

Harmonised implementation tools

Control certificate template

Control Certificate

 (Final version 1.0 - February 2021)

This is a Control Certificate template for controllers performing management verifications in Interreg programmes in the 2021 – 2027 programming period.

The main objectives of this template are:

* To reflect the work and scope done by controllers
* To outline a minimum set of fields and optional fields that programmes can choose. Programmes can also add additional fields and clarifications if necessary.

Guide for monitoring systems:

* The document should be automatically generated from existing information elsewhere.
* The statement should be part of the Certificate (once generated). Still, the possibility to manually complement the statement for programme needs shall be enabled.

To reach a high level of harmonisation, the HIT tools should be used as much as possible as they are. The tools have been designed based on an agreed structure that avoids asking for similar information in different contexts.

If needed, the following flexibility principles can be applied:

* It is possible to change the order of main parts or questions within each part.
* Changes that don't disrupt the main logic of sections/questions are possible. The logic can be disrupted when one change influences some other part(s) of the tool.
* Optional questions (in yellow) can be left out partially or in full.
* Multiple languages are possible by adding fields to enter the text in other languages.
* Maximum length of text for answers will be decided by programmes, because this depends on technical options in their online monitoring system.

###### Control Certificate

|  |  |
| --- | --- |
| Project title | Automatically filled in from most recent AF |
| Project acronym | Automatically filled in from most recent AF |
| Project ID | Automatically filled in from most recent AF |
| Approved implementation period  | (DD.MM.YYYY – DD.MM.YYYY); Pre-filled and updated if changed |
| Reporting period  | (DD.MM.YYYY – DD.MM.YYYY)Automatically filled in from most recent AF |
| Report Number  | Automatically filled in |
| Name of partner organisation in English language | Automatically filled in from most recent AF |
| Project partner VAT number (or other identifier)  | Automatically filled in from most recent AF |

|  |  |
| --- | --- |
| Eligible amount | **EUR XX,XX**  |

Based on the documents provided and my verification and professional judgement as a controller, regarding the eligible amount indicated in this Control Certificate, I confirm that:

1. expenditure is in line with European-, programme- and national eligibility rules, and complies with conditions for support of the project and payment, as outlined in the subsidy contract;
2. expenditure was actually paid except for costs related to depreciation and simplified cost options;
3. expenditure was incurred and paid (with the exceptions above under "b") within the eligible time period of the project and was not previously reported;
4. expenditure based on simplified cost options (if any) is correctly calculated and the calculation method is correctly applied;
5. expenditure reimbursed based on eligible costs actually incurred is either recorded accurately in a separate accounting system or has an adequate accounting code allocated. The necessary audit trail exists, and everything was available for inspection;
6. relevant EU/ national/ institutional and programme procurement rules were observed;
7. EU and programme publicity rules were followed;
8. co-financed products, services and works were actually delivered;
9. expenditure is related to activities in line with the Application form and the Subsidy contract.
10. Based on the documents provided, my verification and my professional judgement as a controller, I have NOT found any evidence of:
* infringements of rules concerning horizontal principles of sustainable development, gender equality and non-discrimination;
* double-financing of expenditure through other financial source(s);

1. I hereby confirm that the verification of the project financial report was done precisely and objectively.

The control methodology and scope, control work actually done, and eligible and ineligible expenditure per cost category are documented in the Control report and Checklist (based on the programme template). Risk-based sampling was applied according to the applicable methodology. In the case of suspicion of fraud, this is reported using the specific programme template.

I and the institution/department I represent are independent from the project's activities and financial management and authorised to carry out the control.

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| --- | --- |
| Controller's signature  | Controller's signature  |
| Designated control body responsible for verification: | pre-filled in automatic systems |
| Name | pre-filled in automatic systems |
| Date | pre-filled in automatic systems (date when Certificate is generated) |
| Official stamp of the institution (if applicable)  |  |