**Annex III**

**Interreg V-A Latvia–Lithuania Programme 2014–2020**

**On-the-spot Check Report**

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| --- | --- |
| **Title of the Project Partner Institution:** | |
| **Short Title of the Project:** | |
| Total Partner’s budget, EUR: | |
| Project duration from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Planned reporting periods (total number): | Already implemented reporting periods (number): |
| Total Partner’s costs reported, EUR: | During period from \_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_ |
| Date: | Place: |
| Carried out by: | Representative(s): |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Objective of the check** | **Control questions** |  | **Yes** | **No** | **N/A** | **Notes** |
| 1. Project documentation | Has project documentation available and filed separately with clear indication of storage deadline |  |  |  |  |  |
| 2.Accounting record keeping | 2.1. Has separation of Project related costs from other Institution’s costs been ensured? |  |  |  |  |  |
| 2.2. Has Institution established bookkeeping system according to EU regulations, national legislation and Programme requirements? |  |  |  |  |  |
| 3. VAT inclusion in Project eligible costs | In case Project Partner is VAT payer and VAT is included as eligible costs in the Partner Report– hasn’t Partner reclaimed VAT from State? |  |  |  |  |  |

1. **Overall project implementation and result evaluation**

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| --- | --- | --- | --- | --- | --- |
| 4. | Are payment documents and other supporting documents available and do they justify costs? |  |  |  |  |
| 5. | Do copies of payment documents and other supporting documents submitted together with Partner Report comply with originals on spot? |  |  |  |  |
| 6. | Do implemented re/construction works comply with reported costs? |  |  |  |  |
| 7. | Do material and non-material assets physically exist on spot? |  |  |  |  |
| 8. | Are purchased or established assets used for purposes defined in the project? |  |  |  |  |
| 9. | Were tenders arranged according to the Public procurement law? |  |  |  |  |
| 10. | Have the information and publicity requirements been followed? |  |  |  |  |
| 11. | In case during on-the-spot check controller has identified revenue generated during Project implementation, has it been reflected in the Partner Report? |  |  |  |  |

1. **Project implementation evaluation**

|  |  |
| --- | --- |
| **Positive** |  |
| **With objections** |  |
| **Negative** |  |

1. **Recommendations**

1. **Discrepancies/Comments**

**List of controlled supporting documents\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **BL** | **Document date, type, number** | **Amount reported** | **Comments** |
|  |  |  |  |  |
| **...** |  |  |  |  |

\*Selected based on risk analysis

|  |  |
| --- | --- |
| Controller's signature |  |
| Location |  |
| Date |  |
| Name and signature of the Controller |  |
| Official stamp of the institution |  |