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**ERV3
Expenditure and revenue verification report
applicable to Grant Contracts financed by
the South-East Finland - Russia CBC 2014-2020 Programme**

IDENTIFICATION FICHE

|  |  |
| --- | --- |
| Name of the project  | <type here the full name of the project> |
| Project acronym | <type here the acronym of the project> |
| Project ID | <type here the project id> |

BENEFICIARY

|  |  |
| --- | --- |
| Organisation legal name | <type here the official legal name of the organisation> |
| Organisation e-mail  | <type here the e-mail address of the organisation> |
| Postal address | <type here the official postal address of the organisation> |
| Country | <type here the country of the organisation> |
| Registration number or Business ID | <type here the registration number of business id of the organisation> |
| Organisation representative | <type here the name of the legal representative of the organisation> |
| E-mail of the representative | <type here the e-mail address of the representative> |

In accordance with the expenditure verification procedures of the South-East Finland - Russia CBC 2014-2020 Programme, we provide our Expenditure and Revenue Verification Report (‘the Report’), with respect to the accompanying Financial Report for the period covering <dd/month/year – dd/month/year> in connection with the Grant Contract <type here the contract number>, the ‘Grant Contract’.

**Objective**

Our engagement was an expenditure and revenue verification procedure with regard to the Financial Report for the above mentioned Grant Contract between the Lead Partner and the Managing Authority. The objective of this verification is for us to carry out certain procedures to which we have agreed and to submit a report of factual findings with regard to the procedures performed.

**Standards and Ethics**

Our engagement was undertaken in accordance with:

* International Standard on Related Services (‘ISRS’) 4400 *Engagements to perform Agreed-upon Procedures regarding Financial Information* as promulgated by the International Federation of Accountants (‘IFAC);
* the *Code of Ethics for Professional Accountants* issued by the IFAC. Although ISRS 4400 provides that independence is not a requirement for agreed-upon procedures engagements, the Contracting Authority requires that the auditor also complies with the independence requirements of the *Code of Ethics for Professional Accountants*;

**Procedures performed**

As requested, we have only performed the verification to support the Managing Authority in assessing whether the expenditure claimed in the accompanying Financial Report is eligible in accordance with the terms and conditions of the Grant Contract and eligibility rules of the Programme. The detailed procedures are found in the attached checklist.

Because the procedures performed by us did not constitute either an audit or a review made in accordance with International Standards on Auditing or International Standards on Review Engagements, we do not express any assurance on the accompanying Financial Report.

|  |  |
| --- | --- |
| **Factual Findings** | **In Euros** |
| **The total expenditure subject of this expenditure verification**The amount is equal to the total amount of expenditure reported in the Financial Report**Exceptions:** | EUR<X,XXX.XX> |
| **The total expenditure verified** In case used sampling method to some heading or subheading of the budget, please indicate below for which headings or subheadings of the Financial Report sampling has been applied, the method used, the results obtained and whether the sample is representative.**Used method for sampling:**  | EUR<X,XXX.XX> |
| **Expenditure Coverage Ratio** | <XX.XX%> |
| **Expenditure complying with requirements set in the expenditure verification procedures**This amount represents the expenditure that, in our opinion, is **in compliance with the eligibility rules** of the Programme and requirements of the Grant Contract.  | EUR <X,XXX.XX> |
| **Expenditure not complying with requirements set in the expenditure verification procedures as listed in EV5 List of factual findings**This amount represents the expenditure that, in our opinion, **is not eligible**.  | EUR<X,XXX.XX> |
|  |  |
| **[If applicable] The total revenues and contributions by third parties verified is:** | EUR <X,XXX.XX> |
| **[If applicable, and only in the final report] The profit deriving from a surplus of income over expenditure is:**This amount represents the profit that, in our opinion, was generated by the project and thus **this amount should be deducted from the payment**. | EUR<X,XXX.XX> |

Detailed breakdown of expenditure not complying, with the eligibility requirements is provided in the ‘ERV5 List of factual findings’.

**Project level information (only for Lead Partner´s auditor to fill in)**

Other partners in the project have submitted individual verification reports to the Lead Partner. The reported expenditure in the consolidated financial report is equal with following individual verification reports;

|  |  |
| --- | --- |
| **Name of the partner** | **Amount reported [EUR]** |
| <Name of the lead partner> | <X,XXX.XX> |
| <Name of the partner> | <X,XXX.XX> |
| <Name of the partner> | <X,XXX.XX> |
| <Name of the partner> | <X,XXX.XX> |
| … |  |
| **TOTAL AMOUNT\* [EUR]** | **<X,XXX.XX>** |

\*Shall be equal with the consolidated financial report

**Use of this Report**

The Managing Authority is not a party to the expenditure verification and therefore we do not owe or assume a duty of care to the Managing Authority, who may rely upon this expenditure verification report at its own risk and discretion. The Managing Authority can assess for itself the procedures and findings reported by us and draw its own conclusions from the factual findings reported by us.

Yours sincerely,

Date and place <type here place and date>

Auditor’s signature <person/firm, as appropriate and in accordance with the company policy>

Name of Auditor signing <type here the name>

**Report is accompanied with the following documents**

Annex 1 Financial report and the general ledger specification with auditor´s remarks

ERV2 Service Contract for the expenditure and revenue verification

ERV4 Checklist for the expenditure verification

ERV5 List of factual findings