



Audit Authority ENI CBC MED Programme

Cross Border Cooperation within the European Neighbourhood
Instrument
**MEDITERRANEAN SEA BASIN PROGRAMME 2014-
2020**

Annex 2.4

Provisional Report on operations

Audit Manual

Version 2.1

Adopted by the Audit Authority with decision No 63 of 27 October 2021

AUDIT OF SELECTED OPERATIONS

In terms of art. 37 Regulation (EC) 951/2007

FROM SAMPLE “YYYY-NR” ON EXPENSES REPORTED

FROM 1st January 2015 TO 31st December 2015

PROVISIONAL AUDIT REPORT ON

☐ PP/BEN ☐ PROJECT

PROJECT (code)

“

”

EXPENSES INCURRED FROM.....TO.....

1. BRIEF DESCRIPTION OF PROJECT

Acronym/Title of Project	
Identification Code	
Priority / Measure	
Lead Partner Denomination	
Nationality	
Project Duration	
Audited period	
Partner Denomination	
Nationality	
Reference person	
Tel / Fax / e-mail	
Role in project	
Nature of Partner Subject	
Date(s) of on-the-spot verifications	
Indicate main applicable regulations as regards:	
Direct and Indirect Taxes	
Accounting system	
Purchases / Public Tenders Regulations	
Reimbursement of staff travel expenses	

Financial framework

Certified expenses	EC contribution amount	Co-financing amount	Audited expenses	Audited expenses percentage

2. DESCRIPTION OF THE AUDIT ACTIVITY

On **yyyy** at a.m./pm at the premises of the , located in , in the presence of the persons above specified, the appointed auditor **Ms.** assisted by **Mr.** carried out an audit – according to art. 37 of the Regulation (EC) no. 951/2007- on the above-mentioned project, **selected from the sample “yyyy-nr”**, as communicated via fax and e-mail on . The audit was conducted by asking the attending persons specific information deemed useful and essential to fill in the check-list of the audited project and to draw up this report.

The **purpose** of this audit is to attain the following objectives:

- a suitable understanding of the project, the beneficiary and the partners involved
- reports in compliance with the grant contract of the projects and its annexes
- reliability of the financial reports and expenditure verification reports
- eligibility of expenses and suitable treatment of the resources generated by the project

- verification of the compliance with the established percentages for administrative expenses
- the correctness/accuracy of the project reporting: technical and financial reports and expenditure verification reports
- the correctness/accuracy of the accounting information on projects, ensuring compliance with contractual accounting regulations
- existence of the project
- avoid double financing

The **audit activities** carried out regard:

- nature and characteristics of the audited subject
- accounting system
- procedures for recording and reporting expenses
- method for calculating exchange rates
- procedures adopted to avoid double financing of expenses
- procedures adopted for the selection of suppliers
- compliance to national and European regulations regarding the realisation of works and infrastructure
- examination of the accounting and administrative documentation certifying the expenses incurred and payments made
- financial and narrative reports and expenditure verification reports of the beneficiary's or partners' auditor (Annex VII).
- the evidence used by the auditors in the above point mentioned for drafting the reports.
- the relevant administrative and accounting documents stored in the premises of the audited subject referred to all cost categories as defined by art. 23 e 33 of Reg. CE 951/2007 and art.14 of the General Conditions (Annex II) applicable to European Union-financed grant contracts for external actions
- project outputs
- respect of the Communication and Visibility Manual for EU External Actions
- respect of the nationality and origin rules stated by art 21.6 of Reg. (CE) n. 1638/2006 and paragraph 2.3.1 of PRAG.

2.1 Summary of findings emerging during the on-the-spot verification

2.1.1 Outputs

During the on-the-spot verification, the following critical issues and anomalies related to outputs emerged so as to make a request for integration and clarification necessary (any inconsistent amount related to outputs is included in the following paragraph).

2.1.2 Summary of financial data

During the on-the-spot verification, critical issues and anomalies emerged so as to make necessary a request for integration and clarification on the amounts highlighted in column (C), set out in the table below.

Financial Report Entries	(A) Amount claimed	(B) Amount certified by External Auditor	(C) Inconsistent amount	(D) Eligible amount	(E) Difference to certificate (D)- (B)	(F) Difference to claimed amount (D)- (A)
1 Human resources						
2 Travel						
3 Infrastructure						
4 Equipment and supplies						
5 Offices						
6 Subcontracted services						
7 Other						
Administrative expenses						
Contingency reserve						
TOTAL						
8 Revenues and interests						

2.1.3 Integration and clarification request

Financial report entries	Integration and clarification requests
1. Human resources	
2. Travel	
3. Infrastructure	
4. Equipment and supplies	
5. Offices	
6. Subcontracted services	
7. Other	
8. Outputs	

2.1.4 Summary of the irregularities and/or anomalies found

Financial Report Entries	Irregularities/Anomalies found
1. Human resources	
2. Travel	
3. Infrastructure	

Financial Report Entries	Irregularities/Anomalies found
4. Equipment and supplies	
5. Offices	
6. Subcontracted services	
7. Other	
8. Outputs	

3. CONCLUSIONS

Opinion on the financial management of the project and on the reliability of the reports issued by the auditors of the project.

Place and date,

Names and Signatures of the Appointed Auditors:

Team Leader:
.....

Team Assistant:

Supervision: Coordinator