*The checklist can be modified by Lead Partner to serve the needs of the project (delete/add questions). Lead Partner can create own checklist for it’s partners based on this list. You do not need to submit it to the MA. It is used only to help the project to collect all needed documents for Final report. If you have comments concerning the Final Report, please sent them by email to project’s contact person in MA.*

**CHECKLIST FOR FINAL REPORT for Micro Project**

|  |  |
| --- | --- |
| **Project ID** | **KOxxxx** |
| **Project name** |  |
| **Name of partner** |  |
| **Reporting period** |  |
| **Filled in (date)** |  |

**PROMAS**: All uploaded documents have to be in **PDF/JPEG** format with good quality (easy to read). In the file’s name indicate the **name of document** and **name of the partner** (e.g. *Annex 1\_Lapin Liitto*)

|  |  |  |
| --- | --- | --- |
| **Following documents attached** **to the Final Report in PROMAS** | **Yes, No, N/A** | **Comments** |
| **DOCUMENTS FOR NARRATIVE REPORT** |
| **Summary of project implementation** (pdf) |  |  |
| **Indicator specification** (pdf) |  |  |
| **Contact information for each partner** (pdf) |  |  |
| Project final outputs and results published in electronic format, *if applicable* |  |  |
| Any complementary information supporting the Final Report, *if applicable* |  |  |
| Photos of produced material, publications, news releases and other documentation of relevant outputs (pdf/jpg) |  |  |
| **ANNEXES OF FINANCIAL REPORT (from each partner)** *scanned signed documents* |
| **Annex 1/Micro Financial Report with General ledger specification** (pdf) |  |  |
| **Annex 2/Micro Personnel cost specification** (pdf) |  |  |
| **Annex 5/Micro Templates for the Final costs** (pdf) |  |  |
| **Annex 7/Micro Consolidated financial report** (pdf) (only from the Lead partner) |  |  |
| **Annex 8/Micro Financial report for Norwegian partners** (pdf)*, if applicable* |  |  |
| **EV DOCUMENTS (from each partner)** *scanned signed documents* |
| **EV2 Service contract for the expenditure and revenue verification** (pdf) |  |  |
| **EV3/micro** **Expenditure and revenue verification report** (pdf) |  |  |
| **EV4/micro Checklist for the expenditure verification** (pdf) |  |  |
| **EV5/micro List of factual findings** (pdf) |  |  |
|  |
| **Send to the MA following originals, signed by the authorized person** |
| **Final Report** *(print from PROMAS)*  |  |  |
| **Annex 7 Consolidated Financial report** |  |  |
| **Payment Request** *(print from PROMAS)* |  |  |

|  |  |  |
| --- | --- | --- |
| **Narrative part of Final Report** | **Yes, No, N/A** | **Comments** |
| **FORMAL CHECKS** |
| 1. Report is fully filled in
 |  |  |
| 1. Activities table is updated
 |  |  |
| 1. Links to produced material (outputs, deliverables, communication material) and / or photos are attached
 |  |  |
| 1. Summary (one per project), indicator specification (one per project) and contact details (from each partner / lead partner) templates are filled in and attached
 |  |  |
| 1. The requirements of Programme´s communication and visibility instructions and the Grant Contract are respected in project material can be checked (e.g. use of EU-flag, Kolarctic logo) *(Project Implementation Manual, chapter 7 Communication and visibility instructions*)
 |  |  |
| 1. The evidence of the service/work carried out by the service provider is available *(e.g. studies, researches, analysis, brochures, project website, translation of project documents, etc.)*
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Financial part of Final Report** | **Yes, No, N/A** | **Comments** |
| **FORMAL CHECKS** |
| 1. Appropriate templates of annexes has been used and they filled in in ENGLISH
 |  |  |
| 1. Latest updated versions of templates from [www.kolarctic.info](http://www.kolarctic.info) has been used
 |  |  |
| 1. Annexes filled in in the currency used in the bookkeeping records and converted to EURO if required
 |  |  |
| 1. Financial report’s annexes are accurate and informative (required fields filled in with sufficient details)
 |  |  |
| 1. Amounts of reported costs and reporting period in Financial report’s annexes (**Annexes 1,2,5-8**) are consistent and equal with EV documents (**EV3-EV5**)
 |  |  |
| 1. Reporting period in Financial reports is equal with the reporting period indicated in PROMAS and is covering the whole implementation period
 |  |  |
| 1. All reported costs and revenues have been incurred during the implementation period (exception Final costs)
 |  |  |
| 1. All reported expenses are directly related to the project’s activities described in the approved Project Plan, necessary for its implementation, and they are in accordance with the approved Project budget.
 |  |  |
| 1. Partners of the same project or its associated entities are not contracted as an external expert or sub-contractor
 |  |  |
| 1. **Annex 1.2. General ledger specification**; description of the items are informative *(answer to the questions: What?, Who?, When?, Why?).*
 |  |  |
| 1. **Annex 1.2. General ledger specification**; auditor marked checked invoices and signed the form
 |  |  |
| 1. Values in **1.1 Financial report** and **1.2. General ledger specification** are equal
 |  |  |
| 1. **Annex 2.1. Personnel list**; all staff working in the project are indicated and up to date
 |  |  |
| 1. **Annex 7 Consolidated Financial report**; each partners´ costs are included and report is equal with the partners´ Financial reports and EV reports
 |  |  |
| 1. In case if Partner has costs after the end of the project the **Annex 5, 5.1. Final costs** are filled in and required documents are submitted
 |  |  |
| 1. In case the Partner is not a government department or a public body; the interest is reported in the **Annex 5, 5.2. Interest**
 |  |  |
| **EXPENDITURE VERIFICATION DOCUMENTS** |
| 1. Overall Expenditure Coverage Ratio (ECR) is at least 65% and at least 10% per each budget line
 |  |  |
| 1. **EV 3** and **EV5** are equal with **Annex 1. Financial report with General Ledger specification**
 |  |  |