

List of Documents Required for Audit trail

You can find below the list of documents that you will have to make available for auditors. Please note that there is the possibility to be audited **until 5 years after the closure of the project**.

Administrative documents to be placed at the disposal of the auditors

- Approved Application Form
- Approved Application Form amendments, if applicable (i.e. budget line modifications, budget modifications, activity plan amendments)
- Subsidy Contract, Joint convention and their amendments (budget and/or partners shifts...)
- Proof of delivery of services and goods: studies, brochures, newsletters, minutes of meetings, letters, participant lists, travel tickets, etc. ALL outputs have to mention the European flag and URBACT IV logo.
- For Lead Partners:* original payment claims, FLC certificates and checklist from all partners
- For Project Partners:* FLC control reports
- For countries with a decentralised FLC system:* Decentralised FLC approval documentation (checklist, approbation letter)
- Progress Reports
- Details on budget per partner, list of declared expenditure per partner (all follow-up tools, all documents used and all changes of project)
- Bank account statements proving the reception and the transfer of EU funds for Lead Partners and proof of receipt for Project Partners
- Original invoices for every claimed expenditure or other probative value documents (ex: train or flight tickets). Copies are not allowed (unless it is duly justified)
- Original Bank account statements or proof of payment for each invoice
- Staff costs: information on actual annual working hours, labour contracts, payroll documents, staff costs calculation methods (i.e. 1720 hours, real rate details...) and time records of personnel working for the project (mission letters)

- List of subcontracts and copies of all contracts with Lead Experts, Ad Hoc experts, ULG members/coordinators, external experts and/or service providers
- Documents relating to public procurement, public procurement procedure, information and publicity: public procurement notes, terms of reference, offers/quotes, order forms, contracts, call for tender, publicity, gridline for analysis, notification...
- Relevant network correspondence (financial, contractual, activities-related)
- Record of assets, physical availability of equipment purchased in the context of the project
- Proof of ULG meetings (minutes, reports, agenda, signed attendance lists, invitations)
- All project outputs

Documents of which copies must be given to the auditors

- Project Application Form
- Subsidy Contract, amendments to the Subsidy Contract, and the reprogramming proposals, if applicable
- All Progress Reports and Payment Claims which had been submitted to the URBACT Secretariat
- All FLC certificates on expenditure and the controllers' on-the-spot reports to the controls on expenditure on-the-spot
- List of declared expenditure (included in the certificates)
- Bank account statements proving the reception and/or the transfer of EU funds, see above
- List of staff costs, see above
- List of subcontracts, see above
- Breakdown of transnational financial transactions
- All costs justification