



Audit Certificate Questions

1. Audit Certificate is an original/authentic document (see signature and stamp if any)?
2. Audit Certificate is delivered by External or Internal auditor?
3. Audit Certificate is dated after end of period?
4. Audit Certificate is signed?
5. Audit Certificate is delivered in one official language (EU25)?
6. "Total Eligible Costs" in Audit Certificate match "Total Eligible Costs" in Form C (Box 2)?
7. "Proof of Auditor's Qualifications to deliver Audit Certificate" = Reference to Art II.26 or "Official Statement" is present in Audit Certificate?
8. Contract/Project identification (title or acronym, number) is properly mentioned?
9. (Legal) name and address of contractor are properly mentioned?
10. Period covered is properly mentioned?
11. "Cost Model" is indicated and compliant with Annex I or CPF and any reference to Art. II.22?
12. If "FC Cost Model", "Indirect Cost Rate" is audited?
13. If "AC Cost Model", "Reference to Art. II.23" is present?
14. Reference to Art. II.19.1 (Eligible Costs) or/and Reference to Art. II.19.2 (non-Eligible Costs) is present?
15. Any explicit reference to Form C/Financial Statement is present?
16. "Total Eligible Costs" mentioned in Form C (Box 2) is certified in Audit Certificate?
17. Reference to "Costs Incurred During the Period" is present?
18. If "Third Party" declared, Contributions are audited?
19. Reference to "Costs are actual and related to activities of the project" is present?
20. Reference to "Costs are recorded in accounts of contractor (usual accounting principles)" is present?
21. Reference to "Conversion rate is audited and in line with Form C" is present?
22. Are receipt amounts mentioned and audited, even if the amount is zero?
23. "Interest on Prefinancing" are mentioned and audited if any (for Coordinator only)?
24. "Audit Certificate Cost" is mentioned with identification of VAT amount?

	<i>Form C Questions</i>	<i>Where in Form C?</i>
1.	Form C is an original/authentic document (signatures and stamp)?	<i>Box 8</i>
2.	"Legal Name" is properly mentioned and compliant with Art. 1 of the Contract? (see "Preamble" for Coordinator)	<i>Header</i>
3.	"Cost Model" is properly mentioned and compliant with Annex I to the Contract or CPF?	<i>Header</i>
4.	If "FC Cost Model", "Indirect Cost Rate" is properly applied in the calculation in Box 2?	<i>Header</i>
5.	Period dates are properly mentioned?	<i>Header</i>
6.	Costs declared are in accordance to the contractual provisions?	<i>Box 2</i>
7.	Calculation in Box 2 table is properly done?	<i>Box 2</i>
8.	If "Third Party" declared, is it foreseen in Contract (Annex I or minor)?	<i>Box 2</i>
9.	If "Subcontracting" declared, is it foreseen in Contract (Annex I or minor)?	<i>Box 2</i>
10.	"Receipts" are declared? (even if ZERO)	<i>Box 3</i>
11.	"Interest on Prefinancing" declared (for Coordinator only)?	<i>Box 4</i>
12.	"Requested Contribution" is filled in and properly calculated according to contractual provisions?	<i>Box 5</i>
13.	"Auditor's Name" is mentioned and in line with Audit Certificate?	<i>Box 6</i>
14.	"Audit Certificate Cost" is mentioned and excludes VAT?	<i>Box 6</i>
15.	"Conversion Rate Option" is selected if necessary?	<i>Box 7</i>
16.	Name (2x) and Dated (2x) after end of period?	<i>Box 8</i>
17.	Form C is signed by 2 different people?	<i>Box 8</i>
18.	"Person in Charge of Work" " is mentioned anywhere in Annex I or CPF?	<i>Box 8</i>
19.	If "Third Parties" of "JRU" or "EEIG" declared, own Form C (and Audit Certificate) are provided?	-