

6.7- ANNEX 7: PROPOSED MODEL FOR AN AUDIT CERTIFICATE

Proposed model for an audit certificate provided by an external auditor

Option 1: one contractor / no third party(ies) => one single audit certificateAddressed to

[full name and the address of the contractor concerned³¹⁵]

We *[legal name of the audit firm]*, established in *[full address/city/state/province/country]*, represented for signature of this audit certificate by *[name and function of an authorised representative]*, hereby certify that:

- we have conducted an audit relating to some information declared in your Financial Statement(s) per Activity attached to this audit certificate and presented to the Commission of the European Communities under contract *[EC contract reference: title acronym, number]* for the following period(s) *[insert period(s) covered by the Financial Statement(s) per Activity]*.
- We confirm that our audit was carried out in accordance with generally accepted auditing standards respecting ethical rules and on the basis of the relevant provisions of the above-referenced contract and its annexes.

The above mentioned Financial Statement(s) per Activity was(were) examined and all tests of the supporting documentation and accounting records deemed necessary were carried out in order to obtain reasonable assurance³¹⁶ that, in our opinion, based on our audit:

- the amount of the total eligible costs (*[insert amount in number]* (*[insert amount in words³¹⁷]*)) you declared in the Box 2 of the attached Financial Statement(s) per Activity is complying with the following cumulative conditions³¹⁸:
 - ✓ they are actual³¹⁹ and answers to your economic environment³²⁰;
 - ✓ they are determined in accordance with your usual accounting principles³²¹;
 - ✓ they have been incurred during the periods covered by the Financial Statement(s) per Activity concerned by this audit certificate³²²;

³¹⁵ See head of the core-contract (if the contractor is the coordinator) or the second paragraph of article I of the core-contract.

³¹⁶ Reasonable assurance is an accounting expression meaning a high degree of confidence that information is valid and unaltered.

³¹⁷ In EURO.

³¹⁸ In cases where a part of the amount of the total eligible costs are qualified, modify the sentence and mention only the amount of the total eligible costs that are unqualified. The purpose of the audit certificate is to certify unqualified eligible costs. The auditor should clearly identify any amounts for which he/she cannot give reasonable assurances that the cost meet the criteria

³¹⁹ Eligible costs are actual. They are not budgeted costs. Where actual costs are not available at the time of establishment of the audit certificate, the closest possible estimate can be declared as actual if this is in conformity with the accounting principles of the contractor. This must be mentioned in the financial statement. Any necessary adjustments to these claims must be reported in the Financial Statement for the subsequent reporting period. For the last reporting period, only actual costs can be declared.

³²⁰ Article II.19.1.a)

³²¹ Article II.19.1.b)

³²² Article II.19.1.c)