

Summary Automatically completed from other Sections

Project			
LoO Number	0	Project Title	0
Database Number	0		
Company			
Organisation Name	0	Contact within Organisation	Insert Name
Organisation Address	Address	Location of Visit (if different from Contact Address)	Insert address of visit, if different to project contact details above.

Scheme	Scheme Title	Local Economic Development
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Initial Flag Status applied by DMVT		Flag Status after Follow up	
Flag Status Awarded	0	Updated Flag Status	0
Awarded By	0	Awarded By	0
Date Awarded	00/01/1900	Date Awarded	00/01/1900

Grant Specification		Sample		
Eligibility Period	Insert Letter of Offer eligibility period	Labour: no. of employees sampled	0	
Period of Claim(s)	Insert Period of Claim	Minimum required sample of invoiced expenditure	£ -	
Actual Eligible Expenditure	£0.00	Subheads of actual sample - See breakdown on SP Sampling tab	Marketing Costs	£ -
Grant Paid	£0.00		Consultancy	£ -
			Running Costs	£ -
			ICT	£ -
			Other	£ -
		TOTAL	£ -	



For Completion by Intermediate Body [Please complete over red text]

Summary Details

Company Name and Reference Numbers

Invest NI Reference (RD Number)	
Database Number	
Company Name	

LoO and Claim Details

LoO Number	
Letter of Offer Date/ Amendment Dates	Date of signed Letter of Offer and any amendments (LoO to be provided with checklist)
Eligibility period – start and end dates of eligible expenditure	Insert Letter of Offer eligibility period
Period of Claim	Insert Period of Claim
No of Claims on the database	Insert no. of claims. All claims included in vouch should agree with claims on database.
Are there any other current projects for this company/client?	If yes, provide details.
Offer of e-cohesion	Provide evidence that e-cohesion was offered to project.

Project Details

Company Name	0
Project Title	
Project Contact Name	Insert Name
Project Contact Details	Address
	Telephone number
	E-mail
Briefly outline the nature of the project	Insert brief outline of the nature of the project
Scheme Title (as appropriate)	Local Economic Development

Project Pre-check Details

Has a requirement for an On-The-Spot check been met?	1. Expenditure needs to be at least 10% of max. eligible expenditure and greater than cost of On-The-Spot check. 2. If there is a labour subhead, then there needs to be expenditure in labour and at least 1 other subhead. 3. If labour is not the main subhead, then there needs to be expenditure in at least the main subhead and in labour.
Have all claims been entered onto the database?	Confirm that all claims have been entered correctly onto the database. Ensure Claim List and Claim Print are forwarded to SP/MA with claim pack.
Date IB contacted company to inform them that SP OTS would be taking place	Insert date IB contacted company to inform them that SP OTS would be taking place
Is project as described?	Confirmation from the Project Owner that the project being delivered is as described in the LoO.
Location(s) of On-The-Spot Check	Insert address of visit, if different to project contact details above.
Date(s) completed checklist passed to SP	Insert date passed to SP

Foreign Exchange

Are foreign exchange transactions included in the claim(s)?	
If yes please provide the method used to calculate the GBP amount claimed.	Provide details of method used in preparing and submitting the claim e.g. historical daily rate on xe.com, monthly HMRC rate.

Eligibility of Operation and Beneficiary

	Yes/No/N/A	Comments
Will the project occur exclusively in NI (or benefits fully accrue to NI)?		Specify the location (or any element of the project) located outside NI detailing how benefits will accrue to NI.
Is the project being delivered under a scheme which involves state aid? If so, specify the aid scheme and the State aid reference number.		If yes, specify aid scheme and reference number.
Where De Minimis aid applies to the project/scheme, has the grant beneficiary provided a declaration in line with the requirements of the appropriate regulation in force at the date the Aid was granted?		

Where GBER aid applies to the project/scheme, have all the conditions been satisfied?		
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Compliance with Financial LoO Conditions

Is all expenditure directly attributable to the project?	Confirm that all grant expenditure claimed has been assessed by the Project Owner as being directly attributable to the project.
Has any invoiced equipment for this project been previously funded?	Confirm whether funding had previously been granted for equipment that has been included in the claim(s) for this project and provide details of that funding.
Is the project allowed to claim depreciation under their Instruments and Equipment category?	Confirm if depreciation has been considered as part of the project's casework under the Instruments and Equipment category. If so how much depreciation is allowable?

Compliance with Non-Financial LoO Conditions

	<u>Yes/No/N/A</u>	<u>Comments</u>
Is current Employer's Liability insurance in place, where applicable?		Provide details including renewal date of insurance and supply copy of current certificate if held. Employee Liability insurance requirements, and relevant exemptions, are laid out in "Employer's Liability (Defective Equipment and Compulsory Insurance)(Northern Ireland) Order 1972.
If the project has 11 or more employees, has the IB confirmed that the grant beneficiary complies with current Equal Opportunities legislation?		Provide details including number of employees (Fair Employment & Treatment (Northern Ireland) Order 1998). MA may spot check a sample.
Has the project displayed an A3 EU poster in a prominent position for the public to be aware that the Company is an EU beneficiary?		Provide details of where A3 EU poster is displayed and if this is in a prominent position for the public to be aware that the Company is an EU beneficiary?
Does the company have a website to meet publicity requirements?		Provide details if website requirements do not have to be met i.e. No website, global website with no NI section or project page.
Is the full colour EU logo on the Company website and can it be viewed on at least 1 digital device without having to scroll?		Provide details of where the EU logo is visible on the company website and confirmation that this can be viewed without having to scroll (include screen shot with EU logo and web address visible)
Is there a proportionate description of the project on the company website and reference to the project receiving EU funding?		Provide details of where this description and funding link is contained on the company website (include screenshot with description and reference to funding and web address visible).
Does the company have a system in place that identifies all project related expenditure and where relevant, any income generated?		Provide a description of the system focussing on mechanisms used to clearly separate project transactions from other general financial transactions. e.g. separate coding within an accounting system; separate spreadsheet record, separate filing system etc.

Document check

	<u>Yes/No/N/A</u>	<u>Comments</u> (if document not provided, please state reason)
Signed LoO		
Revisions to LoO		
Claim form		
GEHR & Attendance summary		
Schedule		
Computation sheet		

Additional Comments

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Declaration

For the purposes of the verification process, all checklists, supporting documents and reconciliation check submitted to the Service Provider from an official IB mailbox will be deemed to be completed in accordance with MA Guidance and checked and authorised. A Second Level Assurance check is required for this project.

	<u>Name</u>	<u>Date</u>
Completed by:		

0 0

To be completed for each claim by IB

Yellow cells will update automatically

Summary of Claims Submitted

Expenditure Type listed in LoO Annex If not listed in annex then grey out	TOTAL CALCULATIONS										
	Max. & Claimed Expenditure		Expenditure Excluded from Claim					Grant Rate %	Min Sample %		
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	15%	Total sample selected	
Staffing Costs	-	-	-	-	-	-	-	-	-	-	
Marketing	-	-	-	-	-	-	-	-	-	-	
Consultancy	-	-	-	-	-	-	-	-	-	-	
Running Costs	-	-	-	-	-	-	-	-	-	-	
ICT	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	
Totals	-	-	-	-	-	-	-	-	-	-	

Breakdown of Claims Submitted

IF GRANT PAID CHECK DOESN'T EQUAL '0' THERE IS AN ERROR. PLEASE HIDE ANY CLAIMS THAT AREN'T APPLICABLE.

Claim 1

Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim	Expenditure Excluded from Claim					Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.		Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Staffing Costs			-		-		-	-			
Marketing			-		-		-	-		-	
Consultancy			-		-		-	-		-	
Running Costs			-		-		-	-		-	
ICT			-		-		-	-		-	
Other			-		-		-	-		-	
Totals	-	-	-	-	-	-	-	-	-	-	

should = 0

Claim 2

Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim	Expenditure Excluded from Claim					Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Staffing Costs			-		-		-	-			
Marketing			-		-		-	-		-	
Consultancy			-		-		-	-		-	
Running Costs			-		-		-	-		-	
ICT			-		-		-	-		-	
Other			-		-		-	-		-	
Totals	-	-	-	-	-	-	-	-	-	-	

should = 0

Claim 3 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure						0%	Grant Paid (from database claim list)	Grant Paid cross check	15%	
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.				
Staffing Costs	-					-	-				
Marketing	-					-	-				
Consultancy	-					-	-				
Running Costs	-					-	-				
ICT	-					-	-				
Other	-					-	-				
Totals	-	-	-	-	-	-	-		-	-	

should = 0

Claim 4 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure						0%	Grant Paid (from database claim list)	Grant Paid cross check	15%	
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.				
Staffing Costs	-					-	-				
Marketing	-					-	-				
Consultancy	-					-	-				
Running Costs	-					-	-				
ICT	-					-	-				
Other	-					-	-				
Totals	-	-	-	-	-	-	-		-	-	

should = 0

Claim 5 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure						0%	Grant Paid (from database claim list)	Grant Paid cross check	15%	
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.				
Staffing Costs	-					-	-				
Marketing	-					-	-				
Consultancy	-					-	-				
Running Costs	-					-	-				
ICT	-					-	-				
Other	-					-	-				
Totals	-	-	-	-	-	-	-		-	-	

should = 0

Claim 6 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure						0%			15%	
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	Grant Paid (from database claim list)	Grant Paid cross check		
Staffing Costs	-					-	-				
Marketing	-					-	-				
Consultancy	-					-	-				
Running Costs	-					-	-				
ICT	-					-	-				
Other	-					-	-				
Totals	-	-	-	-	-	-	-			-	

should = 0

Claim 7 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure						0%			15%	
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	Grant Paid (from database claim list)	Grant Paid cross check		
Staffing Costs	-					-	-				
Marketing	-					-	-				
Consultancy	-					-	-				
Running Costs	-					-	-				
ICT	-					-	-				
Other	-					-	-				
Totals	-	-	-	-	-	-	-			-	

should = 0

Claim 8 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure						0%			15%	
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	Grant Paid (from database claim list)	Grant Paid cross check		
Staffing Costs	-					-	-				
Marketing	-					-	-				
Consultancy	-					-	-				
Running Costs	-					-	-				
ICT	-					-	-				
Other	-					-	-				
Totals	-	-	-	-	-	-	-			-	

should = 0

Claim 9

Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number		Date of Claim		Expenditure Excluded from Claim			Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Staffing Costs	-	-	-	-	-	-	-	-	-	-	-
Marketing	-	-	-	-	-	-	-	-	-	-	-
Consultancy	-	-	-	-	-	-	-	-	-	-	-
Running Costs	-	-	-	-	-	-	-	-	-	-	-
ICT	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-	-	-	-	-

should = 0

Claim 10

Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number		Date of Claim		Expenditure Excluded from Claim			Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Staffing Costs	-	-	-	-	-	-	-	-	-	-	-
Marketing	-	-	-	-	-	-	-	-	-	-	-
Consultancy	-	-	-	-	-	-	-	-	-	-	-
Running Costs	-	-	-	-	-	-	-	-	-	-	-
ICT	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-	-	-	-	-

should = 0

Claim 11

Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number		Date of Claim		Expenditure Excluded from Claim			Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure		Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule									
Staffing Costs	-	-	-	-	-	-	-	-	-	-	-
Marketing	-	-	-	-	-	-	-	-	-	-	-
Consultancy	-	-	-	-	-	-	-	-	-	-	-
Running Costs	-	-	-	-	-	-	-	-	-	-	-
ICT	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-	-	-	-	-

should = 0

Claim 12											
OACMS Number		Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
Max. & Claimed Expenditure			Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %	
Expenditure Type listed in LoO Annex If not listed in annex then grey out	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
Staffing Costs	-	-	-	-	-	-	-	-	-	-	-
Marketing	-	-	-	-	-	-	-	-	-	-	-
Consultancy	-	-	-	-	-	-	-	-	-	-	-
Running Costs	-	-	-	-	-	-	-	-	-	-	-
ICT	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-	-	-	-	-

should = 0

Claim 13											
OACMS Number		Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
Max. & Claimed Expenditure			Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %	
Expenditure Type listed in LoO Annex If not listed in annex then grey out	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
Staffing Costs	-	-	-	-	-	-	-	-	-	-	-
Marketing	-	-	-	-	-	-	-	-	-	-	-
Consultancy	-	-	-	-	-	-	-	-	-	-	-
Running Costs	-	-	-	-	-	-	-	-	-	-	-
ICT	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-	-	-	-	-

should = 0

Claim 14											
OACMS Number		Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
Max. & Claimed Expenditure			Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %	
Expenditure Type listed in LoO Annex If not listed in annex then grey out	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.	0%	Grant Paid (from database claim list)	Grant Paid cross check	15%
Staffing Costs	-	-	-	-	-	-	-	-	-	-	-
Marketing	-	-	-	-	-	-	-	-	-	-	-
Consultancy	-	-	-	-	-	-	-	-	-	-	-
Running Costs	-	-	-	-	-	-	-	-	-	-	-
ICT	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-	-	-	-	-

should = 0

Claim 15 Expenditure Type listed in LoO Annex If not listed in annex then grey out	OACMS Number	Date of Claim		Expenditure Excluded from Claim				Grant Rate %	Grant Paid Cross Check		Sample %
	Max. & Claimed Expenditure						0%	Grant Paid (from database claim list)	Grant Paid cross check	15%	
	FINAL LoO Eligible Expenditure After all Amendments	Claimed Expenditure on Cost Schedule	Excluded Expenditure Recorded on Computation Sheet	Additional Exclusions not Detailed on Computation Sheet	Total Excluded Expenditure	Can the exclusions be matched to invoices/claim lines?	Expenditure after Exclusions and restricted to max.				
Staffing Costs	-					-	-	-			
Marketing	-					-	-	-		-	
Consultancy	-					-	-	-		-	
Running Costs	-					-	-	-		-	
ICT	-					-	-	-		-	
Other	-					-	-	-		-	
Totals	-	-	-	-	-	-	-	-	-	-	

should = 0

0

0

SP Pre-sample Check

	Yes/No/N/A	Comment (Include date queried if applicable)	Any Follow Up Action Taken (Include date if applicable)
IB Project Details			
Fully completed?			
Has E-Cohesion been offered?			
If E-Cohesion has been accepted, have all documents been supplied?			
Has the IB provided all required details in the 'IB Project Details' tab?			
Have the following documents been provided;			
Signed LoO?			
Revisions to LoO?			
Claim form(s)?			
GEHR & Attendance summary?			
Schedule(s)?			
Computation sheet(s)?			
IB Rec Check			
Fully completed?			
Does the Claim List and Claim Print match the figures in 'IB Rec Check' and does 'Grant paid cross check' equal '0' for each claim?			
Have details of all exclusions been provided?			
LoO			
Are the project details the same as those entered in IB Project Details?			
Does the LoO include the ERDF Logo?			
Is there a reference to EU Funding?			
Does the LoO period match that listed in the IB Project Details?			
Other			
Has a requirement for an On-The-Spot check been met?			

If queries with IB - Date queries resolved with IB and documentation in order.	
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0 0 Yellow cells will update automatically

PLEASE NOTE - ROWS SHOULD NOT BE DELETED AS FORMULAE CAN BE AFFECTED. ANY UNUSED ROWS CAN BE HIDDEN. WHEN INSERTING NEW ROWS PLEASE DO SO AT A ROW COLOURED BLUE AS ANYWHERE ELSE CAN AFFECT THE FORMULA.

PLEASE COMPLETE THE 'SAMPLING RATIONALE' BOX AT THE BOTTOM OF THE PAGE IF THE SAMPLING METHOD IS ANYTHING OTHER THAN RANDOM.

Staffing Costs

Full Audit check						Timesheet and payment verification check					
Claim No.	Emp Name/No.	Period	No. of Hours	Hourly Rate	Amount	Claim No.	Emp Name/No.	Period	No. of Hours	Hourly Rate	Amount
					£ -						£ -
					£ -						£ -
					£ -						£ -

No. of employees sampled	0
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Amount Sampled	£ -
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Errors are detected in the initial sample. Further sample of 3 employees below.

Full Audit check						Timesheet and payment verification check					
Claim No.	Emp Name/No.	Period	No. of Hours	Hourly Rate	Amount	Claim No.	Emp Name/No.	Period	No. of Hours	Hourly Rate	Amount
					£ -						£ -
					£ -						£ -
					£ -						£ -

If errors only found with initial 'reduced' check.

Invoiced Costs

If errors are detected in the initial sample checked a further sample of 5% of expenditure is required under the relevant subhead.

Marketing	Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
Sample				
Claim No.	Description	Date Paid	Invoice No.	Amount

Consultancy	Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
Sample				
Claim No.	Description	Date Paid	Invoice No.	Amount

Running Costs	Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
Sample				
Claim No.	Description	Date Paid	Invoice No.	Amount

ICT	Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
Sample				
Claim No.	Description	Date Paid	Invoice No.	Amount

Other	Min. Amount to be Sampled (15%)	£ -	Amount Sampled	£ -
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Sample				
Claim No.	Description	Date Paid	Invoice No.	Amount

Sampling Rationale

Min. Sample of invoiced costs	£ -
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Actual sample of invoiced costs	£ -
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Yellow cells will update automatically

Contact Log

Project reference Number	0
Project contact name	Insert Name
Company name	0
Company Address	Address
Title of project	0

First contact with project (visit should be within 4 weeks of contact)

Name of person contacted		Date	
Method of contact	e.g. Telephone call, voicemail, email.		
Action taken/agreed	e.g. Visit arranged & date/contact to return with availability.		

Second contact with project (visit should be within 4 weeks of contact)

Name of person contacted		Date	
Method of contact			
Action taken/agreed			

Refer to IB if a visit has not been arranged after two attempts within 10 working days of receiving the checklist.

Person referred to in IB as no response from company		Date	
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For completion by IB

Action taken by IB	To be completed by IB
Reason for project non engagement with the SP	To be completed by IB
Date referred back to SP	To be completed by IB

Third contact with project

Name of person contacted		Date	
Method of contact			
Action taken/agreed			

Cancellations (refer back to IB if visit is cancelled more than once or rescheduled appointment is not within 4 weeks)

In case of excessive cancellations, please provide details including dates of contact and reasons for cancellation.	
Date referred back to IB	

Additional comments	
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Did visit take place?	
If No please give reason?	

Visit Details

Visit Location(s)	
Visit Date	
Time of Arrival	
Time of Departure	
Name of person(s) seen on day of visit	
Note any issues e.g. Contact unavailable when arrived for visit	

Documentation

Please detail all documents that the project would not allow copies to be taken off the premises (please also confirm that you stated that these could be redacted)	
Please detail all required documents that have not been supplied by the project.	

Signed (Service Provider)		Date	
Signed (Project Representative)		Date	

Outstanding Documentation - identified after the visit

At the time of the visit all documents provided by the project should be scanned / copied. Where this has not been done and the error noted after the visit, please provide details of the relevant documents.			
Signed (Service Provider)		Date	

Date outstanding documents received by SP	
--	--

SP Report

Yellow cells will update automatically

Project details

Project reference Number	0
Company name	0
Company Address	Address
Title of project	0
Nature of project	0

The appropriate test grid (TG -) should be used to record tests based on the nature of expenditure. Summarise your findings below.

No.	Check	Yes/No/ N/A	Comment (Include Ref No. if applicable)
Project			
2	Is there evidence that the project exists or existed (as appropriate)?		Attach photographic evidence if appropriate.
3	Is the organisation aware of the need to retain all project documentation in accordance with date in LoO?		a) Outline how project stores documentation - or confirm if the IB takes on this responsibility for the project. b) If project stores electronically what systems are in place to ensure access to complete supporting documentation until the end of document retention period.
General Eligibility			
4	Has any expenditure that is ineligible for grant been listed within the subheads/activities of the LoO?		If yes, confirm that this has not been claimed.
5	Has all expenditure been incurred and paid during the eligibility period?		Note eligibility period from LoO.
7	Does the company have a system in place that identifies all project related expenditure and where relevant, any income generated?		Provide confirmation that the system described by IB exists and evidence and details of the test carried out that the system is working.
10	Is there evidence of the receipt of the grant payment(s) from Invest NI into a bank account of the organisation?		Bank statement to be attached. If grant payments have been amalgamated, breakdown is to be provided.
8	Is it clear that no other funding is being received by the project and that costs have been claimed only once?		Review bank statements provided for evidence of other funding.
9	Are foreign exchange transactions included in the expenditure sampled?		If yes, please confirm whether all expenditure has been declared at the actual rate incurred by the company. If the service provider cannot confirm this, then please provide details to MA of the specific exchange rate used by the company and the specific rate used by the SP to compare against.
11	Have in-kind contributions been included and if so, is their value supported by appropriate invoices, valuations, payrolls and timesheets, or accounting documents of equal probative value?		These can only take the form of land, real estate, equipment or raw-materials and research or professional staff resources and are subject to the same expenditure eligibility rules.
12	Is current Employer's Liability insurance in place?		Provide details including renewal date of insurance and supply copy of current certificate if IB have not provided current Employer's Liability insurance certificate. Employee Liability insurance requirements, and relevant exemptions, are laid out in "Employer's Liability (Defective Equipment and Compulsory Insurance)(Northern Ireland) Order 1972.

Procurement (if applicable)		
13	Has expenditure been appropriately procured in accordance with the applicable rules/regulations and/or Letter of Offer conditions and value for money sought?	Councils, public bodies and projects with over 50% public funding for capital; procurement checklist to be completed.
14	Have all invoices and payments been made in accordance with the contract?	Copy of signed contract should be requested.
Capital assets/goods		
15	Are details of all capital purchases greater than £5,000 included in an Asset Register and an appropriate retention period identified?	Provide evidence.
16	Were all items of capital/equipment available for inspection?	Photographic evidence required.
17	Was second-hand equipment appropriately charged?	The purchase cost is eligible provided it has not previously been purchased with the aid of national or European grants, the price of the equipment does not exceed its market value and is less than the cost of similar new equipment; and the equipment is technically appropriate and complies with any relevant legislation (eg health and safety). The calculation of the eligible expenditure relating to the purchase of second-hand equipment should be based on its current value.
18	Was depreciation claimed and, if so, is it allowable?	Check if depreciation is allowable in the IB Project Details tab and that amount being claimed is within any limits set. Is it included on an Asset Register?
Hospitality		
19	Has hospitality been claimed?	If yes, provide details of any hospitality incurred?
Staff Costs		
20	Are staff salary-related costs fully supported by contracts of appointment or the general employment terms and conditions of the organisation/company?	Copy of signed contract or general employment terms and conditions of the organisation/company to be attached.
21	Are salary-related costs fully supported by payroll records, HMRC payments, evidence of payment of any salary related taxable benefits, commission etc. authorised timesheets etc and accurately calculated (including hourly rates)? copies of supporting documentation to be attached	Drawings are permitted only where they are fully declared as earnings in a HMRC return.
22	Have all contributions, including pensions, been confirmed as reasonable?	
Travel Costs		
23	Are all Travel costs within NICS ceilings and supported by authorised travel claims and, where appropriate, receipts? Is travel claimed within LoO limits?	Receipts and payment audit trail required. Check that travel claimed is within LoO limits. Evidence of how the travel relates to the project should be obtained.
Publicity		
20	Has the project displayed an A3 EU poster in a prominent position for the public to be aware that the Company is an EU beneficiary?	Provide details of where A3 EU poster is displayed and if this is in a prominent position for the public to be aware that the Company is an EU beneficiary? Photographic evidence /and or screen shot also needed in all instances.
21	Does the company have a website?	Provide website address for company.
22	If funding of capital assets is there an EU logo attached to asset?	Photographic evidence /and or screen shot needed in all instances.
23	if funding a capital build is there a billboard at the site? If so does it contain a logo and paragraph measuring at least 25% of the billboard?	Ensure that a plaque is in place at most 3 months after completion of build.

Inspection Report	
Scheme	Local Economic Development
Project Name and Ref No	0 0

Eligible Expenditure Vouched	£0.00
Ineligible Expenditure	
Error Rate	#DIV/0!

Summary of Work Done	Include an overall statement regarding the adequacy of the financial and non-financial procedures implemented by the project.
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No.	Findings	Evidence	Recommendations
1			
2			
3			
4			
5			

Declaration

Name		Date
Completed by		

I have reviewed all work completed and confirm that it meets Article 125 Management Verification requirements agreed with MA. I authorise this report and supporting documentation to be forwarded to MA.

Reviewed by (SP)		
Date returned from SP		

Name		Date
Reviewed by (DMVT)		

Labour												
Scan documents examined for evidence - redact personal information prior to placing on file												
	Full Labour Check			Reduced Check			Full Labour Check			Reduced Check		
	0	0	0	0	0	0	0	0	0	0	0	0
Emp Name/No	0	0	0	0	0	0	0	0	0	0	0	0
Date/Period	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00
Date/Period of Salary Eligible?												
Salary Per Payroll Records:												
Basic				N/A	N/A	N/A				N/A	N/A	N/A
Car				N/A	N/A	N/A				N/A	N/A	N/A
Health				N/A	N/A	N/A				N/A	N/A	N/A
Life Assurance				N/A	N/A	N/A				N/A	N/A	N/A
Pension				N/A	N/A	N/A				N/A	N/A	N/A
Income Tax				N/A	N/A	N/A				N/A	N/A	N/A
ER NICS				N/A	N/A	N/A				N/A	N/A	N/A
EE NICS				N/A	N/A	N/A				N/A	N/A	N/A
Reasonable Pension Contribution (Specify %)?				N/A	N/A	N/A				N/A	N/A	N/A
Allowances Confirmed to Contract/Terms & Conditions?				N/A	N/A	N/A				N/A	N/A	N/A
Proof of Payment of Salary?												
Proof of Payment of all Deductions to Appropriate Bodies?												
Is the hourly rate correct based on the recalculation on the GEHR template below?				N/A	N/A	N/A				N/A	N/A	N/A
Hours Charged?	0	0	0	0	0	0	0	0	0	0	0	0
Hours Charged Agree to Timesheets?												
Timesheets Properly Completed and Authorised? i.e (i) specific date worked on the project; (ii) the hours worked on the project; (iii) a brief description of the work; (iv) signed & dated by staff member; (v) countersigned & dated by line manager/supervisor												
For part time staff, what other projects do they work on or what other roles do they have?												
What selection process was used to appoint the employee?												
How was the grade of staff determined?												
How was the amount of time allocated to the project determined?												

GEHR calculation template

	0	0	0				0	0	0			
A EMP NAME/NO												
B START OF CLAIM PERIOD												
C END OF CLAIM PERIOD												
D TAX YEAR												
E NO OF PAY INTERVAL PERIODS PER YEAR												
F BASIC GROSS (FOR EACH PAY INTERVAL PERIOD)												
G SALARY SACRIFICE (FOR EACH PAY INTERVAL PERIOD)												
H CONTRACTED PAID WEEKLY HOURS												
I STATUTORY LEAVE												
J ANNUAL LEAVE												
K GROSS EQUIVALENT HOURLY RATE	£0.000	£0.000	£0.000	N/A	N/A	N/A	£0.000	£0.000	£0.000	N/A	N/A	N/A
L VARIANCE	£0.000	£0.000	£0.000	N/A	N/A	N/A	£0.000	£0.000	£0.000	N/A	N/A	N/A
M VARIANCE	£0.000	£0.000	£0.000	N/A	N/A	N/A	£0.000	£0.000	£0.000	N/A	N/A	N/A
OTHER ELIGIBLE EMPLOYER COSTS												
All Payments should be in respect of a single pay period)	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
Employers Pension												
Car Allowance												
Healthcare												
TOTALS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

J BASIC TAXABLE GROSS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
K SECONDARY EARNINGS LIMIT	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
L NI-ABLE SALARY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
M EMPLOYERS NI RATE	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%
N EMPLOYERS NI DUE	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
O GROSS COST	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
P OTHER ELIGIBLE EMPLOYER COS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Q TOTAL GROSS COST	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
R TOTAL PAID LEAVE	0	0	0	0	0	0	0	0	0	0	0	0	0
S TOTAL WORKING DAYS	260	260	260	260	260	260	260	260	260	260	260	260	260

Year	ENICS Rates			ENICS %	
	SEL/LEL p.a.	Per Month	Per Week	Contracted In	Contracted Out
13/14	£7,696	£641.33	£148.00	13.8%	10.1%
14/15	£7,356	£663.00	£153.00	13.8%	10.1%
15/16	£8,112	£676.00	£156.00	13.8%	10.1%
16/17	£8,112	£676.00	£156.00	13.8%	10.1%
17/18	£0.00	£0.00	£0.00		

Notes

- When inputting the claim period ensure the claim period is all in the same tax year i.e. Not over the 5th of April in any one period.
- Otherwise the claim must be split between the 2 tax years covered in the claim to ensure an accurate hourly rate is calculated for each employee.
- Drop down menus are to be used for lines C and D - relevant secondary earnings limit and LEL will update automatically
- Salary sacrifice can include Childcare Vouchers, Cycle to work scheme, Student Loan Repayment.
Salary sacrifice means the Employer or Employee does not pay National Insurance on that amount, so it is deducted from the gross monthly salary along with the LEL before calculating ENICS.
ENICS is added to the Gross Salary including the Salary Sacrifice amount.
Please note that the other Employers Costs that may be added must be added on the same intervals as the basic salary, e.g. if paid monthly then what the additional benefits cost monthly etc.

0

0

Invoiced Services

Scan documents examined for evidence					
Invoice Selected	1	2	3	4	Add further columns/ tables as necessary
Invoice Reference					
Invoice Amount					
Is the invoice addressed to the Beneficiary?					
Supplier Name					
Is this an eligible item under the Project LoO?					
Was the service delivered within the eligible period?					
Is the supplier a related party to the beneficiary? If yes is there an arms length agreement between the two bodies?					
Is there evidence that invoiced service has been delivered (in accordance with any terms and conditions of offer)? Specify documentation examined to provide assurance i.e. contract, purchase order, proof of work completed (eg. report) etc.					
Irrecoverable VAT accurately charged or recoverable VAT excluded?					
Proof of Payment					
Provide details of foreign exchange rate applied (if applicable)					
Is foreign exchange rate in line with stipulated methodology in respect of invoice date paid?					
Has claim been calculated correctly?					

0

0

DEPRECIATION

Invoice Selected	1	2	3	4	Add further columns/ tables as necessary
Invoice Reference					
Invoice Amount					
Invoice Date					
Provide details of foreign exchange rate applied (if applicable)					
Is foreign exchange rate in line with stipulated methodology in respect of invoice date paid?					
Has claim been calculated correctly?					
For LED projects:					
Depreciation Accurately Charged? ie relate to the particular eligible period?					
Depreciation charged only where the purchase of the asset is not grant-aided?					
Is the asset allocated exclusively to the project?					

0 0

Procurement Checklist

Summary

Contract name and reference number	
Contract Type	
CPV code (if applicable)	Check CPV code in case Light Touch Regime applies (see guidance for details)
Estimated contract value	
Procurement conducted by	
Procurement method used	
Successful contractor	
Contract Price	
Contract start date and duration	

Preliminary questions (tick appropriate box for each question)

Is the project subject to public procurement rules?		#N/A
Is the estimated contract value under £5K?		#N/A
Is the estimated contract value between £5K and £30k?		#N/A
Is the estimated contract value (net of VAT and including possible extension periods) above £30k and below the relevant EU threshold? (see guidance notes for further information)		#N/A

Part A – Contract below £30k

EU directives do not apply to public procurement for contracts under £30k but procurement principles still apply i.e. the process should be fair, consistent, cost effective and transparent.

Quotes should be obtained from relevant and competent suppliers.

Service and supply contracts should be awarded on the basis of best combination of price and quality, or lowest acceptable price. Construction contracts should be awarded on the basis of lowest acceptable price.

Estimated Contract Value	Question	Comment
Up to £5,000	Is the SP sufficiently assured that this purchase has not been artificially disaggregated from a contract with a higher value?	Similar purchases from same supplier may indicate a contract already in place. If yes, obtain higher contract value and apply appropriate procurement rules. Review LoO grant amount against contract value to determine if the contract is split with another funder.
	Have two quotes/price checks been obtained?	

Findings

1	
2	
3	
4	

Part B - Contract between £5K and £30K

A minimum of two tenders should be invited to tender.

How many potential bidders were invited to tender?		
Was documentation/terms of reference sent to all potential suppliers?		
How many tenders were received?		
Were all tenders received in time?		
Was tender evaluation/scoring consistent?		
Were successful/unsuccessful bidders notified of the tender outcome?		
Evidence to be retained		
Quotes/tenders received with proof of being received within timeframe		
Terms of reference		
Tender assessment/scoring		
Successful/unsuccessful notification		
Contract (inc. amendments if applicable)		

Additional Information

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Findings

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3	
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Part C – Contract value above £30k and below EU Threshold

Advertising/Tender Publication

Was the tender advertised in regional press?	If yes, provide details including dates.
Did the advertisement acknowledge EU funding in line with publicity guidance?	
Was the tender published on eSourcingNI?	If yes, provide date notice was published.
Were the selection criteria available to tenderers prior to submission date?	

Tender

Were all requests for information, tender documents and other documents issued within six days or the request and at least six days prior to the tender	
Tender submission date	
Were all tenders received within time?	
How many tenders were received?	
Were procedures for storing and opening tenders applied? i.e. opened at the same time, in presence of two officials, recorded and late tenders rejected.	
How were the tenders evaluated/scored?	
Were the selection criteria used the same as stated in the Contract Notice/Instruction to Tenderers?	
Has it been recorded that evaluation panel members did not have a conflict of interest?	

Contract Award

Successful Contractor and contract value	
Contract start date, duration and possible extensions.	
Have any amendments been made to the contract?	This can include dates, price etc.
Were unsuccessful tenderers advised of the outcome of the process?	If yes, provide date notification was sent.
Were any complaints received from tenderers?	If yes, provide details.

Documents required

Esourcing NI publication	
Advertisements	
Instructions to Tenderers (if not included in this, also obtain selection criteria and contract/tender specification).	
Evidence of Tender opening (if applicable)	Note if included in separate document.
Tenders received	
Assessment scoring	
Contract award letter	
Unsuccessful tenderer notification	
Tender Evaluation Report	
Evidence of contract amendments (if applicable)	

Additional Information

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Findings

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3	
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Part D – Contract value above EU Threshold

Advertising/Contract notice

Was a Prior Information Notice published through OJEU?	If yes, provide details including date sent to OJEU.
Was the tender advertised in regional press?	If yes, provide details including dates.
Did the advertisement acknowledge EU funding in line with publicity guidance?	
Was a contract notice published through OJEU?	If yes, provide date notice was sent.
Did the Contract Notice contain all necessary information (including selection criteria)?	

Pre-Tender submission Stage/Pre-Qualifying Questionnaire (PQQ) Stage (for Restricted procedure and Competitive Dialogue procedure only)

Date of receipt for expression of interest/pre-qualifying questionnaire?	
Did the response period meet EU requirements?	Separate rules apply to Light Touch, refer to guidance.
How many expressions of interest/pre-qualifying questionnaires were received?	
For hard copies of questionnaires, were procedures for storing and opening tenders applied? i.e. opened at the same time, in presence of two officials and	
Were all contractors that submitted an expression of interest/PQQ evaluated?	
How many contractors were selected to be invited to tender?	
Have the minimum number of contractors been invited to tender? (see guidance for details)	
Were unsuccessful parties advised of the outcome?	

Tender

Invitation to tender date	
Tender submission date	
Did the tender period meet EU requirements?	Separate rules apply to Light Touch, refer to guidance.
How many tenders were received?	
Were all tenders received within time?	
Were procedures for storing and opening tenders applied? i.e. opened at the same time, in presence of two officials, recorded and late tenders rejected.	
How were the tenders evaluated/scored?	
Were the selection criteria used the same as stated in the contract notice/Instructions to Tenderers?	
Has it been recorded that panel members did not have a conflict of interest?	

Contract Award

Successful Contractor and contract value	
Contract start date, duration and possible extensions	
Have any amendments been made to the contract?	
Was a Contract Award Notice sent to OJEU within 30/48 days of the award?	Separate rules apply to Light Touch, (refer to guidance).
Did the Contract Award Notice contain all required information?	
Were unsuccessful tenderers advised of the outcome of the process?	If yes, provide date notification was sent.
Were any complaints received from tenderers?	

On-the-Spot Management Verification Project Checklist

In Compliance with Article 125 of Commission Regulation (EC) No 1303/2013

Documents required

Prior Information Notice (if applicable)	
Contract Notice	
Advertisements	
Expression of Interest/PQQ submissions	
Unsuccessful PQQ notification	
PQQ report	
Instructions to Tenderers (if not included in this, also obtain selection criteria and contract/tender specification).	
Evidence of Tender opening (if applicable)	Note if included in separate document.
Tenders received	
Assessment scoring	
Contract award letter	
Contract Award Notice	
Unsuccessful award notification (template and sample if more than one letter issued)	
Tender Evaluation Report	
Evidence of contract amendments (if applicable)	

Additional information

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Findings

1	
2	
3	
4	

0 0

DMVT report

Sample	Yes/No/N/A	Further details
Has the appropriate labour sample been selected and vouched?		
Does the actual sample of invoiced costs exceed the minimum required amount?		
Have all claimed subheads been sampled?		

Test Grids	Yes/No/N/A	Further details
Have all relevant test grids been sufficiently completed?		
For labour claims, has the GEHR been re-calculated?		
Have any issues raised in the test grids been addressed in the SP report?		

Completeness	Yes/No/N/A	Further details
Has the SP employee that completed the OTSC been approved to do so?		
Has the SP checked and confirmed that the database figures match those provided by IB in 'IB Rec Check'?		
Has the SP checked that codification exists?		
Does website publicity still exist?		Take screenshot and provide TRIM reference number
If appropriate, has a procurement checklist been completed with supporting evidence?		

Supporting documents	Yes/No/N/A	Further details
Have labour claims been supported by the appropriate documents? (payslips, contracts, timesheets, proof of salary payment and proof of deductions, or timesheets and payment verification)		
Are all invoiced costs supported by invoices and payment audit trail?		
Has proof of grant receipt been supplied?		
Were all documents requested by SP made available?		

Queries raised with SP
Provide details including date raised with SP
Is the overall quality of the report sufficient to award a flag status?

Declaration
I am content that the findings reported by the service provider are accurate and are supported with appropriate evidence. The work has been completed to the required standard and is in order for payment when the Service Provider submits an invoice.
Prepared by: _____ Date: _____

Recommendations					
Number of recommendations					
1					
Finding					
Recommendation					
Flag status					
IB response					
MA comment					
Updated flag status		Date	Initials		
2					
Finding					
Recommendation					
Flag status					
IB response					
MA comment					
Updated flag status		Date	Initials		
3					
Finding					
Recommendation					
Flag status					
IB response					
MA comment					
Updated flag status		Date	Initials		
4					
Finding					
Recommendation					
Flag status					
IB response					
MA comment					
Updated flag status		Date	Initials		
5					
Finding					
Recommendation					
Flag status					
IB response					
MA comment					
Updated flag status		Date	Initials		
Flag Status					
Flag Status					
Rationale for Flag Status					
Completed by (EO2 or above)		Date			
Reviewed by (EO1 or above)		Date			
Updated Flag Status					
Completed by (EO2 or above)		Date			
Reviewed by (EO1 or above)		Date			