

	The URBACT II Programme 2007 - 2013	Audit Trail
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URBACT PROJECT HerO

PARTNER City of Regensburg

Institution	City of Regensburg
Responsible Unit / Department	Planning and Building Division, World Heritage Management
VAT number	
Address	D.-Martin-Luther-Str. 1
Postal code	93047
Town	Regensburg
Area	Bavaria
Country	Germany
Phone	+49-941-507-4611
Mobile	+49-175-2267185
Fax	+49-941-507-4619
E-mail	ripp.matthias@regensburg.de
Responsible person	Mr. Matthias Ripp
Function	World Heritage Co-ordinator

A) FINANCIAL MANAGEMENT

1) Is the financial management system¹ set up by the project:

- Centralised
- Decentralised
- Mixed

2) Are the local contributions:

- Transferred by the Partner to the Lead Partner
- Spent, accounted and certified by each Partner
- Others _____

¹ For further details see the Programme Manual, fact-sheet 6b, section 7.



B) ENTITIES IN CHARGE OF DIFFERENT FUNCTIONS

Please indicate the body/unit/department responsible for:

1. MANAGING PROJECT

Institution/Department	City of Regensburg
	Planning and Building Division
	World Heritage Management
Responsible person and function	Ms. Barbara Buehler
	Officer World Heritage Management
Telephone	+49-941-507-1768
Fax	+49-941-507-4619
Email	buehler.barbara@regensburg.de

2. ORDERING PAYMENTS (if different from "managing project")

Institution/Department	s.a.
Responsible person and function	
Telephone	
Fax	
Email	

3. EXECUTING PAYMENTS

Institution/Department	City of Regensburg
	Planning and Building Division
	Planning Department
Responsible person and function	Ms. Cornelia Weickl
	Secretary to the Planning Department
Telephone	+49-941-507-1612
Fax	+49-941-507-4619
Email	weickl.cornelia@regensburg.de



4. CERTIFYING THE DECLARED EXPENDITURE (CERTIFYING BODY)

Institution/Department	City of Regensburg
	Division for Economic and Financial Affairs
	Finance Department
Responsible person and function (designated by the Member State)	Ms. Petra Baier
	General accountant, Internal Independent Controller
Telephone	+49-941-507-2205
Fax	+49-941-507-2002
Email	baier.petra@regensburg.de

5. ARCHIVING THE DOCUMENTS (retaining all files, documents and data about the project on customary data storage media in a safe and orderly manner at least until 31 December 2020²)

Institution/Department	City of Regensburg
	Planning and Building Division
	World Heritage Management
Responsible person and function	Ms. Barbara Buehler
	Officer World Heritage Management
Telephone	+49-941-507-1768
Fax	+49-941-507-4619
Email	buehler.barbara@regensburg.de

C) VAT (to be filled in only in the case that the partner spends and declares some expenditure)

Does the partner declare the expenditure including the VAT?

YES

NO

Is the VAT recoverable by the partner?

YES

NO

² All partners must keep all invoices and proof of payments until 31 December 2020. Supporting documents are also needed such as timesheets for part-time staff and calculations of overhead costs. Additional information on supporting documents for the accounted and certified expenditure are available in chapter 4 of fact-sheet 6b of the Programme manual.



Please add some explanations if necessary:

D) SIGNATURE

Partner's responsible person (name in capital letters):

MATTHIAS RIPP

Function:

World Heritage Co-ordinator, City of Regensburg

Signature:

Matthias Ripp

Date and place:

14.10.2008 Regensburg

STADT REGENSBURG
Planungs- u. Baureferat

OFFICIAL STAMP

