

Beneficiary First Level Control report (DRAFT)

1. Project and progress report ¹	
Project title	Filled-in once from AF (automatic in electronic systems)
Project acronym	Filled-in once from AF (automatic in electronic systems)
Project number	Filled-in once from AF (automatic in electronic systems)
Approved implementation period	(DD.MM.YYYY – DD.MM.YYYY); Pre-filled and updated if changed
Name of Lead Beneficiary (if different from controlled entity)	Pre-filled from most recent AF (automatic in electronic systems)
Reporting period	(DD.MM.YYYY – DD.MM.YYYY) (automatic in electronic systems)

DRAFT

Report Number	Pre-filled (<i>automatic in electronic systems</i>)
Report dated by project beneficiary (date of signature)	<i>DD.MM.YYYY (automatic in electronic systems)</i>

Type of project report	<input type="checkbox"/> Project report	<input type="checkbox"/> Beneficiary report	<input type="checkbox"/> Final report
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2. Project beneficiary	
Name of controlled project beneficiary	Pre-filled from most recent AF (<i>automatic in electronic systems</i>)
Beneficiary role in the project (<i>Lead beneficiary, Project beneficiary, Coordinating beneficiary, co-beneficiary</i>)	Pre-filled from most recent AF (<i>automatic in electronic systems</i>)

3. Designated Project Beneficiary Controller	
FLC body responsible for the verification	Pre-filled from the designation form – this is the designation body
FLC organization doing the verification (if applicable)	Pre-filled from the designation form
Name of the controller	Pre-filled from the previous report and updated if changed
Job title	Pre-filled from the previous report and updated if changed
Division/Unit/Department	Pre-filled from the previous report and updated if changed
Address	Pre-filled from the previous report and updated if changed
Country	Pre-filled from the previous report and updated if changed
Telephone Number	Pre-filled from the previous report and updated if changed
Email	Pre-filled from the previous report and updated if changed
4. Verification	
General methodology (allowing 2 ticks)	<input type="checkbox"/> desk-based <input type="checkbox"/> on-the-spot <input type="checkbox"/> other
(if 'other') Please describe	<i>Method used for the verification</i>

(if on-the-spot) Date(s) of on-the-spot verification	<i>DD.MM.YYYY - DD.MM.YYYY</i>		
(if on-the-spot) Location of on-the-spot verification	<input type="checkbox"/> premises of project beneficiary	<input type="checkbox"/> project event/meeting	<input type="checkbox"/> place of physical project output
Sampling was applied	<input type="checkbox"/> Yes		<input type="checkbox"/> No
(if yes) Sampling method used:	<i>Briefly describe sampling methodology and indicate where a detailed description can be found. Include additional information on the scope and on the percentage checked.</i>		
Date when the reports were finalized by the project/beneficiary	Automated from the system - date of last FLC checklist beneficiary submitted		
Start of control work	<i>DD.MM.YYYY</i>		
Date(s) of requests for clarifications, if applicable	<i>DD.MM.YYYY - text</i>		
Date of receipt of satisfactory clarifications, if applicable	<i>DD.MM.YYYY</i>		
End of the control work	<i>DD.MM.YYYY</i>		

5. Expenditure declared and certified by budget line

	Declared (A) (total amount declared)	Certified (B) (total amount certified)	Difference (C=A-B) (total amount deducted)	Certified in % of Declared [B/A]*100
Staff costs	<i>EUR</i>	<i>EUR</i>	<i>EUR</i>	<i>% Calculated automatically)</i>
Office and administration	<i>EUR</i>	<i>EUR</i>	<i>EUR</i>	<i>%</i>
Travel and accommodation	<i>EUR</i>	<i>EUR</i>	<i>EUR</i>	<i>%</i>
External expertise and services	<i>EUR</i>	<i>EUR</i>	<i>EUR</i>	<i>%</i>
Equipment	<i>EUR</i>	<i>EUR</i>	<i>EUR</i>	<i>%</i>
Infrastructure and works	<i>EUR</i>	<i>EUR</i>	<i>EUR</i>	<i>%</i>
Total expenditure (a)	<i>EUR (Calculated)</i>	<i>EUR (Calculated automatically)</i>	<i>EUR (Calculated automatically)</i>	<i>% (Calculated automatically)</i>

	<i>automatically)</i>			
(Net Revenue) (b)	- EUR	- EUR	EUR	%
Total eligible expenditure (a-b)	EUR (Calculated automatically)	EUR (Calculated automatically)	EUR (Calculated automatically)	% (Calculated automatically)

Part of the expenditure was incurred outside (the Union part of) the programme area	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(if yes) How much was certified?	EUR	

6. Description of findings, observations and limitations; Conclusions and recommendations; Follow-up measures for the next progress report⁶

General	<input type="checkbox"/> n.a.	
Staff Cost	<input type="checkbox"/> n.a.	
Office and administration	<input type="checkbox"/> n.a.	
Travel and accommodation	<input type="checkbox"/> n.a.	
External expertise and services	<input type="checkbox"/> n.a.	
Equipment	<input type="checkbox"/> n.a.	
Infrastructure and works	<input type="checkbox"/> n.a.	

Purpose of the Control, Responsibilities, Legal Basis and Methodology

Purpose of the control report and addressees

We performed a verification of the above mentioned report. We prepared this independent first level control report in order to provide the project beneficiary with information on the control work carried out by us, the errors detected, the conclusions drawn and the recommendations and follow-up measures identified.

This control report refers solely to the beneficiary report identified above and does not constitute a confirmation of the controlled entity's other statements and accounts.

This control report is primarily for the attention of the controlled lead beneficiary/project beneficiary. It will furthermore be made available to the managing authority, the joint secretariat and authorised third parties such as the audit authority and the European Commission upon request.

Responsibility of the Project Beneficiary

The lead beneficiary / project beneficiary is responsible for the preparation of the beneficiary report in accordance with the reporting provisions outlined in the subsidy contract.

The lead beneficiary / project beneficiary is furthermore responsible for executing internal control in order to enable the preparation of beneficiary reports that are free from material misstatement, including those due to fraud or error.

Responsibility of the Lead Beneficiary

Responsibilities of the Lead Beneficiary are outlined in Article 13 of Reg. (EU) No 1299/2013.

Responsibility of First Level Control

FLC is responsible for verifying expenditure declared in the beneficiary report based on the verifications carried out according to Article 23 of (EU) No 1299/2013.

Legal basis and guidelines

Reg. (EU) No 1303/2013 ; Reg. (EU) No 1301/2013; Reg. (EU) No 1299/2013

Commission Delegated Regulations (EU) No 481/2014, (EU) No 480/2014

Guidance document on management verifications to be carried out by Member States on operations co-financed by the Structural Funds, the Cohesion Fund and the EMFF for the 2014-2020 programming period

Cooperation Programme

Programme Manual

Fact Sheets

(national, regional) FLC manual

Controller's signature

Location	
Date	
Name	<i>pre-filled in automatic systems</i>
Signature	
Official stamp of the institution (if applicable)	