



The URBACT II Programme
2007 - 2013

Audit Trail

URBACT PROJECT - HerO

PARTNER - LIVERPOOL

Institution	Liverpool City Council
Responsible Unit / Department	Regeneration Portfolio
VAT number	165 737 634
Address	Municipal Buildings, Dale Street
Postal code	L2 2DH
Town	Liverpool
Area	
Country	UK
Phone	+ 00 44 151 233 5367
Mobile	
Fax	
E-mail	john.hinchliffe@liverpool.gov.uk
Responsible person	John Hinchliffe
Function	World Heritage Officer

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	Regeneration Portfolio
Responsible person and function	John Hinchliffe, World Heritage Officer
Telephone	+ 00 44 151 233 5367
Fax	
Email	john.hinchliffe@liverpool.gov.uk

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

Institution/Department	As above
Responsible person	
Telephone	
Fax	
Email	

3. EXECUTING PAYMENTS

Institution/Department	1	Exchequer Management (UK payments)
	2	Treasury Dept (overseas payments)
Responsible person and function	1	Karen Scarisbrick, Manager
	2	Keith Grundy, Principle Treasury Officer
Telephone	1	+ 00 44 151 225 2426
	2	+ 00 44 151 225 2721
Email	1	karen.scarisbrick@liverpool.gov.uk
	2	keith.grundy@liverpool.gov.uk

4. CERTIFYING THE DECLARED EXPENDITURE (CERTIFYING BODY)

Institution/Department	Internal Audit
Responsible person and function (designated by the Member State)	Karen Lowe, Head of Internal Audit
Telephone	+ 00 44 151 225 2651
Fax	+ 00 44 151 225 2653
Email	karen.lowe@liverpool.gov.uk



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	Regeneration Portfolio
Responsible person and function	John Hinchliffe, World Heritage Officer
Telephone	+ 00 44 151 233 5367
Fax	
Email	john.hinchliffe@liverpool.gov.uk

C) VAT

Does the partner declare the expenditure including the VAT?

NO

Is the VAT recoverable by the partner?

YES

Please add some explanations if necessary:

D) SIGNATURE

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

John Hinchliffe

John Hinchliffe
World Heritage Officer

Date and place: *1st 2008*
Liverpool



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.

