II

(Acts whose publication is not obligatory)

COMMISSION

COMMISSION DECISION

of 10 November 1981

amending Decision 78/742/EEC on the submission to the Commission of applications for assistance and claims for payment from the European Social Fund

(81/979/EEC)

THE COMMISSION OF THE EUROPEAN COMMUNITIES,

Having regard to Council Regulation (EEC) No 2396/71 of 8 November 1971 implementing the Council Decision of 1 February 1971 on the reform of the European Social Fund (1), as amended by Regulation (EEC) 2893/77 (2), and in particular Article 13 thereof,

Having regard to the opinion of the European Social Fund Committee,

Whereas, since the adoption of Commission Decision 78/742/EEC (3), it appears necessary to improve and supplement the forms used for claims for payment,

HAS ADOPTED THIS DECISION:

Article 1

Decision 78/742/EEC is hereby amended as follows:

1. Article 2 (2) is deleted.

2. Article 3 is replaced by the following:

'*Article 3*

The forms referred to in Articles 1 and 2 shall be submitted in quadruplicate and duly completed in typescript. The forms shall be supplied to the Member States by the Commission.'

3. Annexes 10 and 11 are replaced by Annexes I and II to this Decision. Annex 12 is deleted.

Article 2

This Decision shall apply to claims for payment presented from 1 January 1982 onwards.

Article 3

This Decision is addressed to the Member States.

Done at Brussels, 10 November 1981.

For the Commission

Ivor RICHARD

Member of the Commission

(1) OJ No L 249, 10. 11. 1971, p. 54.
(2) OJ No L 337, 27. 12. 1977, p. 1.
(3) OJ No L 248, 11. 9. 1978, p. 1.

COMMISSION OF THE EUROPEAN COMMUNITIES

Directorate-General, Employment, Social Affairs and Education

European Social Fund

200 rue de la Loi, 1049 Brussels
Telephone : 735 00 40/735 80 40
Telegrams: COMEUR Brussels
Telex : 21 877 COMEU B

CLAIM FOR ADVANCE PAYMENT(S) (1) (2)

1. BENEFICIARY BODY/BODIES (3)
for the benefit of which payment is requested (4):

2. ACCOUNT NUMBER(S) and NAME(S) of the account holder(s) to whom payment should be made:

3. ESF DOSSIER No: [ ]

4. DECISION GRANTING APPROVAL: Number ..... Date .....

Latest modification, if any: Decision Number or letter reference
..... Date .....

5. DETAILS OF ASSISTANCE APPROVED:

Assistance approved	Operation with agreed duration of up to 12 months or First project year	Second project year	Third project year
Initially			
Latest modification			

6. ADVANCE PAYMENT(S) REQUESTED

	Operation up to 12 months or First project year	%	Second project year	%	Third project year	%
First advance						
Second advance						
Total requested						

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Signature of Head of Division (V/C/...) recommending payment of advance(s) claimed

Claim sent by Member State on (date) .....

Payment recommended on (date) ....

OR

Form returned to Member State on (date) ..... (date) .....

(1) Regulation (EEC) No 858/72 (OJ No L 101, 28. 4. 1972, p. 3 and OJ No L 337, 27. 12. 1977, p. 5).

(2) Fill in a separate claim for each distinguishable amount of assistance approved.

(3) Where it is requested that payment be made to a body other than that designated in the Decision granting approval, the reasons should be set out in full.

(4) If the advance payment is to be divided among several bodies, indicate the amount to be paid to each of them.

CERTIFICATE OF THE MEMBER STATE

In accordance with Article 4 (1), subparagraphs 1 and 2, of Regulation (EEC) No 858/72, as amended by Regulation (EEC) No 2894/77, the Member State certifies that the operation / project year (*)

— (for first advance payment) has begun (*)

— (for second advance payment) has reached the half-way stage (*)

as established within the framework of the conditions laid down in the Decision granting approval.

Competent authority

.....

Name and designation of the responsible official

.....

.....

Stamp

.....

Place and date

.....

Signature

(*) Delete as appropriate.'

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CLAIM FOR ADDITIONAL PAYMENT / PAYMENT OF BALANCE (*) (1) (2) (3)

1. ESF DOSSIER No: _____

2. COMMISSION DECISION No ..... Date .....

   Granting approval modifications, if any

   (No or reference) ..... Date .....

3. TOTAL DURATION:

EEC approved	from:	to:
Actual	from:	to:

4. COST BASIS: Unit/Actual (*)

5. ESF FINANCING APPROVED (4):

	Operation with agreed duration of up to 12 months or First project year	Second project year	Third project year
— Original Decision			
— Modification (5), if any (ESF letter of .....)			
— Already claimed			
6. PRESENT CLAIM			

7. PREVIOUS CLAIMS:

	First	Second	Third	Fourth	Fifth	Total
Date:						
Claimed:						
Received:						

(if insufficient space is available here, continue on separate sheet)

(*) Delete as appropriate.

8. PRESENT CLAIM ANALYSIS for end of programme up to 12 months (*) end of year 1 (*) / end of year 2 (*) / Balance (multi-annual programme) (*)

8.1. Gross expenditure for approved programme .....

8.2. Less income from the operations (6) .....

8.3. Net expenditure .....

9. FINANCING OF COST OF APPROVED PROGRAMME

9.1. Private sources .....

9.2. Public authority funding .....

9.3. Assistance claimed from ESF .....

9.4. Total financing (must be same figure as 8.3) .....

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Already paid ..... Signature of Head of Division (V/C/...)

Amount remaining, if any, after final balance ....

Payment recommended by (date) ..... (date) .....

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10. GENERAL STATEMENT OF ELIGIBLE EXPENDITURE (**)

10.1. **Staff costs:**

10.1.1. In-house teaching staff
10.1.2. Other teaching staff
10.1.3. Administrative staff in the centres
10.1.4. Administrative staff outside centres (method of calculation)
10.1.5. Other expenditure (give details)

10.2. **Buildings:**

10.2.1. Depreciation (***)
10.2.2. Rental costs
10.2.3. Maintenance

10.3. **Operating costs:**

10.3.1. Water, electricity, heating
10.3.2. Telephone, postal costs
10.3.3. Insurance
10.3.4. Other

10.4. **Expenditure for trainees:**

10.4.1. Fixed allowances (method of calculation) including contributions
10.4.2. Other allowances
10.4.3. Board and lodging
10.4.4. Travel
10.4.5. Miscellaneous educational expenses

10.5. **Equipment and materials:**

10.5.1. Purchase (basic equipment, etc.)
10.5.2. Depreciation (***)

(*) Delete as appropriate.

(**) In the Annex please give details concerning the type and amount of such expenditure together with:
- the method of calculating depreciation, giving grounds and stating the contribution requested from the ESF;
- a certificate concerning ownership of buildings and heavy equipment in connection with depreciation;
- a certificate attesting that the buildings and heavy equipment in respect of which an ESF contribution is requested are not yet fully depreciated.

(***) Kindly state whether depreciation is:
- normal, or
- accelerated (Article 3a of Council Regulation (EEC) No 2396/71).

11. PAYMENT INSTRUCTIONS:

11.1. Name of account holder .....

Organization .....

Bank name .....

Bank address .....

.....

Account number .....

11.2. If more than one beneficiary body ([7]), give name, address and bank information:

Second Name ..... Bank name .....

Organization ..... Bank address .....

Address ....

..... Account number .....

Third Name ..... Bank name .....

Organization ..... Bank address .....

Address ....

..... Account number .....

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12. CERTIFICATION:

In accordance with Article 4 (1) sub-paragraph 5 of Regulation (EEC) No 858/72 as amended by Regulation (EEC) No 2894/77, we the undersigned, representing the beneficiary body and the competent national authority, certify the factual and accounting accuracy of the particulars given in this claim for payment and its Annexes.

BENEFICIARY BODY ([8])	COMPETENT NATIONAL AUTHORITY
Name (in capitals)	.....
Organization	.....
Section/Department	.....
Address	.....
.....	.....
Signature	.....
Date	.....

ACKNOWLEDGMENT OF RECEIPT (*)

From: DG V/C/

Commission of the European Communities

To ..... (Member State)

..... (address)

.....

.....

Claim for payment, dated .....

ESF Dossier No .....

your reference ....., for ..... (amount), has been received in the Commission.

..... (date)

..... (signature)

(*) The national administration should complete as much of this form of receipt as possible in order to facilitate recognition of the claim to which it refers.

NOTES

(1) Decision 78/742/EEC on the submission of applications and claims for payment from the European Social Fund (OJ No L 248, 11. 9. 1978, p. 1).

(2) In accordance with Regulation (EEC) No 858/72, Article 4 (1) (OJ No L 101, 28. 4. 1972, p. 3 and OJ No L 337, 27. 12. 1977, p. 5).

(3) Fill in a separate claim for each distinguishable amount of assistance approved.

INFORMATION REQUIRED TO SUPPORT A CLAIM FOR ADDITIONAL PAYMENT OR PAYMENT OF BALANCE

In accordance with Article 4 (1) of Regulation (EEC) No 858/72 as amended by Regulation (EEC) No 2894/77 every claim for additional payment or payment of balance must be accompanied by a report: in the case of additional payment, covering the completion of the project year; in the case of payment of balance, covering the whole operation. Where the assistance is granted on the basis of actual costs a general statement of expenditure should be submitted.

Information is required under the following heads:

1. The operation. A summary of the operation carried out should be supplied, with a comparison with the original programme as approved in the Decision, drawing attention to any changes. The main factors, both internal and external to the organization, affecting the carrying out of the operation, should be explained. Similarly, a description of the effect of the scheme on the employment market and, where applicable, a regional breakdown of operations should be given.
2. The financial statement. The eligible expenditure incurred in the operation should be analyzed by ESF category of aid (A3, A4, B3, C3, etc.). Supporting information should show clearly how the various elements have been calculated. Comparison with the original estimates should be made and significant differences explained. In the case of operations of a demonstrative or innovatory character, describe the results obtained and the lessons that can be drawn from the experience gained.

   Where costs of depreciation have been included, a precise description should be given of:

   (i) the method of calculation;

   (ii) the justification for the method of calculation;

   (iii) the ownership of the buildings and/or equipment included in the depreciation costs;

   (iv) what proportion of the value of the buildings and/or equipment included in the present claim has already been covered by the ESF.
3. The beneficiaries. The following information and calculations should be provided:

   (i) $\frac{\text{number of beneficiaries included in the claim} \times 100}{\text{original estimate of number of beneficiaries}} =$ ☐ %

   (ii) an analysis of the average length of training (for other activity) per beneficiary, and a comparison with the length of training (etc.) time originally envisaged;

   (iii) $\frac{\text{costs of administrative personnel included in the claim} \times 100}{\text{costs of instructors}} =$ ☐ %

   (iv) Sex of beneficiaries: Male ..... Female .....

   In the case of training or vocational preparation operations, the percentage rate of placement following the operation should be given, if possible identifying the sectors entered.
4. Operational checks. The qualitative and financial checks that have been carried out by independent bodies during the period under review should be described.

(4) Amounts in national currency.

(5) Any amendments, such as refunds of amounts not required within the programme, are reckoned as a Revision only when the Member State has received a letter, or telex acknowledgment from an ESF official.

(6) Includes fees charged, sale of products or disposal value, with any profits.

(7) As set out in the Decision granting approval, stating amounts of finance to be apportioned to each.

(8) If there is more than one beneficiary body, give details of each.'