



REPUBLIC OF SLOVENIA  
GOVERNMENT OFFICE FOR LOCAL  
SELF-GOVERNMENT AND REGIONAL POLICY



[WWW.SI-AT.EU](http://WWW.SI-AT.EU)

# REPORTING GUIDELINES FOR BENEFICIARIES

Operational Programme Slovenia-Austria 2007-2013

**Version 3.0**  
**Valid from April 2011**



**Investing in your future**

Operation part financed by the European Union  
European Regional Development Fund

## TABLE OF CONTENTS

1. INTRODUCTION .....	3
1.1 THE SUBMISSION OF THE PARTNER PROGRESS REPORT .....	3
1.2 THE SUBMISSION OF THE PARTNER FINAL REPORT .....	4
1.3 THE SUBMISSION OF LEAD BENEFICIARY PROGRESS REPORT .....	4
1.4 THE SUBMISSION OF LEAD BENEFICIARY FINAL REPORT .....	6
2. REPORTING PROCESS /FINAL REPORT .....	6
2.1 PARTNER PROGRESS/FINAL REPORT .....	7
2.2 LEAD BENEFICIARY PROGRESS/FINAL REPORT .....	8
3. PREPARATION OF PROGRESS REPORT .....	9
3.1 PREPARATION OF PARTNER PROGRESS REPORT .....	9
3.2 PREPARATION OF PARTNER FINAL REPORT .....	12
3.3 PREPARATION OF LEAD BENEFICIARY PROGRESS REPORT .....	12
3.4 PREPARATION OF LEAD BENEFICIARY FINAL REPORT .....	15
4. AUDIT TRAIL AND FILE-KEEPING.....	15
5. ENCLOSURES.....	16

## 1. INTRODUCTION

Reporting Guidelines for Beneficiaries are designed for the lead beneficiary and its partners to report on the progress of the approved operation co-financed by the European Regional Development Fund (ERDF) in the framework of the Operational Programme Slovenia-Austria 2007-2013.

The purpose of the Guidelines is to guide the users on how to correctly prepare:

- The **Partner Progress/Final Report** when in the role of the project partner within an operation;
- The **Lead Beneficiary Progress/Final Report** when in the role of the lead beneficiary of the entire operation.

The responsibility for the preparation of the Lead Beneficiary Progress/Final Report on Operation lies with the lead beneficiary. The lead beneficiary prepares the report in co-operation with its partners in line with the guidance provided in these Reporting Guidelines. The manner of co-operation of the lead beneficiary and its partners depends on their mutual agreement, as stated in the Partnership Contract.

The Partner Progress/Final Report shall be written in national language. The Lead Beneficiary Progress/Final Report shall be written in Slovene and German. In case of any supporting documents (contracts, documentation connected to public procurement, etc.) in a language other than Slovene or German, the translation of the document into Slovene or German must be provided. The translation shall be identical with the original, which the lead beneficiary shall certify with its stamp (if exists) and signature.

The Partner and the Lead Beneficiary Progress/Final Reports must be prepared in ISARR. The data on the print-outs from ISARR System has to be identical with the data in the System itself. In case of differing data, the data on the (signed) print-outs is binding. Instructions on how to use ISARR and which templates to fill in are presented in User Manual for Data Entry Module – MVP (ISARR), which is available on the programme website ([www.si-at.eu](http://www.si-at.eu)).

### 1.1 THE SUBMISSION OF THE PARTNER PROGRESS REPORT

#### **WHERE:**

Each project partner within one operation shall submit its own progress report to the designated national controller<sup>1</sup>.

#### **WHEN:**

The deadline for submission of the Partner Progress Report is defined in the Contract for the national/regional co-financing.

If no expenditure have incurred during the reporting period, the project partner has to prepare a “zero” progress report, meaning that the financial part of the report shall be reported as 0 (zero) expenditures, while the activities have to be reported and the reason for no expenditure within that report has to be explained<sup>2</sup>.

<sup>1</sup> The designated national controller is stated in the Subsidy contract. The contact details of the national controllers are available on the programme website.

<sup>2</sup> For instructions on how to enter the “zero” progress report into ISARR, please check the User Manual on Data Entry Module – MVP.

**HOW:**

The Partner Progress Report should be submitted in an envelope, containing paper version of the report and all supporting documents in the national language. The report could be bilingual if agreed so with the lead beneficiary. In any case the reference language for the national controller is the national language.

**WHAT:**

The original paper version of the report to be submitted to the designated national controller shall consist of:

- Signed Partner Application for Reimbursement (ISARR form no. OP\_SI-AT-IO-01) with enclosures:
  - Partner Activity Report (ISARR form no. OP\_SI-AT-IO-04);
  - Partner Financial Report (ISARR form no. OP\_SI-AT-IO-02);
  - Signed Partners list of invoices (ISARR form no. OP\_SI-AT-IO-03);
  - Signed Statement on VAT status (with the first report and each time VAT status changes);
  - Original invoices and proofs of payment or other documents of equivalent probative value;
  - Copies of supporting documentation (minutes of a meeting, list of presence of the meeting, photographic material, promotional material, report on the implementation of a public procurement procedure, report on the implementation of the procedure in case of state aid etc.).

For more detailed information on how to fill in the ISARR templates please turn to your JTS contract manager<sup>3</sup>.

For more detailed information on how to declare the eligible expenditures please check the Manual on Eligible Expenditures (available on [www.si-at.eu](http://www.si-at.eu)) or in case of additional clarifications please turn to your designated national controller (contacts available on [www.si-at.eu](http://www.si-at.eu)).

**1.2 THE SUBMISSION OF THE PARTNER FINAL REPORT**

At Partner Final Report all the documents that are required for submission of Partner Progress Report have to be submitted.

Information about possible additional documentation that has to be submitted at the Partner Final report will be given by National Controllers/Regional Bodies. Before submission of the Partner Final Report please contact your National Controller (for Austrian project partners) and your Regional Body (for Slovenian project partners).

**1.3 THE SUBMISSION OF LEAD BENEFICIARY PROGRESS REPORT****WHERE:**

The lead beneficiary of the operation shall submit the Lead Beneficiary Progress Report to the Joint Technical Secretariat (JTS) to the following address:

---

<sup>3</sup> The information on the JTS contract manager is available in the Subsidy contract.

**Služba Vlade Republike Slovenije za  
lokalno samoupravo in regionalno politiko,  
Dunajska cesta 58  
SI-1000 Ljubljana**

With the postscript ***“OP SI-AT 2007-2013, acronym of the operation, Lead Beneficiary Progress report number and SPIS number<sup>4</sup>”***.

The address of the lead beneficiary shall also be stated on the envelope.

**WHEN:**

The reports shall be submitted in line with the Subsidy contract, which determines the deadlines for the submission of these reports.

The report shall be submitted also if no expenditure incurred during the reporting period. The lead beneficiary has to prepare a “zero” progress report, meaning that the financial part of the report shall be reported as 0 (zero) expenditures, while the activities have to be reported and the reason for no expenditure within that report has to be explained<sup>5</sup>.

**HOW:**

The Lead Beneficiary Progress Report should be submitted in an envelope, containing one paper version of the report and all supporting documents.

**WHAT:**

The Lead Beneficiary Progress Report includes both activity and financial information related to the operation’s implementation. The original paper version of the report has to carry the signature and stamp (if there is one) of the lead beneficiary. The original paper version of the report to be submitted to the JTS shall consist of:

- Signed Lead Beneficiary Application for Reimbursement (ISARR form no. OP\_SI-AT-IO-05) with enclosures:
  - Lead Beneficiary Activity Report (ISARR form no. OP\_SI-AT-IO-08);
  - Lead Beneficiary Financial Report (ISARR form no. OP\_SI-AT-IO-06);
  - Signed Lead Beneficiary List of Invoices (ISARR form no. OP\_SI-AT-IO-07);
  - Copies of Statements of Validated Expenditure (from all project partners) signed by designated national controller (ISARR form no. OP\_SI-AT-IO-09);
  - Copies of bank statements on received ERDF amounts (from all project partners);
  - Copies of bank statements on received national/regional co-financing amounts (from all project partners), if applicable.

All Lead Beneficiaries are advised to use the Lead Beneficiary Checklist (ISARR form no. OP\_SI-AT-IO-10, available in ISARR) before submitting the report in order to prepare a complete and correct report.

For more detailed information on how to fill in the ISARR templates please turn to your JTS contract manager.

<sup>4</sup> SPIS number is stated in the Subsidy Contract (ERDF).

<sup>5</sup> For instructions on how to enter the “zero” progress report into ISARR, please check the User Manual on Data Entry Module – MVP.

## 1.4 THE SUBMISSION OF LEAD BENEFICIARY FINAL REPORT

The submission of Lead Beneficiary Final Report is the same as the Lead Beneficiary Progress Report with the below quoted changes/additional documents.

### WHERE:

The Lead Beneficiary of the operation shall submit the Lead Beneficiary Final Report to the Joint Technical Secretariat (JTS) to the following address:

*Služba Vlade Republike Slovenije za  
lokalno samoupravo in regionalno politiko,  
Dunajska cesta 58  
SI-1000 Ljubljana*

With the postscript ***“OP SI-AT 2007-2013, acronym of the operation, Lead Beneficiary Final Report number and SPIS number<sup>6</sup>”***.

### WHAT:

At Lead Beneficiary Final Report all the documents that are required for submission on Lead Beneficiary Progress Report have to be submitted.

Additionally at Lead Beneficiary Final Report **Annex to the Lead Beneficiary Final Report** has to be submitted.

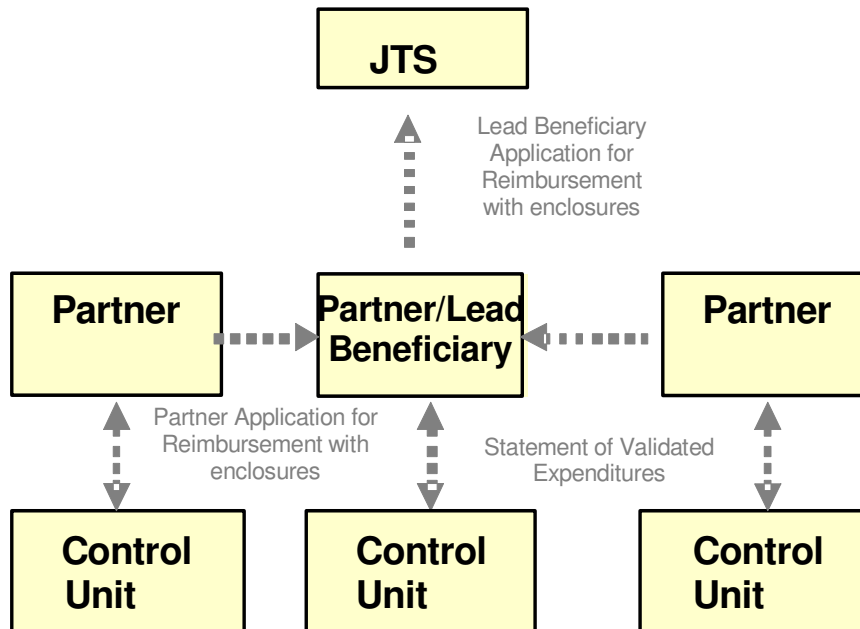
## 2. REPORTING PROCESS /FINAL REPORT

In order to understand the purpose of the progress reports/final report to be submitted by project partners/lead beneficiary, the flow of the reporting process, accompanied by the verification and validation process is described in this chapter.

The whole reporting process is presented in Picture 1.

---

<sup>6</sup> SPIS number is stated in the Subsidy Contract (ERDF).



Picture 1: Introduction of bodies involved in the reporting process

## 2.1 PARTNER PROGRESS/FINAL REPORT

Each project partner involved in a certain operation has to submit its part of the progress/final report to the designated national controller.

In line with the EC Regulations the verifications, performed by the national controllers, comprise of two key elements, namely **administrative verifications** (i.e. desk-based verifications) in respect of each Partner Application for Reimbursement and **on-the-spot checks, performed at least once before the final payment**.

The project partner will in most cases be notified in advance about the on-the-spot check by its designated national controller.

When receiving the documentation the national controller can either:

- Approve the report (with the Statement of Validated Expenditures) or;
- Ask for supplement documentation or;
- Reject the report.

Once the verification process has been finalised, the national controller sends back to the project partner:

1. Signed Statement of Validated Expenditures (ISARR form no. OP\_SI-AT-IO-09, stating the eligible amount within the Partner Application for Reimbursement);
2. Signed Partners list of invoices after validation (stating also comments on the reasons for deducting the expenditures, if applicable);
3. Original invoices and if applicable other documents.

In continuation, in line with the Partnership Contract, the project partner sends to the lead beneficiary:

1. Copy of Statement of Validated Expenditure, signed by the designated national controller;
2. Copy of the Project partner's list of invoices after validation, signed by the designated national controller;
3. Partner Financial report;
4. Partner Activity report;

5. Copies of bank statements on received ERDF amounts (for previous reporting period);
6. Copies of bank statements on received national/regional co-financing amounts (for previous reporting period, except with the final report, for which the statement has to refer to the current reporting period), if applicable.

For the audit trail purposes the lead beneficiary shall retain the documents sent by all project partners.

## **2.2 LEAD BENEFICIARY PROGRESS/FINAL REPORT**

Each project partner sends its approved Partner Progress/Final Report to the lead beneficiary of the operation within the deadlines agreed with the lead beneficiary in a Partnership Contract and ensures that his part of the reported activities and expenditure had been independently verified by a designated national controller in compliance with the programme and national specific requirements.

The lead beneficiary compiles all progress reports with the Statements of Validated Expenditures (ISARR form no. OP\_SI-AT-IO-09) from the project partners and prepares a joint Lead Beneficiary Progress/Final Report with the Lead Beneficiary Application for Reimbursement (for the ERDF funds). The documentation has to be submitted to the JTS for further procedure.

With help of the Lead Beneficiary Checklist (ISARR form no. OP\_SI-AT-IO-10) the lead beneficiary shall perform the operation check by:

- a) Performing a **formal check of the completeness of documentation received** (Partner Progress/Final Report) by all project partners;
- b) Checking that **the activities** performed by each project partner are in line with the approved Application form including all approved changes;
- c) Checking that all the **expenditure has been validated by the designated national controllers** by checking the Statements of Validated Expenditures of all project partners;
- d) Performing a **plausibility check** on the level of the whole operation (check that the outputs are delivered and the results are achieved) in line with the Subsidy contract;
- e) Checking that the project partners' information has been accurately reflected in the Partner Progress Reports.

The lead beneficiary in line with the Subsidy contract sends the documents listed in Chapter 1.2 to the JTS. The JTS checks the report and if necessary sends clarification requests to the lead beneficiary. Once all points have been clarified, the Lead Beneficiary Progress/Final Report is approved by sending the Lead Beneficiary Application for Reimbursement to the Certifying Authority for further procedures.

After certification of expenditures, the Certifying Authority executes payments to the lead beneficiary. The Certifying Authority also notifies the lead beneficiary on transferred amount, including the information on the share of the ERDF funds to be transferred further to all project partners. Based on that information, the lead beneficiary has to transfer the ERDF funds to all project partners within 8 working days after the receipt of the ERDF funds from the Certifying Authority.

### 3. PREPARATION OF PROGRESS REPORT

#### 3.1 PREPARATION OF PARTNER PROGRESS REPORT

Data on Partner Progress Report shall be entered into ISARR by authorised person who has been given access to ISARR system<sup>7</sup>.

##### **I. Partner Application for Reimbursement (ISARR form no. OP\_SI-AT-IO-01)**

This form is prepared automatically when all the data on other required enclosures are entered in the ISARR.

Project partners have to print, sign and stamp (if stamp exists) the Partner Application for Reimbursement. The document shall be sent together with the necessary enclosures as stated on the form to the designated national controller.

The document Partner Application for Reimbursement includes the following:

##### **a) OPERATION DATA**

- **Project Partner:** The official name of the institution as stated in the Subsidy contract, acting as a partner in the operation;
- **Operation acronym:** The acronym as stated in the Subsidy contract;
- **Operation no. ISARR:** Number of the operation determined in ISARR;
- **No. of the Subsidy contract (ERDF):** The number as stated in the Subsidy contract;
- **National/regional co-financing contract no.:** The number as stated in the contract for national/regional co-financing, if applicable.

##### **b) PARTNER DATA**

- **Address:** The official address of the partner;
- **Tax no.(if exists):** Tax number of the partner as stated in the National/regional co-financing contract (if applicable);
- **Identification no.(if exists):** Identification number as stated in the National/regional co-financing contract, if applicable;
- **Name and address of the bank:** Name and address of the bank of the partner, where the funds will be transferred, as stated in the National/regional co-financing contract, if applicable;
- **Bank account:** The account number as stated in the National/regional co-financing contract, if applicable;
- **SWIFT:** The data as stated in the National/regional co-financing contract, if applicable;
- **IBAN:** The data as stated in the National/regional co-financing contract, if applicable;

In the table the number of the Partner Application for Reimbursement, amount and percentage (%) of the claimed total funds, ERDF funds, national/regional co-financing funds and own contribution (private, local, other public) of a partner within this reporting period will also appear automatically.

---

<sup>7</sup> For more information on how to get the access please turn to the JTS.

Although this form is produced automatically after all the enclosures are filled in, please check that the data is correct.

At the end please do not forget to sign and stamp (if stamp exists) the document.

## ***II. Partner Activity Report (ISARR form no. OP\_SI-AT-IO-04)***

Activity report includes the following:

### ***SUMMARY OF IMPLEMENTED ACTIVITIES***

Please fill in the box with the short description of the implemented activities until the end of the reporting period. Present implemented activities on the operation level by milestones/work packages.

Detailed instructions on what to include in this point are stated in the form itself.

If applicable describe possible deviations from the approved application form. Describe also the problems, which might have occurred during the implementation of the activities.

## ***III. Partners Financial Report (ISARR form no. OP\_SI-AT-IO-02)***

This form is prepared automatically when all the data on Partners List of Invoices (ISARR form no. OP\_SI-AT-IO-03) are entered into the ISARR.

The table in the financial report sums up the reported costs in the List of Invoices by cost categories (personnel costs, external costs, investments and administrative costs). It also enables to have an overview of the planned and disbursed expenditures within each cost category.

Although this form is produced automatically after all the relevant data is filled in, please check that the data is correct.

At the end please do not forget to sign and stamp (if exists) the document.

## ***IV. Partners List of Invoices (ISARR form no. OP\_SI-AT-IO-03)***

**The Report can include expenditure incurred and paid by the end of the current reporting period. The expenses not paid by the end of the reporting period shall be included in the following report, even if the activities have been carried out in the current reporting period (only in exceptional cases – personnel costs for the Austrian project partners - the expenditure that is paid outside the reporting period can be included in the current Progress Report because of the specific method for the calculation of the personnel costs). As a rule, the expenses paid before the current reporting period can be included in the current report only in exceptional cases and if they are paid during the previous reporting period or within the 6-month period before the current reporting period. All deviations from this rule must be communicated and discussed with the national controller. As a general rule, the issuer of an invoice shall indicate on the invoice the acronym of the operation for which the invoice is issued. In case this is not possible the project manager shall put down the acronym of the project<sup>8</sup>.**

---

<sup>8</sup> Only relevant for Slovene Partners.

The List of Invoices is prepared automatically in ISARR, if the invoices are registered in the ISARR system. For instructions on how to enter the invoices into ISARR, please check the User Manual on Data Entry Module – MVP, available on the programme website ([www.si-at.eu](http://www.si-at.eu)).

Each invoice or accounting document of equal probative value shall be registered. Accounting documents of equal probative value are travel orders, pay-slips, time sheets with a statement and similar. An invoice or an accounting document means an authentic document in accordance with accounting and fiscal standards of the country of the Lead Partner or Partner.

Although this form is produced automatically after all the relevant data is filled in, please check that the data is correct.

At the end please do not forget to sign and stamp (if exists) the document.

#### ***V. Statement on VAT status***

In line with the Guide for Applicants VAT is not eligible if recovered by a project partner. In case you as a project partner are claiming costs »inclusive« VAT, you have to issue a Statement that you do not recover VAT by any means. In case you, as project partner, are partly recovering VAT you have to provide the national controller with the proof of the percentage of the non-recoverable VAT. This proof in the form of a Statement has to be submitted to the national controllers with the first partner Application for Reimbursement and every time VAT status changes.

#### ***VI. Invoices and proofs of payment or other documents of equivalent probative value***

**The original invoices shall be aggregated by cost categories. The order shall follow the order of the invoices in Partners List of Invoices** (ISARR form no. OP.SI-AT-IO-03). Copies of evidences shall be enclosed in the same order as they are indicated in the list. Original invoices and other documents shall be marked with a reference number from the list. In case that the order of invoices in hard copy shall not follow the order of the invoices in the List of invoices (ISARR form no. OP\_SI-AT-IO-03) or in case the invoices are not marked at all, the report can be rejected by National controllers.

To every invoice or other accounting document, an evidence of payment (copy of a bank confirmation on payment, confirmation on payment by the Office of Public Payments, petty cash expense form, and similar) and/or other annexes (attendance list, invitation, brochures, publications, newspaper articles, photos, and other documents) shall be enclosed. First, a consecutive number of the copy of the evidence shall be indicated, and then also the consecutive letter of the attachment.

Hence, the obligatory documents are:

- Copy of the evidence marked with a consecutive number n (e.g.: 1);
- Copy of the evidence of payment marked with n/A (e.g.: 1/A);  
(the amount on the record shall be marked with a colour marker)
- Attachment XY marked with n/B (e.g.: 1/B).

#### ***VII. Copies of supporting documentation***

See above (VI. Invoices and proofs of payment or other documents of equivalent probative value). The same rules apply.

### 3.2 PREPARATION OF PARTNER FINAL REPORT

The procedure for the preparation of Partner Final Report is the same as described in the Chapter 3.1.

### 3.3 PREPARATION OF LEAD BENEFICIARY PROGRESS REPORT

Data on Lead Beneficiary Progress Report shall be entered into ISARR by the authorised person who has been given access to ISARR system<sup>9</sup>.

#### 1. Lead Beneficiary Application for Reimbursement (ISARR form no. OP\_SI-AT-IO-05)

This form is prepared automatically when all the data on other required enclosures are entered into the ISARR.

Lead beneficiary has to print, sign and stamp (if stamp exists) the Lead Beneficiary Application for Reimbursement. The document shall be sent together with the necessary enclosures (as stated on the form) to the address as stated in 1.2 (The submission of lead beneficiary progress report).

The document Lead Beneficiary Application for Reimbursement includes the following:

#### a) OPERATION DATA

- **Lead beneficiary:** The official name of the institution as stated in the Subsidy contract, acting as a lead beneficiary in the operation;
- **Operation acronym:** The acronym as stated in the Subsidy contract;
- **Operation no. ISARR:** Number of the operation determined in ISARR;
- **No. of the Subsidy contract (ERDF):** The number as stated in the Subsidy contract.

#### b) LEAD BENEFICIARY DATA

- **Address:** The official address of the lead beneficiary;
- **Tax no.(if exists):** Tax number of the lead beneficiary (if applicable);
- **Identification no. (if exists):** Identification number of the lead beneficiary (if applicable);
- **Name and address of the bank:** Name and address of the bank of the lead beneficiary, where the ERDF funds will be transferred;
- **Bank account:** The account as stated in the Subsidy contract;
- **SWIFT:** The data as stated in the Subsidy contract;
- **IBAN:** The data as stated in the Subsidy contract.

In the table the number of the Lead Beneficiary Application for Reimbursement and amount of the claimed ERDF funds within this reporting period will also appear automatically.

Although this form is produced automatically after all the enclosures are filled in, please check that the data is correct.

At the end please do not forget to sign and stamp (if exists) the document.

<sup>9</sup> For more information on how to get the access please turn to the JTS.

## **II. Lead Beneficiary Activity Report (ISARR form no. OP\_SI-AT-IO-08)**

Activity report includes the following:

### **1. SUMMARY OF OPERATION IMPLEMENTATION**

Please fill in the box with the short description of the overall operation implementation until the end of the reporting period. Form a concise summary based on all Partner Progress Reports. However, the operation description has to be in line with the description as stated in the approved application form of the operation. The summary should describe the implemented activities on operation level by milestones/work packages. Focus on the implemented activities with the clear description on how they complement each other. Outline also the cross-border aspects. Detailed instructions on what to include in this point are stated in the form itself.

If applicable describe possible deviations from the approved application form. Describe also the problems, which might have occurred during the implementation of the activities.

According to the Subsidy contract, the beneficiaries are obliged to justify and commonly agree on all operation changes before the Lead beneficiary informs the Managing Authority/JTS.

The Lead Beneficiary is obliged to inform the Managing Authority /JTS about all operation changes.

Lead Partner has to inform the Managing Authority/JTS about all changes of the operation. Minor deviations can be reported within the report, however any change to the operation has to be approved beforehand by the Managing Authority /JTS or by Joint Monitoring Committee (for major changes). Beneficiaries request for approval of the changes by filling in the form "Request for approval of the changes of the operation and/or reallocation of funds"<sup>10</sup>.

Describe possible problems, which occurred during the implementation of the operation (implementation in general or in connection with one/more project partners) or problems, which you envisage might follow in the future implementation of the operation.

### **2. THE ACHIEVEMENT OF THE OUTPUT INDICATORS ON THE LEVEL OF OPERATION**

The presented table on output indicators is done partly automatically, and partly has to be filled in. The name, base value, target value and achieved value including the current reporting period are filled in automatically by the ISARR, based on the data from the Subsidy contract or data from the previous reports.

In case there are discrepancies between the target and the achieved values, please mark the note and in the next table give explanation on the reasons.

## **III. Lead Beneficiary Financial Report (ISARR form no. OP\_SI-AT-IO-06)**

Financial report includes the following:

---

<sup>10</sup> For additional information on the procedure contact the JTS contract manager.

### **1. FINANCIAL DATA ON ALL PARTNERS**

This table is prepared automatically in ISARR when all the data on the level of all partners within the operation are entered (data from Partner Applications for Reimbursement and data after validation from the national controllers).

Although this form is produced automatically after all the relevant data is filled in, please check that the data is correct on the basis of the reports received by each partner.

### **2. TRANSFERRED ERDF FUNDS TO ALL PARTNERS**

The presented table is prepared automatically in ISARR when all the data on the level of all partners are entered into ISARR. The table shows the information related to the previous reporting period. It shows the ERDF funds transmitted to all project partners. As enclosure and proof of payment provide also all bank statements by the partners on the received co-financing.

### **3. REPORT ON THE LEVEL OF COST CATEGORIES**

The presented table is prepared automatically in ISARR when all the data on the level of all partners are entered into ISARR. The table sums up the reported costs in the List of Invoices by cost categories (personnel costs, external costs, investments and administrative costs). It also enables to have an overview of the planned and disbursed expenditures within each cost category on the level of the whole operation.

### **IV. Lead Beneficiary List of Invoices (ISARR form no. OP\_SI-AT-IO-07)**

The presented table is prepared automatically in ISARR when all the data on the level of all partners are entered into ISARR. The table sums up all the invoices by all partners within the operation with the amounts after validation from the national controllers.

Although this form is produced automatically after all the relevant data is filled in, please check that the data is correct.

At the end please do not forget to sign and stamp (if exists) the document.

### **V. Statements of Validated Expenditure (ISARR form no. OP\_SI-AT-IO-09)**

As enclosure to the Lead Beneficiary Application for Reimbursement please provide also copies of all (from all project partners) signed Statements of Validated Expenditures by the designated national controllers.

### **VI. Bank statements on received ERDF amounts (from all project partners)**

See above (III. Lead Beneficiary Financial Report).

### **VII. Bank statements on received national/regional co-financing amounts (from all project partners)**

Please provide as enclosure also all copies of bank statements on received national/regional co-financing amounts from all partners. The proofs shall be related to the previous reporting period, except with the last report, for which the statement has to refer to the current reporting period.

### **3.4 PREPARATION OF LEAD BENEFICIARY FINAL REPORT**

The procedure for the preparation of Lead Beneficiary Final Report is the same as described in the Chapter 3.3.

Additionally at Lead Beneficiary Final Report **Annex to the Lead Beneficiary Final Report** has to be submitted, which consists the data about:

- **Closure of the project, durability and dissemination of results - Evaluation of project implementation, problem solving in partnership and partnership evaluation, assessment of the results of the project**
- **Project effect on horizontal politics of EU and the OP**
- **Statement on revenues of the project (on the level of the PP and LP)**
- **Lead beneficiary statement on ownership of outputs and results.**

**Detailed information for filling in the annex is provided directly in the Annex to the Lead Beneficiary Final Report.**

### **4. AUDIT TRAIL AND FILE-KEEPING**

The lead beneficiary and the project partners must ensure that accounting documents related to the operation are available and filed separately, even if this leads to a dual treatment of accounts (for example if it is necessary to file accounting documents centrally). It is the responsibility of the lead beneficiary to ensure an adequate audit trail, which implies that the lead beneficiary has an overview of:

- Who paid;
- What was paid;
- Who verified;
- Where the related documents are stored.

The lead beneficiary must ensure that all the documents related to the operation are stored in a safe and orderly manner for a period of three years following the closure of the programme (at least 31 December 2020).

The documents shall be archived either as originals or as certified copies on commonly used data media (in compliance with national regulations).

The following list gives an overview of the documents that have to be available for financial control and audit purposes and retained for a minimum period as defined in the Subsidy contract:

- Approved application form (including all approved changes )
- Subsidy contract, Partnership contract, Contract for national/regional co-financing;
- Relevant correspondence on operation (financial, contractual, etc.)
- Documentation received by all project partners (Partner Progress/Final Reports);
- Lead Beneficiary Progress/Final Reports
- Invoices / bank account statements / proofs of payments for each invoice have to be filed in line with the decision between lead beneficiary and its partners (either has all the documents or every partner stores its own documents)<sup>11</sup>.

---

<sup>11</sup> In case the Lead Beneficiary does not store and archive all supporting documents from the partners, (s)he has to have the information on the exact archiving location of the documentation related to the specific partner within this operation

## **5. ENCLOSURES**

### **TEMPLATE FORMS FOR PARTNER PROGRESS REPORT:**

- I. Partner Application for Reimbursement (ISARR form no. OP\_SI-AT-IO-01)
- II. Partner Activity Report (ISARR form no. OP\_SI-AT-IO-04)
- III. Partners Financial Report (ISARR form no. OP\_SI-AT-IO-02)
- IV. Partners List of Invoices (ISARR form no. OP\_SI-AT-IO-03)

### **TEMPLATE FORMS FOR LEAD BENEFICIARY PROGRESS REPORT:**

- I. Lead Beneficiary Application for Reimbursement (ISARR form no. OP\_SI-AT-IO-05)
- II. Lead Beneficiary Activity Report (ISARR form no. OP\_SI-AT-IO-08)
- III. Lead Beneficiary Financial Report (ISARR form no. OP\_SI-AT-IO-06)
- IV. Lead Beneficiary List of Invoices (ISARR form no. OP\_SI-AT-IO-07)
- V. Statements of Validated Expenditure (ISARR form no. OP\_SI-AT-IO-09)

### **ANNEX TO THE LEAD BENEFICIARY FINAL REPORT (ISARR form no. OP\_SI-AT-IO-20)**

## PARTNERJEV ZAHTEVEK ZA IZPLAČILO ERSTATTUNGSANTRAG DES PROJEKTPARTNERS

Povezava zahtevkov za izplačilo št./ Zum Erstattungsantrag Nr:  
Obdobje poročanja / Berichtszeitabschnitt:

### PODATKI O OPERACIJI / ANGABEN ÜBER DAS VORHABEN

Projektni partner / Projektpartner	
Akronim operacije/ Kurztitel des Vorhabens	
Št. operacije ISARR / ISARR-Nummer des Vorhabens	
Št. pogodbe o sofinanciranju (ESRR)/ Nummer des Fördervertrages (EFRE)	
Št. pogodbe za nacionalna/ regionalna sredstva Nummer des Vertrages für die nationale/regionale Kofinanzierung	

### PODATKI PARTNERJA / PARTNERANGABEN

Naslov/ Adresse	
Davčna št. (če obstaja)/ MwSt Nr. (wenn vorhanden)	
Matična št. (če obstaja)/ Personenkennziffer (wenn vorhanden)	
Ime in naslov banke/ Name und Adresse der Bank	
Št. bančnega računa / Kontonummer	
SWIFT / BIC	
IBAN / IBAN	

Zneski so v EUR / die Beträge sind in EUR

ŠTEVILKA ZAHTEVKA/ ANTRAGSNUMMER	SKUPAJ / GESAMT	LASTNO SOFINANCIRANJE / EIGENMITTEL	OSNOVA ZA IZPLAČILO* / AUSZAHLUNGSBASIS*	ESRR / EFRE	NACIONALNO/REGIONALNO SOFINANCIRANJE / NATIONALE/REGIONALE KOFINANZIERUNG
<b>SKUPAJ /GESAMT (%)</b>					

\*Razdelitev sredstev ESRR in nacionalnega/regionalnega sofinanciranja temelji na osnovi za izplačilo, le-ta pa na principu javnih izdatkov. / Die Grundlage der Verteilung der EFRE Mittel und der nationalen/regionalen Kofinanzierung ist die Auszahlungsbasis, die aber nach dem Prinzip der öffentlichen Ausgaben verteilt wird.

## **OBVEZNE PRILOGE / VORZULEGENDE ANLAGEN**

- Partnerjevo finančno poročilo / *Der Finanzbericht des Partners* (OP\_SI-AT-IO-02)
- Partnerjev seznam računov / *die Belegsverzeichnis des Partners* (OP\_SI-AT-IO-03)
- Partnerjevo poročilo o izvedenih dejavnostih / *Der Fortschrittsbericht des Partners* (OP\_SI-AT-IO-04)
- Izjava o stopnji upravičenosti DDV / *Angaben zur Vorsteuerabzugsberechtigung*
- Originalni računi in dokazila o plačilu ali drugi dokumenti enake dokazne vrednosti / *Die Originalrechnungen oder andere äquivalente beweiskräftige Dokumente, Originalzahlungsnachweise*
- Kopije drugih dokazil / *Weitere Dokumentation und Nachweise*

## **IZJAVA / ERKLÄRUNG**

- Podatki so v skladu z veljavnimi podatki v informacijskem sistemu ISARR / *Die Daten stimmen mit den, im Informationssystem ISARR eingetragenen gültigen Daten überein.*

Kraj in datum/  
*Ort und Datum:* .....

Odgovorna oseba (ime in priimek, podpis) /  
*Zeichnungsberechtigte/r (Vorname und Name, Unterschrift):*

.....

Žig (če obstaja)/  
Stempel (wenn vorhanden)

Obrazec/Formular:OP\_SI-AT-IO-01



## PARTNERJEVO POROČILO O IZVEDENIH DEJAVNOSTIH FORTSCHRITTSBERICHT DES PARTNERS

Povezava zahtevkov za izplačilo št. / Zum Erstattungsantrag Nr:

Obdobje poročanja / Berichtzeitabschnitt:

### PODATKI O OPERACIJI / ANGABEN ÜBER DAS VORHABEN

Projektni partner / Projektpartner	
Akronim operacije/ Kurztitel des Vorhabens	
Št. operacije ISARR / ISARR-Nummer des Vorhabens	
Št. pogodbe o sofinanciranju (ESRR)/ Nummer des Fördervertrages (EFRE)	
Št. pogodbe za nacionalna/ regionalna sredstva Nummer des Vertrages für die nationale/regionale Kofinanzierung	

### POVZETEK IZVAJANJA DEJAVNOSTI / ZUSAMMENFASSUNG DER DURCHGEFÜHRTEN AKTIVITÄTEN

Napišite kratek opis izvajanja dejavnosti v tem obdobju poročanja. Upoštevajte opis dejavnosti v skladu s prijavnico. Posebej poudarite:

- **Izvedene dejavnosti**, opišite kako se dejavnosti medsebojno dopolnjujejo z ostalimi dejavnostmi partnerjev znotraj operacije;
- **Odstopanja** od prijavnice;
- **Težave**, ki so se pojavile med izvajanjem dejavnosti in ukrepe za njihovo odpravo.

Predstavite te teme po **mejnkih / delovnih sklopih**.

*Beschreiben Sie in einer kurzen Zusammenfassung die Durchführung der Aktivitäten die innerhalb dieses Berichtszeitraums stattfanden. Berücksichtigen Sie die Beschreibung aus dem Antragsformular. Legen Sie den Schwerpunkt auf:*

- **Durchgeführte Aktivitäten**, beschreiben Sie den Zusammenhang dieser Aktivitäten mit Aktivitäten anderer Projektpartner im Vorhaben;
- **Abweichungen** von dem Antragsformular;
- **Probleme** die während der Durchführung der Aktivitäten entstanden sind und die Maßnahmen für deren Abschaffung.

Stellen sie diese Themen nach **Meilensteinen/Arbeitspaketen** dar.

**1. Izvedene dejavnosti v prejšnjih obdobjih poročanja, v kolikor se navezujejo na to poročilo./ Durchgeführte Aktivitäten in den vorläufigen Berichtszeiträumen, wenn sie sich auf diesen Bericht beziehen.**

Delovni sklop 1 (modul, faza..): Naslov: / der Arbeitspaket 1 (Modul, Phase...): Titel

DS 2. Naslov:/ AP 2.Titel:

DS 3 Naslov:/ AP 3.Titel:

...

**2. Izvedene dejavnosti po delovnih sklopih v okviru obdobja poročanja. Opišite vse dejavnosti, ki so bile izvedene v tem časovnem obdobju poročanja, pri tem navedite kdo je še sodeloval pri izvedbi, kdo so ciljne skupine, kaj so bili outputi izvedenih dejavnosti in rezultati./**

***Innerhalb des Berichtszeitraums durchgeführte Aktivitäten nach Arbeitspaketen. Beschreiben Sie alle Aktivitäten die innerhalb dieses Berichtszeitraums durchgeführt worden sind, geben Sie auch an wer bei der Durchführung beteiligt war, die Zielgruppen, die Outputs und die Resultate.***

**DS 1. Naslov:/ AP 1 Titel:**

- izvedene dejavnosti:/ *durchgeführte Aktivitäten*

- izvajalci in soudeleženci pri izvedbi dejavnosti (povezovanje z ostalimi partnerji):/  
*Ausführende und Teilnehmer der Aktivitätsdurchführung (Kooperation mit anderen Partnern)*

- ciljne skupine vpletene v izvedene dejavnosti:/ *eingebundene Zielgruppen*

- neposredni učinki izvedenih dejavnosti:/ *die Outputs*

- rezultati izvedenih dejavnosti:/ *die Ergebnisse*

**DS 2: Naslov:/ AP 2: Titel:**

- izvedene dejavnosti:/ *durchgeführte Aktivitäten*

- izvajalci in soudeleženci pri izvedbi dejavnosti (povezovanje z ostalimi partnerji):/  
*die Ausführenden und die Teilnehmer der Durchführung der Aktivitäten (die Kooperation mit anderen Partnern)*

- ciljne skupine vpletene v izvedene dejavnosti:/ *eingebundene Zielgruppen*

- neposredni učinki izvedenih dejavnosti:/ *die Outputs*

- rezultati izvedenih dejavnosti:/ *die Ergebnisse*

Kako izvedba vaših dejavnosti prispeva k doseganju končnih outputov in specifičnih ciljev celotne operacije?/ *Wie trägt die Durchführung dieser Aktivitäten zum Erreichen der Outputs und der spezifischen Ziele des gesamten Vorhabens bei?*

### **3. Odstopanja / die Abweichungen**

Navedite kje in zakaj je prišlo do odstopanj in kaj so bistveni problemi, ki lahko vplivajo na potek nadaljnjih dejavnosti. / *Geben Sie an, wo und warum es zu Abweichungen gekommen ist und was die wesentlichen Probleme gewesen sind, die auch die weitere Entwicklung der Aktivitäten beeinflussen können.*

Pripravi (ime in priimek, podpis) /  
Vorbereitet von (Vorname und Name, Unterschrift):

.....

Odgovorna oseba (ime in priimek, podpis) /  
Zeichnungsberechtigte/r (Vorname und Name, Unterschrift):

.....

Kraj in datum/  
Ort und Datum: .....

Žig partnerja (če obstaja)/  
Stempel des Partners (wenn vorhanden)

Obrazec/Formular: OP\_SI-AT-IO-04



## PARTNERJEVO FINANČNO POROČILO *DER FINANZBERICHT DES PARTNERS*

Povezava zahtevkov za izplačilo št. / *Zum Erstattungsantrag Nr.:*

Obdobje poročanja / *Berichtszeitabschnitt:*

Datum / *Datum:*

Akronim operacije /  
*Kurztitel des Vorhabens:*

Partner / *Partner:*

Številka operacije /

*Nummer des Vorhabens:*

Številka pogodbe o sofinanciranju (ESRR) /

*Nummer des Fördervertrages (EFRE):*

Številka pogodbe za nacionalna/regionalna sredstva

(če obstaja) / *Nummer des Vertrages für die*

*nationale /regionale Kofinanzierung (wenn*

*vorhanden):*

Zneski so v EUR / *die Beträge sind in EUR*

Šifra izdatka/ <i>Ausgabencode</i>	Vrsta (kategorija) izdatka/ <i>Ausgabenart</i>	Odobrena načrtovana sredstva/ <i>Genehmigte geplante Ausgaben</i>	Skupni potrjeni izdatki preteklih obdobj poročanja/ <i>Summe genehmigter Ausgaben der vorherigen Berichtszeiträume</i>	Zaprošeni izdatki tega obdobja poročanja/ <i>Der beantragte Betrag innerhalb dieses Berichtszeitraums</i>	Skupni upravičeni izdatki/ <i>Zuschussfähige Gesamtausgaben</i>	Preostala sredstva/ <i>Verbleibende Mittel</i>
		1	2	3	4=2+3	5=1-4
<b>Skupaj / Gesamt</b>						

Pripravi (ime in priimek, podpis) /  
Vorbereitet von (Vorname und Name, Unterschrift):

.....

Kraj in datum/  
Ort und Datum: .....

Odgovorna oseba (ime in priimek, podpis) /  
Zeichnungsberechtigte/r (Vorname und Name, Unterschrift):

.....

Žig partnerja (če obstaja)/  
Stempel des Partners (wenn vorhanden)

Obrazec/Formular:OP\_SI-AT-IO-02

**Naložba v vašo prihodnost**  
Operacijo delno financira Evropska unija  
Evropski sklad za regionalni razvoj



**Investition in Ihre Zukunft**  
Operation teilfinanziert von der Europäischen Union  
Europäischer Fonds für regionale Entwicklung

## PARTNERJEV SEZNAM RAČUNOV BELEGSVERZEICHNIS DES PROJEKTPARTNERS

Povezava zahtevkov za izplačilo št./ Zum Erstattungsantrag Nr:  
Obdobje poročanja / Berichtszeitabschnitt:

Datum / Datum:

Akronim operacije /  
Kurztitel des Vorhabens:

Partner/Partner:

Številka operacije/  
Nummer des Vorhabens:  
Številka pogodbe o sofinanciranju (ESRR)/  
Nummer des Fördervertrages (EFRE):  
Št. pogodbe za nacionalna/regionalna sredstva  
(če obstaja)/ Nummer des Vertrages für die  
nationale/regionale Kofinanzierung (wenn  
vorhanden):

Zap. št. dokumenta / Laufende Nummer des Dokuments	Zap. št. prijave na Zl / Nummer der Anmeldung des Erstattungsantrages	Šifra izdatka / Ausgabencode	Opis izdatka / Ausgabe	Vrsta dokumenta / Art des Dokuments	Številka in datum dokumenta / Nummer und Datum des Dokuments	Naziv dobavitelja oziroma ime in priimek / Rechnungsleger	Datum dobave/ opravljene storitve / Lieferdatum / Datum der ausgeführten Dienstleistung	Datum plačila / Datum der Zahlung	Znesek listine z DDV / Betrag mit MwSt	Znesek listine brez DDV / Betrag ohne MwSt	Plačan znesek listine / Gezahlter Betrag des Belegs	Zaprošena višina izdatkov / Beantragte Ausgaben	Opomba / Anmerkung


<b>Skupaj / Gesamt (EUR)</b>	
----------------------------------	--

Pripravi (ime in priimek, podpis) /  
 Vorbereitet von (Vorname und Name, Unterschrift):

.....

Kraj in datum/  
 Ort und Datum: .....

Odgovorna oseba (ime in priimek, podpis) /  
 Zeichnungsberechtigte/r (Vorname und Name, Unterschrift):

.....

Žig partnerja (če obstaja)/  
 Stempel (wenn vorhanden)

Obrazec/Formular:OP\_SI-AT-IO-03



## ZAHTEVEK ZA POVRAČILO VODILNEGA PARTNERJA ERSTATTUNGSANTRAG DES LEAD PARTNERS

Povezava zahtevkov za izplačilo št./ Zum Erstattungsantrag Nr:  
Obdobje poročanja / Berichtzeitabschnitt:

### PODATKI O OPERACIJI / ANGABEN ÜBER DAS VORHABEN

Vodilni partner/ <i>Lead Partner</i>	
Akronim operacije/ <i>Kurztitel des Vorhabens</i>	
Št. operacije ISARR/ <i>ISARR Nummer des Vorhabens</i>	
Št. pogodbe o sofinanciranju (ESRR)/ <i>Nummer des Fördervertrages (EFRE)</i>	

### PODATKI VODILNEGA PARTNERJA / LEAD PARTNER ANGABEN

Naslov/ <i>Adresse</i>	
Davčna št.(če obstaja)/ <i>MwSt Nr. (falls vorhanden)</i>	
Matična št.(če obstaja)/ <i>Personenkennziffer (falls vorhanden)</i>	
Ime in naslov banke/ <i>Name und Adresse der Bank</i>	
Št. bančnega računa/ <i>Kontonummer</i>	
SWIFT/ <i>BIC</i>	
IBAN/ <i>IBAN</i>	

ŠTEVILKA ZAHTEVKA/ <i>ANTRAGSNUMMER</i>	SKUPAJ ESRR (v EUR)/ <i>EFRE GESAMT (in EUR)</i>

### OBVEZNE PRILOGE / VORZULEGENDE ANLAGEN

- Poročilo o izvedenih dejavnostih vodilnega partnerja (OP\_SI-AT-IO-08) / *Lead Partners Fortschrittsbericht (OP\_SI-AT-IO-08)*
- Finančno poročilo vodilnega partnerja (OP\_SI-AT-IO-06) / *Der Finanzbericht des Lead Partners (OP\_SI-AT-IO-06)*
- Seznam računov vodilnega partnerja (OP\_SI-AT-IO-07)/ *Belegsverzeichnis des Lead Partners (OP\_SI-AT-IO-07)*

- Izjava o potrjenih izdatkih (vseh projektnih partnerjev) podpisana s strani nacionalnih kontrolorjev (OP\_SI-AT-IO-09) / *Vom Prüfer unterschriebene Erklärung über die bestätigten Ausgaben (von allen Projektpartnern) (ISARR no. OP\_SI-AT-IO-09)*
- Bančno potrdilo o prejetih sredstvih iz ESRR (vseh projektnih partnerjev) / *EFRE Mittel Überweisungsbestätigung der Bank (von allen Projektpartnern)*
- Bančno potrdilo o prejetih sredstvih nacionalnega/regionalnega sofinanciranja (vseh projektnih partnerjev) / *Nationale /regionale Kofinanzierung Überweisungsbestätigung der Bank (von allen Projektpartnern)*

## **IZJAVA VODILNEGA PARTNERJA / ERKLÄRUNG DES LEAD PARTNERS**

Vodilni partner potrjuje, da: / *Der Lead Partner bestätigt, dass:*

- Operacija napreduje v skladu s cilji in dejavnostmi, ki so navedeni v Pogodbi o sofinanciranju / *Das Vorhaben gemäß im Fördervertrag angegebenen Zielen und Aktivitäten ausgeführt wird*
- So podatki, navedeni v tem zahtevku za plačilo preverjeni in pravilni / *Die Angaben in diesem Erstattungsantrag überprüft und korrekt sind*
- So podatki v skladu z veljavnimi podatki v informacijskem sistemu ISARR / *Die Angaben identisch mit gültigen Angaben im ISARR-System sind*
- So bili navedeni izdatki/stroški na ravni posameznih partnerjev preverjeni in potrjeni s strani nacionalnega kontrolorja na podlagi prejetih računov ali računovodskih listin enake dokazne vrednosti / *Die angeführten Kosten/Ausgaben allen Partnern wurden seitens der Prüfer anhand von eingereichten Belege geprüft und validiert*

Kraj in datum/  
*Ort und Datum:* .....

Odgovorna oseba (ime in priimek, podpis) /  
*Zeichnungsberechtigte/r (Vorname und Name, Unterschrift) :*

.....

Žig vodilnega partnerja (če obstaja)/  
 Stempel des Lead Partners (wenn vorhanden)

Obrazec/Formular: OP\_SI-AT-IO-05

## POROČILO O IZVEDENIH DEJAVNOSTIH VODILNEGA PARTNERJA FORTSCHRITTSBERICHT DES LEAD PARTNERS

Povezava zahtevkov za povračilo št. / Zum Erstattungsantrag Nr:  
Obdobje poročanja / Berichtszeitabschnitt:

### PODATKI O OPERACIJI / ANGABEN ÜBER DAS VORHABEN

Vodilni partner / Lead Partner	
Akronim operacije/ Kurztitel des Vorhabens	
Št. operacije ISARR / ISARR-Nummer des Vorhabens	
Št. pogodbe o sofinanciranju (ESRR)/ Nummer des Fördervertrages (EFRE)	
Št. pogodbe za nacionalna/ regionalna sredstva Nummer des Vertrages für die nationale/regionale Kofinanzierung	

### 1. POVZETEK IZVAJANJA OPERACIJE / ZUSAMMENFASSUNG DES DURCHGEFÜHRTEN VORHABENS

Napišite kratek opis izvajanja celotne operacije do sedaj. Upoštevajte opis operacije v skladu s prijavnico. Posebej poudarite:

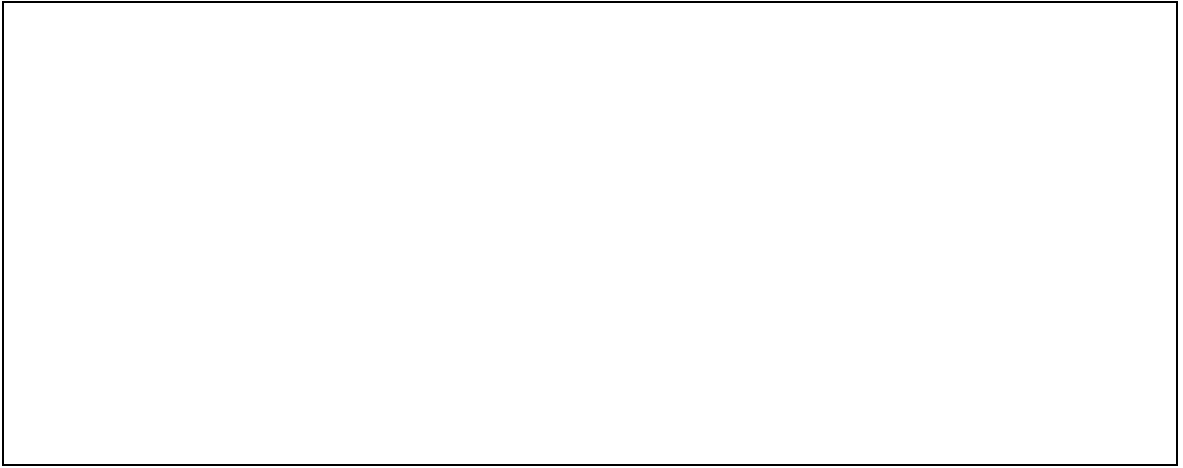
- **Izvedene dejavnosti** na ravni operacij; opišite kako se dejavnosti medsebojno dopolnjujejo in izpostavite čezmejnost;
- **Možna odstopanja** od prijavnice;
- **Probleme**, ki so se pojavili med izvajanjem do sedaj ali probleme, ki jih lahko predvidite, da se bodo pojavili v nadaljnjem izvajanju operacije.

Predstavite te teme po **mejnkih/delovnih sklopih**.

*Beschreiben Sie in einer kurzen Zusammenfassung die Durchführung des Vorhabens bis jetzt. Berücksichtigen sie die Beschreibung des Vorhabens aus dem Antragsformular. Legen Sie den Schwerpunkt auf:*

- **Durchgeführte Aktivitäten** auf der Ebene des Vorhabens; beschreiben Sie den Zusammenhang dieser Aktivitäten und stellen Sie auch die grenzübergreifende Aspekte dar;
- **Mögliche Abweichungen** von dem Antragsformular;
- **Probleme**, die während der bisherigen Durchführung entstanden sind, oder Probleme, die Sie bei der weiteren Durchführung voraussehen können.

Stellen sie diese Themen nach **Meilensteinen/Arbeitspaketen** dar.



**2. DOSEGANJE KAZALNIKOV NEPOSREDNIH UČINKOV NA RAVNI OPERACIJE / REALISIERUNG DER OUTPUT INDIKATOREN AUF DER EBENE DES VORHABENS**

Podatki o kazalnikih neposrednih učinkov v spodnji tabeli se izpišejo avtomatično (v skladu s Pogodbo o sofinanciranju za sredstva ESRR). »Dosežena vrednost vključno s tekočim obdobjem poročanja« predstavlja vrednost, ki ste jo dosegli od začetka izvajanja operacije vključno s tekočim obdobjem poročanja.

*Angaben bezüglich der Output Indikatoren (gemäß dem Fördervertrag für EFRE Mittel) werden in der Tabelle automatisch ergänzt. »Erreichter Wert einschließlich den gegenwärtigen Berichtszeitraum« stellt den erreichten Wert vom Beginn des Vorhabens einschließlich den gegenwärtigen Berichtszeitraum vor.*

<b>Št. / Nr.</b>	<b>Naziv / Name</b>	<b>Osnovna vrednost / Basiswert</b>	<b>Načrtovana rednost / Zielwert</b>	<b>Dosežena vrednost vključno s tekočim obdobjem poročanja / Erreichter Wert einschließend den gegenwärtigen Berichtszeitraum</b>	<b>Opomba št. / Anmerkungen</b>

V primeru večjih odstopanj med načrtovano in doseženo vrednostjo napišite razloge v spodnjo tabelo. / *Im Falle der wesentlichen Abweichungen zwischen den geplanten und erreichten Werten, tragen Sie die Gründe in die Tabelle ein:*

<b>Opomba št. 1 / Anmerkung Nr. 1</b>	
<b>Opomba št. 2 / Anmerkung Nr. 2</b>	
<b>Opomba št. 3 / Anmerkung Nr. 3</b>	
<b>Opomba št. 4 / Anmerkung Nr. 4</b>	
<b>Opomba št. 5 / Anmerkung Nr. 5</b>	

Pripravi (ime, podpis) /  
Vorbereitet von (Name, Unterschrift):

Odgovorna oseba (ime, podpis) /  
Verantwortliche Person (Name, Unterschrift):

.....

.....

Kraj in datum /  
Ort und Datum: .....

Žig partnerja (če obstaja) /  
Stempel des Partners (wenn vorhanden)

Obrazec/Formular: OP\_SI-AT-IO-08



## FINANČNO POROČILO VODILNEGA PARTNERJA DER FINANZBERICHT DES LEAD PARTNERS

Povezava zahtevk za izplačilo št./ Zum Erstattungsantrag Nr:

Obdobje poročanja / Berichtszeitabschnitt:

### 1. FINANČNI PODATKI PO PARTNERJIH / FINANZDATEN ÜBER DIE PARTNER

Zneski so v EUR / die Beträge sind in EUR

	SKUPAJ / GESAMT	ESRR / EFRE	Nacionalno/regionalno sofinanciranje / Nationale/regionale Kofinanzierung	Lastni prispevek / Eigenmittel	Osnova za povračilo / Auszahlungsbasis
Vodilni partner / Lead Partner					
Partner 2					
Partner 3					
Partner 4					
Partner 5					
Partner 6					
Partner 7					
Partner 8					
Partner 9					
Partner 10					
<b>Skupaj / Gesamt</b>					



### 3. POROČILO NA RAVNI KATEGORIJE STROŠKOV / BERICHT BEZÜGLICH DER KOSTENKATEGORIEN

Zneski so v EUR / die Beträge sind in EUR

Šifra izdatka / Ausgabencode	Vrsta (kategorija) izdatka / Ausgabenart	Odobrena načrtovana sredstva/ Genehmigte geplante Ausgaben	Skupni potrjeni izdatki preteklih obdobj poročanja/ Summe genehmigter Ausgaben der vorherigen Berichtszeiträume	Zaprošeni izdatki tega obdobja poročanja/ Der beantragte Betrag innerhalb dieses Berichtszeitraums	Skupni upravičeni izdatki/ Zuschussfähige Gesamtausgaben	Preostala sredstva / Verbleibende Mittel
		1	2	3	4=2+3	5=1-4
<b>Skupaj / Gesamt</b>						

Pripravi (ime in priimek, podpis) /  
Vorbereitet von (Vorname und Name, Unterschrift):

Odgovorna oseba (ime in priimek, podpis) /  
Zeichnungsberechtigte/r (Vorname und Name, Unterschrift):

.....

.....

Kraj in datum/  
Ort und Datum: .....

Žig partnerja (če obstaja)/  
Stempel des Partners (wenn vorhanden)

Obrazec/Formular:OP\_SI-AT-IO-06



## SEZNAM RAČUNOV VODILNEGA PARTNERJA BELEGSVERZEICHNIS DES LEAD PARTNERS

Povezava zahtevkov za izplačilo št./ Zum Erstattungsantrag Nr:

Obdobje poročanja / Berichtzeitabschnitt:

Datum/ Datum:

Akronim operacije/  
Kurztitel des Vorhabens:

Vodilni partner/  
Lead Partner:

Številka operacije/

Nummer des Vorhabens:

Številka pogodbe o sofinanciranju (ESRR)/

Nummer des Fördervertrages (EFRE):

Šifra ISARR partnerja	Zap. št. dokumenta / Laufende Nummer des Dokuments	Zap. št. Prijave na Zl / Nummer der Anmeldung des Erstattungsantrages	Šifra izdatka / Ausgabencode	Opis izdatka / Ausgabe	Vrsta dokumenta / Art des Dokuments	Številka in datum dokumenta / Nummer und Datum des Dokuments	Naziv dobavitelja oziroma ime in priimek / Rechnungsleger	Datum dobave/ opravljene storitve / Lieferdatum/ Datum der ausgeführten Dienstleistung	Datum plačila / Datum der Zahlung	Znesek listine z DDV / Betrag mit MwSt	Znesek listine brez DDV / Betrag ohne MwSt	Plačan znesek listine / Gezahlte Betrag des Belegs	Zaprošena višina izdatkov / Beantragte Ausgaben	Opomba / Anmerkung


<b>Skupaj / Gesamt (EUR)</b>	
----------------------------------	--

Pripravi (ime, podpis)/  
Vorbereitet von (Name, Unterschrift):

.....

Kraj in datum/  
Ort und Datum: .....

Odgovorna oseba (ime, podpis)/  
Zeichnungsberechtigte/r (Name, Unterschrift):

.....

Žig vodilnega partnerja (če obstaja)/ Stempel des Lead Partners (wenn vorhanden)
-------------------------------------------------------------------------------------

Obrazec/Formular:OP\_SI-AT-IO-07



**IZJAVA O POTRJENIH IZDATKIH**  
**ERKLÄRUNG ÜBER DIE BESTÄTIGTEN AUSGABEN**

Povezava zahtevk za izplačilo št. / Zum Erstattungsantrag Nr:  
Obdobje poročanja / Berichtszeitabschnitt:

**SPLOŠNI PODATKI / ALLGEMEINE ANGABEN**

Partner / Partner	
Akronim operacije/ Kurztitel des Vorhabens	
Št. operacije ISARR / ISARR Nummer des Vorhabens	
Nacionalni kontrolor (institucija) / Nationaler Prüfer (Institution)	
Datum prejema Vmesnega/končnega poročila partnerja / Empfangsdatum des Zwischen- /Endberichts des Partners	

**ZAHTEVANI IZDATKI V OKVIRU ZAHTEVKA ZA IZPLAČILO (v EUR)/**

**BEANTRAGTE AUSGABEN IM RAHMEN DES ERSTATTUNGSANTRAGS (in EUR)**

ŠTEVILKA ZAHTEVKA / ANTRAGSNUMMER	SKUPAJ / GESAMT	LASTNO SOFINANCIRANJE / EIGENMITTEL	OSNOVA ZA IZPLAČILO / AUSZAHLUNGSBASIS	ESRR / EFRE	NACIONALNO/ REGIONALNO SOFINANCIRANJE / NATIONALE/ REGIONALE KOFINANZIERUNG
SKUPAJ / GESAMT (%)					

**POTRJENI IZDATKI V OKVIRU ZAHTEVKA ZA IZPLAČILO (v EUR)/*****BESTÄTIGTE AUSGABEN IM RAHMEN DES ERSTATTUNGSANTRAGS (in EUR)***

ŠTEVILKA ZAHTEVKA / ANTRAGSNUMMER	SKUPAJ / GESAMT	LASTNO SOFINANCIRANJE / EIGENMITTEL	OSNOVA ZA IZPLAČILO/ AUSZAHLUNGSBASIS	ESRR / EFRE	NACIONALNO/ REGIONALNO SOFINANCIRANJE / NATIONALE/ REGIONALE KOFINANZIERUNG
SKUPAJ / GESAMT (%)					

Skladno s 13. členom Uredbe Komisije (EC) št. 1828/2006 spodaj podpisani izjavljam / *Nach Artikel 13 der Verordnung (EG) der Kommission Nr. 1828/2006 erkläre ich als Unterzeichner folgendes:*

Preverjena je bila skladnost s Pogodbo o sofinanciranju iz sredstev ESRR in s Pogodbo o nacionalnem/regionalnem sofinanciranju (če pogodba obstaja)./ *Die Übereinstimmung mit dem Fördervertrag für die EFRE-Mittel und dem Vertrag der nationalen/regionalen Kofinanzierung (wenn der Vertrag vorhanden ist) wurde überprüft.*

1. Upoštevana so bila pravila, ki določajo upravičenost izdatkov v skladu z Evropskimi uredbami, nacionalnimi/regionalnimi zakonodajami in s pravili programa (Navodila o upravičenih izdatkih programa)./ *Die Vorschriften, die die Zuschussfähigkeit der Ausgaben gemäß den europäischen Verordnungen, den nationalen/regionalen Gesetzgebungen und den Programmvorschriften (Handbuch über die Zuschussfähigkeit der Ausgaben) bestimmen, wurden berücksichtigt.*
2. Vmesno/zaključno poročilo partnerja je pravilno in konsistentno glede na vse obvezne priloge (Obrazci: OP\_SI-AT-IO-02, OP\_SI-AT-IO-03 in OP\_SI-AT-IO-04)./ *Der Zwischen-/Endbericht des Partners ist richtig und konsistent hinsichtlich aller obligatorischen Anlagen (Formulare: OP\_SI-AT-IO-02, OP\_SI-AT-IO-03 und OP\_SI-AT-IO-04).*
3. Preverjeno je bilo, da partner izvaja operacijo skladno s pravili Komisije in nacionalnimi/regionalnimi pravili na področju informiranja in obveščanja, enakih možnosti, varovanja okolja, državnih pomoči in javnih naročil./ *Es wurde überprüft, dass der Partner das Vorhaben gemäß den Vorschriften der Kommission und den nationalen/regionalen Vorschriften auf dem Gebiet der Information und Publizität, der gleichen Möglichkeiten, des Umweltschutzes, der staatlichen Beihilfen und der öffentlichen Aufträge ausführt.*

4. Prijavljeni stroški v poročilu so v skladu s pogodbeno določenim trajanjem operacije./ *Die angemeldeten Kosten im Bericht stimmen mit der vertraglich festgesetzten Dauer des Vorhabens überein.*
5. Potrjeni izdatki se nanašajo izključno na dejavnosti, ki so navedene v zadnji potrjeni prijavnici z vsemi dopolnitvami./ *Die bestätigten Ausgaben beziehen sich ausschließlich auf die Aktivitäten im letzten bestätigten Antragsformular mit allen Ergänzungen.*
6. Podatki so bili potrjeni na podlagi predloženih originalnih računov in dokazil o plačilu ali drugih dokumentov enake dokazne vrednosti oziroma drugih dokazil./ *Die Angaben wurden aufgrund der vorgelegten Originalrechnungen und Belege oder anderer Dokumente als Nachweise beziehungsweise anderer Nachweisbelege bestätigt.*
7. Preverjena je bila ustrezna delitev zahtevka glede na vire financiranja (v %)./ *Die entsprechende Antragsteilung hinsichtlich der Finanzierungsquellen (in %) wurde überprüft.*
8. Kontrola je bila izvedena preko sistema ISARR. V sistemu ISARR se nahajajo podatki, vezani na to izjavo. / *Die Kontrolle wurde mit dem ISARR-System durchgeführt. Im ISARR-System befinden sich Angaben, die sich auf diese Erklärung beziehen.*
9. Vsa dokumentacija, ki dokazuje opravljeno kontrolo (podpisan kontrolni seznam in komunikacija s partnerjem), je ustrezno dokumentirana in arhivirana pri kontrolorju./ *Die gesamte Dokumentation, die die durchgeführte Kontrolle (unterschiedene Kontrollliste und die Partnerkommunikation), ist beim Prüfer entsprechend dokumentiert und archiviert.*

Kraj in datum/  
Ort und Datum:

Pripravi nacionalni kontrolor (ime in priimek, podpis)/  
Vorbereitet vom nationalen Prüfer (Vorname und Name, Unterschrift)

Odgovorna oseba (ime in priimek, podpis)/  
Zeichnungsberechtigte/r (Vorname und Name, Unterschrift)

Žig (če obstaja)/  
Stempel (wenn vorhanden)

Obrazec/Formular:OP\_SI-AT-IO-09

**Naložba v vašo prihodnost**  
Operacijo delno financira Evropska unija  
Evropski sklad za regionalni razvoj



**Investition in Ihre Zukunft**  
Operation teilfinanziert von der Europäischen Union  
Europäischer Fonds für regionale Entwicklung

ANNEX TO THE LEAD BENEFICIARY FINAL REPORT

**OPERATION AND LEAD PARTNER DATA**

Lead Partner	
Lead Partner Address:	
Tax No.:	
Institution No.:	
Operation name:	
Operation acronym:	
ISARR No.:	
ERDF Contract No.:	

**I. Closure of the project, durability and dissemination of results**

1.1 Have the activities been able to fulfill the objectives of the project according to the plan (to what extent)?

1.2 Has the project achieved all the foreseen outputs and results?

1.2.1 If some of the outputs and results have not been met, state why? What is the effect on the project objectives?

**It is mandatory to enclose the CD/USB-stick with photos of achieved results, real estate, studies, publications, programs of study visits, etc according to the outputs and results declared in application and in progress reports. If there were some printed materials produced, please enclose also these.**

### 1.3 Sustainability

1.3.1 What will happen with partnership after the project closure?

1.3.2 What will happen with project outputs and results after the project closure?

1.3.3 Will the results and outputs be available for general public after the project closure?

1.3.4 Where do you still see the future possible problems in the field of the content that your operation was dealing with?

1.3.5 Do you plan any further activities in the same field? National or bilateral?

1.3.6 Do you plan any other bilateral projects, to be implemented in the next programming period?

1.4 Information and Publicity (Describe what was done in the field of the information and publicity measures during the implementation of the operation.

1.5 Summary of the project. For the Information and publicity purposes please provide short description of activities implemented within your project in connection with outputs and results reached.

Summary of the project in English language (max. ½ page)

Summary of the project in German language (max. ½ page)

Summary of the project in Slovene language (max. ½ page)

**II. Evaluation of project implementation, problem solving in partnership and partnership evaluation, assessment of the results of the project**

2.1 Describe how was the project implemented (what were the problems, where were the problems detected and how were they solved)

2.2 Describe the partnership and evaluate how it was performed (e.g. cooperation and communication among partners)

2.3. Assess the cross-border aspect of the cooperation and cross-border impact of the achieved outputs and results.

2.4 Assess the results and outputs of the project, focus on the target groups and project objectives.

2.5 What are the lessons learned from the implementation of this operation?

### III. Project effect on horizontal politics of EU and the OP

3. 1 Indicate which indicators on programme level have been met and to which Horizontal EU policies the project contributes.

<b>Indicators reflecting the degree of cooperation</b>		
<b>Code</b>	<b>Indicator</b>	<b>Tick</b>
42	Project respects <b>two</b> of the following criteria: joint development, joint implementation, joint staffing, joint financing	
43	Project respects <b>three</b> of the following criteria: joint development, joint implementation, joint staffing, joint financing	
44	Project respects <b>four</b> of the following criteria: joint development, joint implementation, joint staffing, joint financing	
<b>Indicators reflecting cross-border cooperation</b>		
<b>Code</b>	<b>Indicator</b>	<b>Tick</b>
46	Developing joint use of infrastructure	
47	Developing collaboration in the field of public services	
48	Reducing isolation through improved access to transport, ICT networks and services	
49	Encouraging and improving the joint protection and management of the environment	
50	Number of people participating in joint education or training activities*	>number<
	- female	>number<
	Project involving SMEs	
	Project with bilingual products	

<b>Priority 1: "Competitiveness, Knowledge and Economic Cooperation"</b>	
<b>Indicator</b>	<b>Tick</b>
Improved competitiveness and internationalisation of industrial sector and SMEs	
<b>AF "SME development"</b>	
Project under SME development	
<b>AF "Tourism"</b>	
Investment project in the tourism sector (e.g. information systems)	
Soft-aid measures in tourism development	
<b>AF " Framework for knowledge-based economy"</b>	

RTD – project	
<b>AF “Thematic fields of strengths”</b>	
Project	

<b>Priority 2: “Sustainable and Balanced Development”</b>	
<i>Indicator</i>	<i>Tick</i>
Strengthening cooperation on regional and national level, in particular in aspects of sustainability	
<b>AF “Management of nature resources”</b>	
Project	
<b>AF “Environment and energy”</b>	
Environmental project	
Energy project	
Risk prevention project	
<b>AF “Urban and regional development”</b>	
Project in urban and regional development	
Public transport project	
<b>AF “Social and cultural development”</b>	
Cultural cooperation project	
Cooperation project in the area of health	

Horizontal EU policies - The project contributes to:	
a) equal opportunities	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTLY
b) environment	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTLY
c) sustainable development	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTLY

If there are any discrepancies between planned and realized indicators on the programme level that your project contributes to, please state where and why.

**3.2 Equal opportunities** (Describe how the project affects the equal opportunities).

**3.2.1 Actively involving women and disadvantaged groups of people** (Describe how the project affects involving women and disadvantaged groups of people).

**3.3 Environment** (Describe how the project affects environment).

**3.4 Sustainable development** (Describe how the project affects sustainable development).

**IV. Statement on revenues of the project (on the level of the PP and LP)**

**OPERATION AND LEAD PARTNER DATA**

Lead Partner	
Lead Partner Address:	
Tax No.:	
Institution No.:	
Operation name:	
Operation acronym:	
ISARR No.:	
ERDF Contract No.:	

**Statement on revenues of the project**

By signing this statement I confirm that all statements in this statement are true and reflect actual state in the respected field.

**Hereby I declare that:**

**Revenues have BEEN / NOT BEEN generated from the project** (state accumulated amount of revenue generated in following table separately by each PP/LP; in case revenue has not been generated, declare 0).

Year	2009	2010	2011	2012	2013	2014	2015
<b>LP/PP</b>							
1.							
2.							
3.							
4.							
5.							
6.							
<b>TOTAL</b>							

Lead beneficiary organization: \_\_\_\_\_  
 Name and surname of responsible person: \_\_\_\_\_  
 Function of responsible person: \_\_\_\_\_  
 Place and date of signing: \_\_\_\_\_

Signature of responsible person	Stamp of organization (if it exists)

**Note:**

- The Lead Partner has to report to JTS/MA about all revenues not originally planned and not already deducted, which might be generated within five years from the closure of the project (Lead Partner reports when revenues are generated for all project partners).

