



The URBACT II Programme
2007 - 2013

Audit Trail

URBACT PROJECT HerO

PARTNER (*Please indicate name of partner concerned*)

Institution	Vilnius City Municipality (City of Vilnius)
Responsible Unit / Department	Urban Development Department, Development Projects Division
VAT number	
Address	Konstitucijos pr. 3
Postal code	LT-09601
Town	Vilnius
Area	Vilnius County
Country	Lithuania
Phone	+3705 211 2516
Mobile	+ 370 680 61 516
Fax	+3705 211 2517
E-mail	ruta.matoniene@vilnius.lt
Responsible person	Ruta Matoniene
Function	Head of the Division

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	<u>Vilnius Old Town Renewal Agency</u>
Responsible person and function	Gediminas Rutkauskas Director
Telephone	+3705 2629646
Fax	+3705 2629646
Email	<u>otra@lithill.lt</u>

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

Institution/Department	<u>Vilnius City Municipality</u>
	Urban Development Department
Responsible person and function	Ruta Dovydaityte Head of the Planning and Accounting Division
Telephone	+3705 211 2680
Fax	+3705 211 2033
Email	<u>ruta.dovydaityte@vilnius.lt</u>

3. EXECUTING PAYMENTS

Institution/Department	<u>Vilnius Old Town Renewal Agency</u>
Responsible person and function	Danute Gedviliene Chief accountant
Telephone	+3705 212 2049
Fax	+3705 262 9646
Email	<u>danuteg@bk.ru</u>



4. CERTIFYING THE DECLARED EXPENDITURE (CERTIFYING BODY)

Institution/Department	The Ministry of the Interior
	Regional Policy Department
Responsible person and function (designated by the Member State)	Ms. Deimante IANKUNAITE, Head Territorial Co-operation Programmes Unit
Telephone	+3705 2718966
Fax	+3705 2718782
Email	delmante.jankunaite@vrm.lt

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	<u>Vilnius Old Town Renewal Agency</u>
Responsible person and function	Danute Gedviliene Chief accountant
Telephone	+3705 212 2049
Fax	+3705 262 9646
Email	danuteg@bk.ru

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.



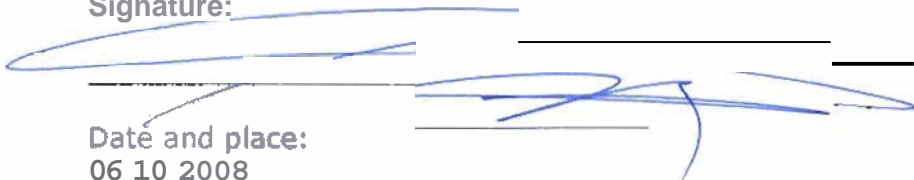
Please add some explanations if necessary:

D) SIGNATURE

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

Function:
Director of Vilnius Old Town Renewal Agency

Signature: _____



Date and place:
06 10 2008

