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**REGIONE AUTÒNOMA DE SARDIGNA**  
**REGIONE AUTONOMA DELLA SARDEGNA**

# THE INTERIM REPORT

# Overview

- **Narrative Interim report**
- **Financial Interim report**
- **Expenditure Verification Reports**
- **Request for payment**



# The Narrative Interim report

## Key issues:

- covers the previous 12 month period ;
- includes information already reported in the progress report ;
- is generated by the MIS on the basis of a mask filled in by the LB;
- outputs and deliverables produced are uploaded;
- a courtesy form with instructions can be downloaded from the MIS.

# The Narrative Interim report

Acronym: .....  
 Reporting period n. .... : .../.../... - .../.../...  
 Project closing date: .../.../...



**Key issues and findings**

**Progress and Interim Report**

Courtesy form

Reporting period: from.....to....

**Focus on synergies and stakeholders**

Version 1.0 - 31.07.2019

**Report on indicators, outputs and activities**

All reports must be filled in and submitted by means of the Monitoring and Information System (MIS).

Acronym: .....  
 Reporting period n. .... : .../.../... - .../.../...  
 Project closing date: .../.../...



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# The Narrative Interim report



## WARNING

the **narrative** report has to be finished **before** the  
**change of status in the MIS**

Once the report has been sent to the auditor, the LB  
**cannot go backwards** to modify it or upload  
deliverables.

# The Financial Interim report

## Key issues:

- covers the previous 12 month period;
- includes expenditures already reported in the progress report ;
- is generated by the MIS on the basis of the list of expenditures filled in by the LB and the partners;
- the extracted summary table in excel shall be signed by the legal representative of the LB/Partner and uploaded in the MIS
- supporting documents are uploaded in the MIS as well

# The Financial Interim report

## Consolidated summary table filled in by the MIS

Financial Interim Report										
Project ref. N. and Acronym										
Reporting period										
Report n.										
		Ben	PP1	PP2	PP3	PP4	PP5	PP6	PP7	Total
0	Preparatory Costs									€ 0,00
1	Human Resources									€ 0,00
2	Travel and Subsistence									€ 0,00
3	Infrastructures									€ 0,00
4	Equipment and supplies									€ 0,00
5	Subcontracted services									€ 0,00
6	Other									€ 0,00
7	Subtotal direct costs	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
8	Administrative costs									€ 0,00
9	Total direct eligible costs	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
10	Contingency reserve									
11	Total eligible costs									€ 0,00
12	REVENUES									
13	Bank interests on ENI contribution									

*NB: LBs and Partners reporting BEFORE the financial report is available in the MIS shall extract the excel file of the list of expenditures instead, have it signed by the legal representative, and upload it in the MIS.*

# The Financial Interim report

## Focus on the list of expenditures:

- ✓ Report actual costs incurred during the project implementation period, from M1 to M12, and from M13 to M24

Exceptions:

- preparatory costs;
  - costs related to the financial guarantee incurred after the signature of the Grant Contract
- ✓ Check rules on eligibility (PIM Ch 7)
  - ✓ Start inputting expenditures early, the list stays open unless a project amendment is ongoing
  - ✓ Each partner fills in its own list!

# The Financial Interim report

## Supporting documents to be uploaded in the MIS

### Human resources:

- signed selection criteria for external personnel;
- copy of the vacancies published
- internal staff assignment documents
- timesheets for part-time staff

### Infrastructure & equipment:

- Photos and geolocation of infrastructures
- Photos of equipment and indication of its location

# The Financial Interim report

## Supporting documents to be uploaded in the MIS

### External services:

- Proof of the publicity of the procurement procedure
- Copies of the declaration of absence of conflict of interest of the members of the commissions for procurement procedures above 60.000€

### Others (*sub-grants*):

- Subgrant notice and advertising
- Minutes of the subgrant selection commission
- *De-minimis* statements by sub-grantees

# The Financial interim report

## Supporting documents to be uploaded in the MIS

- Validation of the Auditor by the CCP (letter or copy of the email sent by the CCP)
- Proof of transmission of the EVR and annexes to the CCP (e.g. copy of the email sent)

*NB: supporting documents not listed above can be specifically requested by the JTS during the evaluation of the report*

# The Financial Interim report



## WARNING

the financial report has to be finished **before** the  
**change of status in the MIS**

once the report has been sent to the auditor, the  
LB/Partner **cannot go backwards** to modify it or upload  
supporting documents.

# The Expenditure Verification Reports

## Key issues:

- 1 EVR per partner and 1 consolidated EVR per project are delivered with the interim report;
- the EVR is issued by an auditor independent from the LB/partner;
- auditors **MUST** be validated by the Control Contact Points **BEFORE** being contracted;
- revenues are identified and quantified as well as expenditures;
- formats in English and French can be downloaded from the MIS or the Programme website

# The Expenditure Verification Reports

## Documents to be delivered by the LB/PPs auditors:

- Expenditure verification report
- Checklist
- List of findings
- Report on fraud
- List of expenditures signed

## Documents to be delivered by the LB auditor only:

- Consolidated expenditure verification report
- Consolidated list of findings

# The Expenditure Verification Reports

## Each LB/Partner's auditor:

- Checks expenditures and supporting documents
- Cuts ineligible expenditures in the MIS
- Fills in and signs the checklist, the list of findings and the individual report
- Uploads back all signed documents in the MIS

## The LB's auditor:

- Checks all individual EVRs and annexes
- Fills in and signs the consolidated report and the consolidated list of findings
- Uploads back all signed documents in the MIS

# The Expenditure Verification Reports

*NB. Original EVRs of all partners are collected by the LB and kept in its premises. The original consolidated EVR is sent by the LB to the MA's premises. However, due to the current restrictions to mobility, the MA is exceptionally accepting scanned copies.*



## **WARNING**

once the **status in the MIS is changed**, the auditor **cannot go backwards** to modify the report or upload a modified document

# The Request for payment

## Key issues:

- the request is filled in by the LB on behalf of the partnership;
- the format is available in the PIM (annex to ch. 4)
- it contains the amount reported in the interim report and the amount requested as further pre-financing
- it shall be uploaded in the MIS or sent to the JTS by email
- the original Request for payment is sent by the LB to the MA's premises. However, due to the current restrictions to mobility, the MA is exceptionally accepting scanned copies.

# The Request for payment

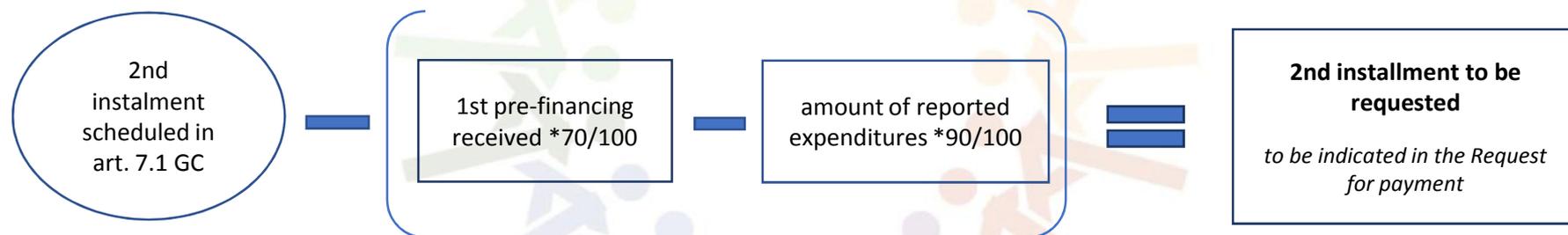
## How to calculate the 2<sup>nd</sup> pre-financing

If the project reports 70% of the amount of the 1st pre-financing (as ENI contribution), it can ask the amount of the 2<sup>nd</sup> installment set in the Grant Contract (Art. 7.1).

If the project reports less than 70% of the 1st pre-financing, the amount of the scheduled 2<sup>nd</sup> installment is reduced by deducting the unspent resources.

# The Request for payment

## How to calculate the 2<sup>nd</sup> pre-financing (projects with 90% ENI contribution)



# REPORTING FLOWS WITHIN THE PARTNERSHIP

