



Explanatory Note on: Form C & Audit Certificate



Before the end of EDIT Fourth Reporting Period (fourth 12 months of the project), i.e. February 28th 2010, the EDIT coordinator: CDC (Caisse des Dépôts et Consignations) will send to each EDIT Contractor (= EDIT Partner Institution) an Excel file that must be used to prepare Form C. Please do not use any other file, even if your institution is already a member of another FP6 project, because the Excel file to be sent by the CDC includes “Macro” that make filling in easier.

It is frequent that participants make errors when filling in the Form C. Such errors could delay the validation by the EC of the reports and therefore the next EC payment to the consortium.

In order to avoid errors, we strongly advise you to read carefully the following note.

Table of contents

<i>Project and Contractor (Partner Institution) details</i> _____	2
<i>BOX 1 – Resources (Third party(ies))</i> _____	3
<i>BOX 2 - Declaration of eligible costs</i> _____	3
Example of declaration for AC or FCF contractors (The amount below are provided as examples only): _____	3
Example of declaration for FC contractors (The amount below are provided as examples only): _____	4
<i>BOX 3 - Declaration of receipts</i> _____	5
<i>BOX 4- Declaration of interest generated by the pre-financing (in €)</i> _____	5
<i>BOX 5 - Request of FP6 Financial Contribution</i> _____	5
<i>BOX 6 - Audit certificate</i> _____	6
<i>First case: Contractors who will have to provide an Audit Certificate:</i> _____	6
<i>Second case: Contractors who will not have to provide an Audit Certificate:</i> _____	7
<i>BOX 7 - Conversion rates</i> _____	7
<i>First case: Contractors within the Euro Zone</i> _____	7
<i>Second case: Contractors outside the Euro Zone</i> _____	7
<i>BOX 8 - Contractor’s Certificate</i> _____	8

Project and Contractor (Partner Institution) details

The first part of the Form C presents the project and each contractor details:

-the information about the project (in blue below) will be the same for each Contractor (partner).

-the information about each contractor (in red below): “Contractor’s Legal Name”; “Legal Type”; “Cost model used” must be the same as those indicated in the Contract Preparation Form (CPF) filled in by each partner before the start of the project.

“Contact person” and contact details (“Telecopy”, “Telephone” and “E-mail”) can be different from the CPF and from the Box 8: Contractor’s certificate for the “Person responsible for the work” (Please see p.8 below).

Regarding CPFs, please note that Florian Beck (florian.beck@caissedesdepots.fr) will ask you to inform the CDC about any changes of persons registered. Any changes of Team Leader or of Administrative Official authorised to sign the Contract have to be notified to the EC with an official document.

Form C - Model of Financial Statement per Activity (to be filled by each contractor)

Type of instrument	Network of Excellence	Type of Action (if necessary)	N.A
Project Title (or Acronym)	EDIT	Contract n°	018340
Contractor’s Legal Name	MUSEUM NATIONAL D’HISTOIRE NATURELLE (1)		
Legal Type	Non-Commercial (2)		
Contact Person	Simon Tillier	Telephone	33 1 40 79 38 96
Telecopy	33 1 40 79 53 99	E-mail	tillier@mnhn.fr
Cost model used (AC//FC or FCF)	FCF (3)	Indirect costs (Real or Flat Rate of 20% of Direct costs, except subcontracting)	Flat rate (up to 20% of direct costs, excluding subcontracting) (4)
Period from	March 1st 2009	To	February 28th 2010

(1) As indicated in CPF A2a, in box called: “Organisation legal name”.

(2) When clicking in this box, you will have to choose one of the following Legal Type:

- Physical Person
- Non-Profit
- Non-Commercial
- International Organisation
- SME
- Other

The legal type indicated in the Form C must be the same as indicated in CPF A2a, in part called “Legal status”.

(3) When clicking in this box, you will have to choose your institution’s cost model:

- AC = Additional Cost with indirect flat rate costs
- FC = Full Cost with actual indirect costs
- FCF = Full Cost with indirect flat rate costs

(4) This box will automatically fill in after choosing the relevant cost model in box called “Cost model used”:

- For FC partner, it will be indicated: “Real indirect cost”
- For AC partner, it will be indicated: “Flat rate (up to 20% of direct costs, excluding subcontracting)”
- For FCF partner, it will be indicated: “Flat rate (up to 20% of direct costs, excluding subcontracting)”

BOX 1 – Resources (Third party(ies))

So far, EDIT is not concerned, thus leave Box 1 empty.

BOX 2 - Declaration of eligible costs

In this box, each contractor must indicate its eligible costs for the third Reporting Period.

Reminder: except for Audit Costs, only CDC and MNHN can claim costs on the right part “Of which Management of Consortium Activities”. Eligible costs related to management of the scientific activities are included in the left part called “Joint Programme of Activities”.

To the attention of partners who must provide an Audit Certificate at the end of the Fourth Reporting Period: the costs of this year’s Audit certificate are not eligible for the fourth reporting period. These costs will have to be declared at the end of the fifth reporting period. You should however include the costs of last year’s audit if any in Box E if it is an internal audit, and under subcontracting in box F if is an external audit.

Left part: “Joint Programme of Activities”:

Example of declaration for AC or FCF contractors (The amount below are provided as examples only):

	Joint Programme of Activities (A)		Of which Management of Consortium Activities	
	Contractor	Third Party(ies)	Contractor	Third Party(ies)
	Direct costs	(Box A) 69 736,00		(Box E)
Of which subcontracting	(Box B) 0		(Box F)	
Indirect costs	(Box C) 13 947,20			
Adjustments to previous period(s)				
Total costs	(Box D) 83 683,20	0,00	0,00	0,00

BOX C = 20%
BOX A

BOX D = BOX A
+ BOX C

In Box A, each AC or FCF contractor must indicate its eligible direct costs (i.e. eligible direct costs without overheads), including “Subcontracting” costs if any, for the fourth reporting period.

E.g.: Direct costs = 69 736€

Reminder: Direct costs are eligible costs that are associated directly to the project, and are determined by the contractor in accordance with its usual accounting practices.

In Box B, as “Subcontracting” were not planned in EDIT Annex 1 – Description of Work, figure would be zero for most of the contractors¹.

E.g.: Subcontracting = 0

In Box C, each AC or FCF contractor must indicate its eligible indirect costs. Indirect costs are calculated by multiplying Direct costs indicated in Box A (minus Subcontracting costs indicated in Box B, if any) by 20%, which is the maximum flat rate applicable to the eligible costs and is deemed to cover the indirect costs.

E.g.: Indirect cost = 68 736€ x 20% = 13 947,20

Reminder: the indirect costs = overheads.

Once Box A and Box C will be filled in, the total eligible costs will be calculated automatically in Box D: “Total costs”.

Total cost = 69 736 + 13 947,20 = 83 683,20

Reminder: The costs claimed in Form C should agree more or less the values recorded in the IMT.

Example of declaration for FC contractors (The amount below are provided as examples only):

	Joint Programme of Activities (A)		Of which Management of Consortium Activities	
	Contractor	Third Party(ies)	Contractor	Third Party(ies)
	Direct costs	(Box A) 50 000,00		(Box E)
Of which subcontracting	(Box B) 0		(Box F)	
Indirect costs	(Box C) 20 000,00			
Adjustments to previous period(s)				
Total costs	(Box D) 70 000,00	0,00	0,00	0,00

BOX D = BOX A + BOX C

In Box A, FC contractors must indicate their eligible direct costs, including “Subcontracting” costs if any, for the third reporting period.

E.g.: Direct costs = 50 000€

Reminder: Direct costs are eligible costs that are associated directly to the project, and are determined by the contractor in accordance with its usual accounting practices.

¹ However if any of your expenditures fit with the following EC definition, please indicate these costs in Box B: “Contractors are expected to have the resources necessary to carry out the work required by the project. In certain circumstances, though, it is more economic or efficient to subcontract some aspects of the work. When work is to be subcontracted it must be identified in the technical annex to the contract (Annex I). Subcontracts must be awarded on transparent grounds to the best bid offered taking into consideration price and quality and following any national legislation in force.” (please see: <http://www.e-taxonomy.eu/node/475> p.6).

In Box B, as “Subcontracting” were not planned in EDIT Annex 1 – Description of Work, figure would be zero for most of the contractors¹.

E.g.: Subcontracting = 0

In Box C, FC contractor must indicate their eligible indirect costs.

E.g.: Indirect cost = 20 000€

Reminder: Indirect costs are all eligible costs determined by the contractor, in accordance with its usual accounting practices, which are not directly attributable to the project but are incurred in relation to the direct costs of the project and which are calculated by multiplying Direct costs (minus Subcontracting costs indicated in Box B, if any) with a rate determined by the Contractor.

Once Box A and Box C will be filled in, the total eligible costs will be calculated automatically in Box D: “Total costs”.

Total cost = 50 000 + 20 000 = 70 000€

Reminder: The costs claimed in Form C should be coherent with the values recorded in the IMT.

BOX 3 - Declaration of receipts

Please note that the “Receipts” indicated here are not the EC Contribution you have received. The box “Receipts” is indeed reserved for the funds received from partners other than the European Commission as defined in the EC Contract, Article II.23:

“Receipts of the project may arise from (a) financial transfers to the contractors from third parties, (b) contributions in kind from third parties, and from (c) income generated by the project (...).

BOX 4- Declaration of interest generated by the pre-financing (in €)

Please note that this Box must be completed only by the coordinator CDC, please leave it empty.

BOX 5 - Request of FP6 Financial Contribution

If you use the attached version of Form C, this Box will be filled in automatically, because the amount in “Request Contribution” is exactly the same as the amount, you declared in Box D “Total eligible costs” of BOX 2 – Declaration of eligible costs.

If the amount does not appear automatically, please contact the coordinator in order to obtain the right version of the Form C.

E.g.: for AC or FCF partner:

5- Request of FP6 Financial contribution (in €)	
<i>For this period, the FP6 Community financial contribution requested is equal to (amount in €)</i>	83 683.20

E.g.: for FC partner:

5- Request of FP6 Financial contribution (in €)	
<i>For this period, the FP6 Community financial contribution requested is equal to (amount in €)</i>	70 000,00

Please note that “**Request of FP6 Financial Contribution**” is not the **EC pre-financing (= EC contribution = Grant)** you have received! **It is the total of your eligible costs.**

BOX 6 - Audit certificate

First case: Contractors who will have to provide an Audit Certificate²:

Please note that according to article 9 of the EC Contract, contractors who will request a Community financial contribution of more than 150 000€ in Box 5 will have to provide an Audit certificate for the fourth Reporting Period.

Also, contractors requesting a Community financial contribution for this period of less than 150 000€ need to submit an audit certificate, if the cumulative request for Community financial contribution is equal to or exceeds 150 000€ for the reporting periods for which an audit certificate has not yet been submitted.

For contractors who have to provide an Audit certificate (please fill in Box 6 as showed in red below) and whose Audit certificate will be established by external auditors, please fill in the Audit certificate costs without VAT in the Box below called: “Cost of the certificate”.

These costs for the Audit certificate will be declared again in Box E or F- of BOX 2: Declaration of eligible costs - of the Form C for the third reporting period.

Please do not forget to indicate the legal name of the audit firm in the relevant box below.

6- Audit certificates			
According to the contract, does this Financial Statement need an audit certificate (or several in case of Third party(ies)) delivered by independent auditor(s)? (Yes / No)			Yes
If Yes, does this (those) audit certificate(s) cover only this Financial Statement per Activity? (Yes / No)			Yes
If No, what is the periodicity covered by this(those) audit certificate(s)?	P4	From – To	March, 1 st 2009 February, 28 th 2010
What is the total cost of this(those) audit certificate(s) (in €) per independent auditor(s) ?			
Audit certificate of the contractor (X)			
Legal name of the audit firm	To be completed if relevant	Cost of the certificate	To be completed if relevant
Audit certificate(s) of the third party(ies) (Ys) (if necessary)			
Y1: Legal name of the audit firm		Cost of the certificate	
Y2: Legal name of the audit firm		Cost of the certificate	
Y3: Legal name of the audit firm		Cost of the certificate	
Y4: Legal name of the audit firm		Cost of the certificate	
Total (Z) = (X) + (Ys)			0,00
Reminders: The cost of an audit certificate is included in the costs declared under the activity “Management of the Consortium”. The required audit certificate(s) is(are) attached to this Financial Statement.			

² Please see Audit Certificate Guidance Notes under the enclosed link:
<http://www.e-taxonomy.eu/node/225>

Second case: Contractors who will not have to provide an Audit Certificate:

The other EDIT contractors will not need to provide an Audit Certificate at the end of the fourth Reporting period; these contractors must fill in Box 6 as indicated in red below.

6- Audit certificates			
According to the contract, does this Financial Statement need an audit certificate (or several in case of Third party(ies)) delivered by independent auditor(s)? (Yes / No)			No
If Yes, does this (those) audit certificate(s) cover only this Financial Statement per Activity? (Yes / No)			
If No, what is the periodicity covered by this(those) audit certificate(s)?		From – To	
What is the total cost of this(those) audit certificate(s) (in €) per independent auditor(s) ?			
Audit certificate of the contractor (X)			
Legal name of the audit firm		Cost of the certificate	
Audit certificate(s) of the third party(ies) (Ys) (if necessary)			
Y1: Legal name of the audit firm		Cost of the certificate	
Y2: Legal name of the audit firm		Cost of the certificate	
Y3: Legal name of the audit firm		Cost of the certificate	
Y4: Legal name of the audit firm		Cost of the certificate	
Total (Z) = (X) + (Ys)			0,00
Reminders: The cost of an audit certificate is included in the costs declared under the activity "Management of the Consortium". The required audit certificate(s) is(are) attached to this Financial Statement.			

BOX 7 - Conversion rates

First case: Contractors within the Euro Zone

Contractors within Euro zone does not need to fill in anything in Box 7, a “yes” or a “no” may fill in automatically in the two boxes below, if this is the case, please do not worry, you do need to change anything, please just leave the two boxes as they are.

7-Conversion rates	
Costs incurred in currencies other than EURO shall be reported in EURO. Please mention the conversion rate used (only one choice is possible) – Please note that the same principle applies for receipts.	
Contractor	
- Conversion rate of the Date of incurred actual costs?	No
- Conversion rate of the first day of the first month following the period covered by this Financial Statement?	Yes

Second case: Contractors outside the Euro Zone

7-Conversion rates	
Costs incurred in currencies other than EURO shall be reported in EURO. Please mention the conversion rate used (only one choice is possible) – Please note that the same principle applies for receipts.	
Contractor	
- Conversion rate of the Date of incurred actual costs?	Yes
- Conversion rate of the first day of the first month following the period covered by this Financial Statement?	No

For the participants outside the Euro Zone, we would like to remind you that your eligible costs must be reported on the basis of:

-the conversion rate that would have applied on the date that actual costs were incurred (in that case you must use the daily conversion rate provided by the European central Bank under the enclosed link: <http://www.ecb.int/stats/exchange/eurofxref/html/index.en.html>)

OR

-the rate applicable on the first day of the month following the end of the reporting period (in EDIT for the fourth reporting period, this means the rate published for the 1st of March 2010) (in that case you must use the conversion rate provided by the European Commission > Budget under the enclosed link: <http://www.ecb.int/stats/exchange/eurofxref/html/index.en.html>)

Reminder: The chose of one basis must be applied for the whole duration of the project.

Please fill in “Yes” in the relevant Box, a “No” will automatically appear in the other box.

BOX 8 - Contractor’s Certificate

8- Contractor’s Certificate		
We certify that:		
- the costs declared above are directly related to the resources used to reach the objectives of the project ;		
- the receipts declared above are directly related to the resources used to reach the objectives of the project ;		
- the costs declared above fall within the definition of eligible costs specified in Articles II.19, II.20, II.21, II.22 and II.25 of the contract, and, if relevant, in Annex III and Article 9 (special clauses) of the contract ;		
- the receipts declared above fall within the definition of receipts specified in Article II.23 of the contract ;		
- the interest generated by the pre-financing declared above falls within the definition of Article II.27 of the contract ;		
- the necessary adjustments, especially to costs reported in previous Financial Statement(s) per Activity, have been incorporated in the above Statement ;		
- the above information declared is complete and true ;		
- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.		
Contractor’s Stamp	Name of the Person responsible of the work	Name of the duly authorised Financial Officer
	Date	Date
	Signature	Signature

Name of the Person responsible of the work:

Please indicate the name of the person as indicated in CPF A2a, in box called: “Authorised contact person/Team Leader”.

In case of change of Team Leader, remember to indicate it to Florian Beck (florian.beck@caissedesdepots.fr) from CDC and provide an official document stating this nomination. This document is requested by the EC in order to update CPFs and will be forwarded to the EC in the same time as Form C (paper version).

The deadline for sending the electronic version of your Form C to the CDC and the Network Office is March 19th at the latest. Please wait for checking by the CDC and the Network Office before having it signed and stamped.

Reminder: After signatures, please don’t forget to put the seal of your organisation. Forms C (paper version) are often rejected by the Commission because the Contractors have forgotten to stamp their form.