b>12/09/2005</b>	-	-	<b>98.650,50</b>
		PP01-LP	12/09/2005	26.503,24
		PP02	28/09/2005	70.324,26
		PP03	30/10/2005	1.823,00
		Control sum		98.650,50 OK
<b>3</b>	<b>28/12/2005</b>	-	-	<b>75.032,23</b>
		PP01-LP	28/12/2005	19.835,00
		PP02	14/02/2006	16.532,52
		PP05	23/01/2006	8.543,21
		PP06	16/01/2006	26.121,18
		PP09	31/01/2006	4.000,32
		Control sum		75.032,23 OK
<b>4</b>	<b>06/01/2006</b>	-	-	<b>40.230,75</b>
		PP02	14/02/2006	21.565,30
		PP03	18/03/2006	18.100,87
		PP09	31/01/2006	564,58
		Control sum		40.230,75 OK
<b>5</b>	<b>08/08/2006</b>	-	-	<b>152.689,00</b>
		PP01-LP	08/08/2006	24.560,00
		PP02	11/09/2006	12.680,23
		PP03	13/08/2006	26.480,00
		PP05	Not paid yet	27.328,34
		PP06	Not paid yet	48.654,02
		PP07	Not paid yet	11.456,21
		PP09	16/08/2006	1.530,20
		Control sum		152.689,00 OK

**Template.** Copy the lines below for each received PA payment. Add or delete lines if necessary.

## How?

X	xx/xx/xxxx	-	-	0,00
Control sum				0.00

Control sum	0,00 OK
-------------	---------

**Example.**

<b>1</b>	<b>01/12/2005</b>	-	-	<b>500.000,00</b>
		PP01-LP	15/12/2005	100.003,50
		PP02	16/12/2005	351.053,23
		PP14	02/01/2006	48.943,27
		Control sum		500.000,00 OK
<b>2</b>	<b>13/04/2006</b>	-	-	<b>600.568,50</b>
		PP01-LP	28/04/2006	600.003,50
		PP14	02/05/2006	565,00
		Control sum		600.568,50 OK

**PART E: List of invoices** included in this Payment Claim

No	Paid by PP..	No of action	Goods/services paid (Invoice title)	Paid on dd/mm/yyyy	Beneficiary (paid to)	Amount paid EUR
1	PP01-LP	1.1	Catering of Steering Group meeting in Berlin; 16/12/2005 (invoice, bank transfer payment confirmation, minutes with the list of participants)	03/01/2006	FoodReady AG, Berlin	325,00
2	PP01-LP	1.1	Security service for Steering Group meeting, 16/12/2005 (invoice, bank transfer payment confirmation)	03/01/2006	Franz Raulkov, Lübbenau	300,23
3	PP01-LP	1.2	Salary of Project Manager Mrs Czerska & Fin. Manager Mr. Wojcicki Nov 05 - Mar 06 (timesheets and payslips) incl. Overheads	18/04/2006	Angel Reoulus, P. Manager; Enzior Couman, Fin Manager	15.000,50
4	PP01-LP	1.2	Others Launch of project website; server capacity (invoice, e-bank transfer payment confirmation)	19/04/2006	QuickWeb GmbH, Berlin	10.154,00
5	PP01-LP	4.1	Travel costs of Pr. Coord. and Fin. Manager to the LP seminar Dresden; 30-31/03/2006 (plane tickets 2 persons/boarding cards, e-banking confirmation)	28/04/2006	Travel agency SecureFly, Berlin	1.568,00
6	PP02	1.1	Personal costs Proj. Manager - Mr. Weber Jul05 - Dec05 (timesheets and payslips) incl. Overheads	04/01/2006	Sebelak Jiri, Nachod	10.253,00
7	PP02	1.1	Travel costs of the Proj. Manager - Mr. Paglica and project assistant - Mrs Abruzzo to SC-meeting in Berlin 16/12/2005 (plane tickets for 2 persons)	14/02/2006	Vychodil a.s., Nezvalovice	1.235,00
8	PP02	2.1	Others Computer station for P. Manager - depreciation (invoice, bank depreciation booking)	16/02/2006	Pccomputer s.r.o., Novosad	1.897,00
9	PP02	2.1	Travel costs to the project meeting in Berlin P. Manager; May 06 (flight ticket, allowances, e-banking payment confirmation )	18/03/2006	Czech Airlines, Prague	756,00
10	PP02	3.1	Conference costs, Hotel Accent; Rome; 8-18/2/06 World Water Conference (venue, technical equipment, meals) (invoices, credit card payment confirm)	18/03/2006	Hotel Accent, Rome	1.897,00
11	PP02	3.1	Ext. Exp. Organisation of training seminar for other project partners; 18 participants; 5-7/5/06 (contract, invoice, e-banking paym. Confirm., list	19/03/2006	Promotion company, a.s., Prague	12.354,00
12	PP02	3.3	Water depth measuring equipment AQUAPROFOND S9GT; installation (contract, invoice, bank transfer payment confirmation)	27/05/2006	Measuring a.g., Basel	90.153,00
13	PP02	3.3	1 week training of 4 persons in the newest flood prevention techniques; Bologna	05/06/2006	NoiHow Srl., Bologna	8.215,00
14	PP02	4.1	Train tickets (4x) to Bologna	07/06/2006	Czech Railways, Prague	1.573,00
15	PP02	4.1	Rent of room, equipment and catering of Steering Group meeting; Prague; 22/06/06	18/06/2006	Hotel Continental, Prague	2.543,00
16	PP02	4.2	Costs of certification of incurred expenditures	30/06/2006	KPMG a.s., Prague	600,00
17	PP06	1.2	Study on computer manag. Systems	05/01/2006	Association of Man., Kranj	2.450,00
18	PP06	1.2	Train Ticket; Vienna, Pr. Coordinator	06/01/2006	Austrian Railways, Vienna	249,00
19	PP06	1.3	Train Ticket; Vienna, Pr. Assistant	06/01/2006	Austrian Railways, Vienna	218,00
20	PP06	1.3	Meeting of coordinators, catering	06/01/2006	Hotel Celje, Celje	983,00
21	PP06	1.3	Pay slip pr. Coordinator, Jul05-Dec05	18/01/2006	August Klikov, Ljubljana	15.873,00
22	PP06	1.3	Small office equipment	19/01/2006	Lidl a.s., Ljubljana	32,00

<i>No</i>	<i>Paid by PP..</i>	<i>No of action</i>	<i>Goods/services paid (Invoice title)</i>	<i>Paid on dd/mm/yyyy</i>	<i>Beneficiary (paid to)</i>	<i>Amount paid EUR</i>
23	PP06	2.2	Small office equipment	01/02/2006	PrivatePaper, Celje	248,21

No	Paid by PP..	No of action	Goods/services paid (Invoice title)	Paid on dd/mm/yyyy	Beneficiary (paid to)	Amount paid EUR
24	PP06	2.2	Post stamps, 25x	14/02/2006	Slovene Post, Ljubljana	5,24
25	PP06	2.2	Plane tickets 2x; Steering Group, Berlin	14/02/2006	Travel agency SecureFly, Ljubljana	898,00
26	PP06	2.2	Hotel SimpleII, 4 nights; St. Group, Berlin	22/02/2006	Hotel SimpleII Berlin	124,00
27	PP06	2.4	Computer station for P. Manager	26/02/2006	CompSimple a.s., Ljubljana	873,00
28	PP06	2.4	Printer for project office	01/03/2006	CompSimple a.s., Ljubljana	289,25
29	PP06	2.4	Website maintenance costs Jan06-Jun06	01/03/2006	WebDesign Profi, Kranj	456,50
30	PP06	3.1	Study on effectiveness of warning systems	18/03/2006	Techn. Univ. Ljubljana	87.895,00
31	PP06	3.1	Notebook	18/03/2006	CompSimple a.s., Ljubljana	1.254,00
32	PP06	3.1	Computer station for P. Manager	19/03/2006	CompSimple a.s., Ljubljana	1.354,56
33	PP06	3.2	Training on warning systems, 6 persons, 5 days	25/03/2006	Trainings-For-You, Maribor	8.901,00
34	PP06	3.2	Flood warning system SIEMENS S895; installation in 3 cities	26/03/2006	HumeBP ING, Ljubljana	269.995,23
35	PP06	3.2	Plane tickets, 3 persons; Prague; coordination meeting	05/04/2006	Travel agency SecureFly, Ljubljana	2.153,00
36	PP06	3.2	Printing of promotion flyers, 1500 pieces	25/04/2006	PrintingMachine, Kranj	865,00
37	PP06	4.1	Small office equipment	07/05/2006	Lidl a.s., Ljubljana	12,25
38	PP06	4.1	Taxi to the airport, 2 persons (22:40)	08/05/2006	RadioTaxi, Ljubljana	19,54
39	PP06	4.1	Rent of the office, year 2005	08/05/2006	Municipality, Ljubljana	8.654,00
40	PP06	4.1	Licence for Water Monitoring Software 4.5	09/05/2006	MicroHard, New York	9.048,00
41	PP06	4.1	Pay slip pr. Coordinator, Jan06-Jun06	16/06/2006	August Klikov, Ljubljana	21.563,00
42	PP06	4.1	Organisation of training seminar for other project partners; 7 participants; 5-7/5/06	24/06/2006	WeDoItForYou a.s., Celje	12.110,00
43	PP06	5.2	Language correction of Book of prevent..	25/06/2006	English School, Ljubljana	2.065,00
44	PP06	5.2	Printing of Book of prevented floods, 1000x	28/06/2006	EasyPublish, Kranj	9.835,00
45	PP06	5.2	Costs of certification of expenditures	28/06/2006	Ernst & Young, Ljubljana	805,00
46	PP07	1.2	Computer station for P. Manager	03/01/2006	CalcolatoreMio Srl., Verona	965,00
47	PP07	1.2	Plane ticket; Rome; Coordination Group	03/01/2006	Alitalia; Rome	321,25
48	PP07	2.3	Accommodation 1 night, Rome, Coord. Group	18/04/2006	Hotel Dante; Rome	100,50
49	PP07	2.3	4x Plane ticket to Berlin, Steering Group	19/04/2006	Agenzia viaggi VIA, Padova	3.515,00
50	PP07	2.3	Accommodation 1 night, Berlin, Steering Gr.	19/04/2006	Hotel Conti, Berlin	198,00
51	PP07	2.3	3x plane tickets to Prague, Corrdin. Group	28/04/2006	Agenzia viaggi VIA, Padova	1.932,51
52	PP07	2.3	Accommodation 3x3 nights, Prague, Coord. Group	29/04/2006	Hotel Continental, Prague	976,00
53	PP07	3.1	Train tickets to Rome; 2x; Water treatment training	08/06/2006	National Railways SA, Rome	500,00
54	PP07	3.1	Fly tickets to Budapest, training on Water Software, 5 persons, 3-6/5/2006	12/06/2006	Agenzia viaggi VIA, Padova	2.354,00
55	PP07	3.1	Accommodation, Budapest, 5x3 nights	19/06/2006	Hotel BalatonIII, Budapest	987,00
56	PP07	3.3	Plane tickets to Bratislava, 4x, Conference of Interreg III B projects with Water themes	19/06/2006	Agenzia viaggi VIA, Padova	3.215,00
57	PP07	4.1	Accommodation, Bratislava, 2x 1 night	30/06/2006	Hotel CheapStay, Bratislava	180,00
58	PP07	4.1	Accommodation, Bratislava, 2x 1 night	30/06/2006	Hotel Provision, Bratislava	235,58
			<insert here more lines, above this>	How?		

## Summary of expenditures per PP\*

\* To update the summary close and re-open the whole file

Paid by PP..	Expenditures
Control sum of expend.	633.532,35
PP01-LP	27.347,73
PP02	131.476,00
PP06	459.228,78
PP07	15.479,84
<b>Grand Total</b>	<b>633.532,35</b>