



Accounting Verification Report

This template should be filled in by the Managing Authorities¹ to verify that Beneficiaries / Implementing Bodies are maintaining either separate accounting records or using appropriate accounting codes for transactions related to EU-funded projects. Additionally, MA Officers are reminded of Circular HR/OPM-EES/7/2024, which outlines the responsibilities of the Beneficiary and the required management verifications. The Circular can be accessed via the following [link](#).

1. GENERAL INFORMATION

Reference No.	
Member State	Malta
Programming Period	202X-202X
Fund	
Project Number	
Title of the Project	
Beneficiary	
Project Leader	
Officer/s carrying out this management verification	
Place of meeting (where applicable)	

2. ACCOUNTING VERIFICATION

		Yes	No	Remarks
1.	For the accounting of all transactions related to the operation, please state whether: a separate accounting system; and / or an appropriate accounting code; is / are being used for this operation.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Please specify the method being used to comply with the above, and any other comments: Use of specific accounting codes	<input type="checkbox"/>	<input type="checkbox"/>	For assistance, please refer to section 'How to Comply with Accounting Requirements' in Circular HR/OPM-EES/7/2024.

¹ The Managing Authority / Coordinating Body reserve the right to add additional questions to this template or request additional information in relation to the verifications being made to ensure that the Beneficiary is in line with the Conditions of the Grant Agreement and addenda to it.

	Use of CFMS (Government Ministries / Departments)	<input type="checkbox"/>	<input type="checkbox"/>		
	Separate bank accounts	<input type="checkbox"/>	<input type="checkbox"/>		
	Bank accounts having mixed transactions (i.e. EU and non-EU transactions), but EU transactions are identifiable	<input type="checkbox"/>	<input type="checkbox"/>		
	Use of specialised software	<input type="checkbox"/>	<input type="checkbox"/>		
	Use of a separate accounting module	<input type="checkbox"/>	<input type="checkbox"/>		
	Use of chart of accounts	<input type="checkbox"/>	<input type="checkbox"/>		
	Other (Please specify in remarks)	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Please list and annex any supporting evidence :				
4.	If neither of the above accounting methods is being used (refer to Check No.1), please state the reason why:				
The checks below do not apply to Ministries and Government departments.					
		Yes	No	N/A	Remarks
	Have the audited financial statements for the most recent financial year preceding the date of the check been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Is the accounting policy of the treatment of the grants (also featuring in the audited financial statements) being adhered to in accordance with IAS 20?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Can you please state the year and confirm that the audited financial statements are being annexed to this Verification Report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please state Year</i>
	If instead the organisation is only required to prepare management accounts , have such endorsed accounts been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are the relevant transactions ensuing from grants featuring in the management accounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Can you please confirm that the management accounts are being annexed to this Verification Report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	For sole traders, have the income and expenditure statement been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Are the relevant transactions ensuing from grants featuring in the income and expenditure statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Can you please confirm that the income and expenditure statement is being annexed to this Verification Report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. ENDORSEMENT OF VERIFICATION REPORT

Officer/s Conducting Verification:

Name in Block Letters	Signature

Designation	Date
Name in Block Letters	Signature
Designation	Date
Endorsed by:	
Name in Block Letters	Signature
Designation	Date
Project Leader:	
Name in Block Letters	Signature
Designation	Date