



Required documents for the project expenses' audit

Hereinafter is the list of documents required for the final audit:

A) Documents that should be submitted to SIIRD upon completion of the project:

1. Final Fiscal report for the project's period, which will include cumulative financial data for the entire period in which the project took place
2. The company's auditor's opinion on the final fiscal report. A template for auditor's reference can be downloaded from SIIRD's website.

B) Documents that should be prepared for the audit in the company itself:

1. The Cooperation Project Funding Agreement (CPFA) with the foundation, including the budget that was approved for the company (included in the agreement).
2. Audited/ Reviewed financial reports of the company which cover the duration of the project (and if there are none, then a trial balance).
3. Bookkeeping records printouts, which show the figures appearing in the final fiscal report according to its clauses, and with reconciliation between bookkeeping and the report.
4. Information summary regarding shareholders' holdings at the time of the project and in the present.
5. Copies of invoices claim on all different categories (subcontractors, materials, equipment depreciation etc.), including references for an actual payment for all expenses made at the time of the project.
6. For claims on labour expenses incurred directly by the project, the company must ensure that the detailed documents would be accessible available for audit:
 - i. Monthly time sheets signed by the employees detailing the time devoted to the project, and the total hours for the month. A template for the time sheet can be downloaded from SIIRD's website
 - ii. A table showing the calculation of employment percentage for all the employees, in accordance with the final report submitted by you
 - iii. Employer's cost report (from the pay-roll software), or CPF statements
7. The summary of data related to the other requested expenses (The Company must make sure that the data would be accessible and available):
 - i. Substantial sums invoice copies.
 - ii. Agreements with main subcontractors and consultants that were requested in the project.
 - iii. Depreciation form and working paper for calculating the depreciation's expenses during the project
 - iv. Travel trips reports