



The URBACT II Programme
2007 - 2013

Audit Trail

URBACT PROJECT HerO

PARTNER (*Please indicate name of partner concerned*)

Institution	Sighisoara City Hall
Responsible Unit / Department	European Integration, Development Projects
VAT number	
Address	Muzeului Str.7
Postal code	545400
Town	Sighisoara
Area	Mures county
Country	Romania
Phone	+40265771280
Mobile	+40774303774
Fax	+40265771264
E-mail	agenda21-sighisoara@elsig.ro
Responsible person	Sandru Ioana
Function	counsellor

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	Sighisoara City Hall
	European Integration, Development Projects
Responsible person and function	Sandru Ioana
	counsellor
Telephone	+40265771280
Fax	+40265771264
Email	agenda21-sighisoara@elsig.ro

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

Institution/Department	Sighisoara City Hall
Responsible person and function	Ioan Dorin Danesan
	Mayor
Telephone	+40265771280
Fax	+40265771264
Email	agenda21-sighisoara@elsig.ro

3. EXECUTING PAYMENTS

Institution/Department	Sighicoara City Hall
	Accounting department
Responsible person and function	Adriana Paula Marian
	Manager
Telephone	+40265771280
Fax	+40265771264
Email	agenda21-sighisoara@elsig.ro



4. CERTIFYING THE DECLARED EXPENDITURE (CERTIFYING BODY)

Institution/Department	Ministry of Development, Public Works and Housing (MDPWH)
	Directorate for the Coordination of the Activity in Territory
	Department of first level control for the territorial cooperation programs
Responsible person and function (designated by the Member State)	Marieta Enache - coordinator of the first level control system in Romania
	Designated by the Minister of MDPWH, written disposition no. 956/23.07.2008
Telephone	+40372111565/ +40749196175 (mobile phone)
Fax	+40372111565
Email	marieta.enache@mdlpl.ro

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	Sighisoara City Hall
	The Local Public Administration
Responsible person and function	Nitu Dumitru-archivist
Telephone	+40265771280
Fax	+40265771264
Email	agenda21-sighisoara@elsig.ro

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?

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.



YES

NO

Please add some explanations if necessary:

D) SIGNATURE

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

Function:
MAYOR

Signature:



Date and place: 2008-10-08
Sighisoara City Hall

