

## Required supporting documents during the audit

The objective of this audit will be to verify the cost statements submitted to the Commission. All documentation concerning costs charged should be available in full detail.

In cases where the following cost categories have been charged to the project, the documentation listed below should be presented in particular:

<u>Personnel costs</u>	<ul style="list-style-type: none"><li>- Employment contracts (or other independent/legal justification of personnel costs claimed)</li><li>- Ledgers / accounts, payroll records</li><li>- Time sheets</li><li>- Detailed breakdown and justification of the productive hours denominator used for calculation of hourly rates (personnel and overhead)</li></ul>
<u>Overheads costs</u>	<ul style="list-style-type: none"><li>- Full documentation concerning the calculation of the overhead costs and the back-up documentation thereto</li><li>- Analysis, reconciliation and summary of final breakdown of overhead costs (by category of expense) charged to the project(s) subject to audit</li></ul>
<u>Equipment / Consumables</u>	<ul style="list-style-type: none"><li>- Invoices</li><li>- Proof of payment</li><li>- In case of <u>rented</u> equipment: Rental contract, inventory list of the rented equipment; proof of the investment values of the rented equipment</li><li>- Records concerning computer usage, if applicable</li></ul>
<u>Third Party Assistance</u>	<ul style="list-style-type: none"><li>- Sub-contracts</li><li>- Invoices</li><li>- Proof of payment</li><li>- Original deliverables from the sub-contractors</li><li>- Evidence of own internal management and supervision procedures to confirm completion of work required to specifications needed and reasonableness costs claimed in connection therewith</li></ul>
<u>Travel expenses</u>	<ul style="list-style-type: none"><li>- Invoices</li><li>- Mission approval forms</li><li>- A report, records, minutes etc. indicating purpose and participants of the meetings / events</li></ul>
<u>Bank Statements</u>	In case you are co-ordinator of the contract(s), bank statements relating to the payments of EC contribution, and the distribution to the contract partners
<u>General Ledger / Management accounts</u>	Salient extracts and reconciliations of costs claimed back to underlying accounting records/general ledger to facilitate easy and swift verification of costs claimed and their eligibility
<u>Auditor certificates</u>	Copies of any auditor certification statements issued with a claim for cost reimbursement