



THE EUROPEAN SUSTAINABLE COMPETITIVENESS PROGRAMME FOR NORTHERN IRELAND 2007-2013

ARTICLE 13 OF EC REGULATION NO 1828/2006

ON THE SPOT VERIFICATION

PROJECT CHECKLIST



PROJECT DETAILS			
Scheme		Total Project Expenditure	
Priority/Sub Priority		Total Eligible Expenditure	
Intermediate Body / Delivery Division		Grant Paid to Date	
Project Promoter/Final Beneficiary		Period of Funding (project start and end date)	
Project Title		Date of Inspection Visit	
Project Reference Number		Location of Inspection Visit	
Date of Letter of Offer		Name of Contact	
Date of Letter of Offer Acceptance		Contact Details (email, telephone, fax etc)	
Level of Grant Approved		Monitoring Officer(s)	
State Aid Status	Refer to State Aid approvals as relevant or assessment of State Aid status provided to the MA		
Brief Project Description			

		YES	NO	N/A	EVIDENCE SEEN / COMMENTS	ACTION REQUIRED
	Intermediate Body Project File Check					
1.	Has an application/business plan been properly completed and is it held on file?				Every project should have completed an application or business plan which would be submitted to the IB or MA in the case of IB expenditure	
2.	Has the selection and approval of the project been handled in accordance with documented procedures?				These would be the Operating Manual procedures or the specific scheme manual.	
3.	Has the process of selection been properly documented e.g. are minutes of selection panel meeting(s) and signed scoring sheets held on file?				There should be a formal record of the assessment of the project.	
4.	Has an Economic Appraisal been completed as outlined in DFP Guidance Note 3 and if so, is it held on file?				To promote sound decision-making and proper accountability, all public expenditure - including European Union Funds - must be subjected to the principles of economic appraisal.	
5.	If the project is not subject to State Aid rules, does it generate revenue? If so, has any anticipated revenue been taken into account in the appraisal process?				If the funding is under a State Aid approved scheme then this is not applicable. If not - indicate if revenue is anticipated. Finally check the economic appraisal to ensure that revenue was taken into account.	

		YES	NO	N/A	EVIDENCE SEEN / COMMENTS	ACTION REQUIRED
6.	<p>Has a Development Path Analysis (DPA) been completed for this project?</p> <p>Please circle DPA path assigned.</p> <p>A B C D E F</p>					
7.	Is there a Letter of Offer?				All end beneficiaries should have a formal Letter of Offer.	
8.	Has the project promoter formally and appropriately accepted the Letter of Offer?				This should be evidenced through original signatures and these should be at the required level and signed by the specified number of people.	
9.	Was the offer accepted within the stipulated timeframe?				Some Letters of Offer stipulate that the offer must be accepted within a specified timeframe. Where the acceptance date exceeds this timeframe there should be at least a file note covering the reason for delay.	
10.	Does the Letter of Offer have the Programme logo?					
11.	Is the approved grant amount and grant rate correctly included in the Letter of Offer?				This will be set out in the casework or selection panel approval.	

		YES	NO	N/A	EVIDENCE SEEN / COMMENTS	ACTION REQUIRED
12.	<p>Does the Letter of Offer contain all the clauses set out in the Operating Manual as follows:</p> <p>Eligibility period Access rights Retention of Documentation Eligibility Rules Environmental issues Equal Opportunity legislation Insurance Disclosure and Publicity Monitoring and Evaluation Statutory Approvals Financial procedures Asset management/retention</p>				<p>This should be a simple check to ensure there is a clause for each of these issues (if applicable). The detail is checked later on in the process.</p>	
	Project Level Checks					
13.	<p>Has the project established adequate systems to capture and record data relevant to the targets stipulated in the Letter of Offer?</p>				<p>The project should be able to show what data is being captured and how they are ensuring accuracy.</p>	
14.	<p>Have goods/services been procured in the implementation of the project?</p>				<p>Where goods/services have been purchased/procured and the procedure is tested then the specific records examined</p>	

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	If so, have the procurement procedures been applied as specified in the Letter of Offer?				should be recorded at Annex A, together with a summary of the outcome of this examination.	
15.	Is the project promoter fulfilling its obligations with regard to publicity outlined in Programme Guidance and the Letter of Offer?				In particular, the verification officer should check: Advertisements, publications, relevant websites, leaflets, billboards, plaques etc.	
16.	Are there appropriate procedures in place to ensure that all <i>original</i> documentation relevant to the project is (a) Up-to-date and complete; (b) Readily available for inspection; (c) To be retained until at least 31 December 2022?				Please see Guidance Note on the audit trail which specifies the financial documentation which should be retained. Additionally, the project must retain documents on procurement, meeting minutes, monitoring data etc.	
17.	Is the project promoter complying fully with the obligations in regard to Equality of Opportunity?				Does the beneficiary have an Equal Opportunities policy? Is equality of opportunity publicised when advertising jobs? Are there HR policies in place covering eg harassment, bullying etc.	Copies of relevant policies could be obtained and put on file.
18.	Have all statutory approvals been received and satisfactory evidence held on file (eg Northern Ireland Fire				This is only likely to be relevant for capital projects.	

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	Authority, Planning Permission, etc)?					
19.	Does the organisation have public and employer liability insurance?				This does not apply to Central Government Departments.	
20.	Has the Letter of Offer been updated to reflect any changes to the project? Please record date of the revised Letter of Offer.					
	FINANCIAL CHECKS – EXPENDITURE AND PAYMENTS					
21.	Has a designated Bank Account been opened, or an adequate codification system put in place, for recording project financial activities?					
22.	Does the project include any invoice costs? If not move to question 25					
23.	Is the invoice original and in order?				Check that the invoice is original, dated, within the eligible period, on official headed paper, containing contact details	

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					for the supplier, addressed to the project organisation, containing sufficient detail, dated, VAT registration number, reference number etc. Also check for stamps from any other funders to ensure there is no double funding.	
24.	Is there evidence that the invoice has been paid through the appropriate bank account?					
25.	Does the project include staff costs? If not move to question 34.					
26.	Is there a contract of employment for each salary post claimed?				Every employee should have a formal contract of employment	
27.	Are original/appropriate payroll records presented for each salary claimed?				These can consist of P11 records or other computerised payroll records.	
28.	Is there a detailed breakdown of the each salary payment showing the gross salary and specifying any statutory contributions?				These must clearly identify the gross salary and all contributions including ERNI, Pension, Income Tax etc.	

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29.	For staff working only partially on the project are detailed timesheets maintained which are fully complete, signed dated and checked/approved?				There should also be a calculation of the eligible costs based on hourly rates for these staff	
30.	Are hourly rates claimed in order?				<p>The calculation should be based on an auditable method – the most common way is:</p> <p>Gross annual salary + Employers NI + Employers Pension contribution ÷ no of working weeks in year (eg 46) ÷ no of working hours in standard week (based on the employment contract)</p> <p>The rate should then be multiplied by the number of hours worked and recorded in the timesheets.</p>	
31.	Is there evidence of payment of gross employee salary through the payment system/bank?					
32.	Is there evidence of payment of eligible social and reasonable pension contributions to the relevant organisations?				The pension costs should be modest and in line with rates approved within the public sector. Payments to pension trusts etc are ineligible.	

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33.	Are any discretionary or bonus type payments included in the salary costs claimed?				Discretionary/bonus payments outside of agreed contractual pay rises and back pay are ineligible. Examples would include private health insurance/ income protection schemes.	
34.	Does the project include purchase of any capital assets? If not move to question 39.				These are assets with a value of more than £1000.	
35.	Was the purchase cost or the depreciation cost claimed in compliance with the Member State eligibility rules?				DFP guidance note covers purchase of assets. Check that serial numbers and asset descriptions match.	
36.	Has the asset been included in the asset register as appropriate?				This should have a record of the purchase date, value, serial number (as appropriate) and disposal date ideally.	
37.	Has provision been made for retention of the asset in accordance with Programme Guidance and/or the Letter of Offer?				This could be covered by a disposal date in the asset register or simply by an asset disposal policy.	
38.	Can all payments be traced back to a probative supporting document?				This is ensuring that there is a full audit trail is in place. For assets this will mainly comprise of invoice and payment records.	

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					If other documents are presented these should be carefully considered against the eligibility guidance rules issued by DFP.	
	FINANCIAL CHECKS - GENERAL					
39.	Is there evidence of any income being lodged to the project account?				<p>Check the project account/code for any income. This could be the previous grant being received or may be income which was either anticipated through the economic appraisal or is not relevant as the project is under a State Aid scheme.</p> <p>Where income is identified which is not anticipated the matter should be referred back to your line manager for consideration. These checks are particularly important if conducted close to project completion and final payment.</p> <p>Examination of income should also identify any income from other grant bodies or match funders as appropriate.</p>	

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40.	Where overheads costs have been included have these been calculated on an acceptable and well documented basis?				Refer to Member State eligibility guidance note. The methodology for calculating overheads should be clear and documented. The calculation should then be tested for accuracy.	
41.	Were all inspected items eligible in accordance with the Letter of Offer and ERDF regulations and Member State eligibility guidance?					
42.	Have any irregularities identified been recorded, reported and recovered as appropriate?					
43.	Did the inspection find the overall financial procedures implemented by the project to be satisfactory?					
44.	Is the database up to date?				Specifically need to check that financial and monitoring data are up to date and accurate based on the latest claim and monitoring information submitted by the project.	

Please ensure that all items of expenditure vouched during the on-site inspection are detailed on the ‘Documentation Inspection Sheet’.

SUMMARY OF FINDINGS

Completed By: (Monitoring Officer(s)) Date

Reviewed By: Date