



**The URBACT II Programme**  
2007 - 2013

Audit Trail

**URBACT PROJECT HerO**

**PARTNER** (Please indicate name of partner concerned)

Institution	Valetta Local Council
Responsible Unit / Department	Eu Affairs / Executive
VAT number	N/A
Address	31 Buth Street Valetta
Postal code	VLT
Town	Valetta
Area	
Country	Malta
Phone	+35621251397
Mobile	+356
Fax	+356 21251397
E-mail	Simon.A.Gauchin@par.mt
Responsible person	Mr Simon Gauchin
Function	Executive Secretary

**A) FINANCIAL MANAGEMENT**

1) Is the financial management system<sup>1</sup> set up by the project:

- Centralised
- Decentralised
- Mixed

2) Are the local contributions:

- Transferred by the Partner to the Lead Partner
- Spent, accounted and certified by each Partner
- Others \_\_\_\_\_

<sup>1</sup> For further details see the Programme Manual, fact-sheet 6b, section 7.



## **B) ENTITIES IN CHARGE OF DIFFERENT FUNCTIONS**

Please indicate the body/unit/department responsible for:

### **1. MANAGING PROJECT**

Institution/Department	Chief Executive office
Responsible person and function	Mr Simon Cauchi
Telephone	+356 2151397
Fax	+356 21251397
Email	Simon.a.cauchi@jov.mt

### **2. ORDERING PAYMENTS** (if different from "managing project")

Institution/Department	Chief Executive Office
Responsible person and function	Mr Simon Cauchi Executive Secretary
Telephone	
Fax	+35621251397
Email	Simon.a.cauchi@pv.mt

### **3. EXECUTING PAYMENTS**

Institution/Department	Chief Executive office
Responsible person and function	Mr Simon Cauchi Executive Secretary
Telephone	+356
Fax	+356 21251397
Email	Simon.a.cauchi@jov.mt



#### 4. CERTIFYING THE DECLARED EXPENDITURE (CERTIFYING BODY)

Institution/Department	3A Accountants
Responsible person and function (designated by the Member State)	Mr Neville Costain Partner (Managing Director)
Telephone	+356 2757 2757
Fax	+356 2757 2758
Email	neville@3a.com.mt

#### 5. ARCHIVING THE DOCUMENTS (retaining all files, documents and data about the project on customary data storage media in a safe and orderly manner at least until 31 December 2020<sup>2</sup>)

Institution/Department	AR Chief Executive Office
Responsible person and function	Mr Simon Cauchi Executive Secretary
Telephone	+356 21251397
Fax	+356 21251397
Email	simon.a.cauchi@gov.mt

#### C) VAT (to be filled in only in the case that the partner spends and declares some expenditure)

Does the partner declare the expenditure including the VAT?

YES

NO

Is the VAT recoverable by the partner?

YES

NO

<sup>2</sup> All partners must keep all invoices and proof of payments until 31 December 2020. Supporting documents are also needed such as timesheets for part-time staff and calculations of overhead costs. Additional information on supporting documents for the accounted and certified expenditure are available in chapter 4 of fact-sheet 6b of the Programme manual.



Please add some explanations if necessary:

**D) SIGNATURE**

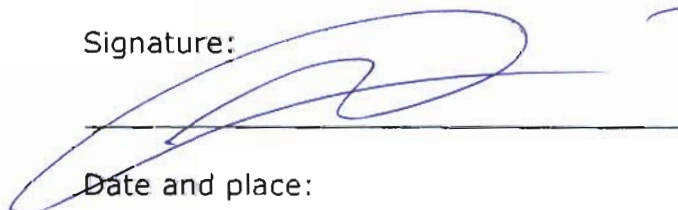
Partner's responsible person (name in capital letters):

SIMON CAUCHI

Function:

EXECUTIVE SECRETARY

Signature:



Date and place:

7.10.08 VALLETTA

