

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

PARTNER 6 – City of Lublin

Institution	Lublin City Office
Responsible Unit / Department	Department of Culture
VAT number	712-01-63-493 (Taxation Identity Number)
Address	Ul Zlota 2
Postal code	PL-20-112
Town	Lublin
Area	Lubelskie Voivodship
Country	Poland
Phone	+48.81.466 3700, or +48.81.466 2864
Mobile	+48.662 015 241
Fax	+48.81.466 3701, or +48.81.466 2801
E-mail	ekipta@lublin.eu
Responsible person	Ewa Kipta
Function	Senior specialist

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	Lublin City Office
	Department of Culture
	or Department of Development and European Funds
Responsible person and function	Ewa Kipta
	Senior specialist
Telephone	+48.81.466 3700, or +48.81.466 2864
Fax	+48.81.466 3701 or +48.81.466 2801
Email	ekipta@lublin.eu

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

Institution/Department	As above
Responsible person and function	
Telephone	
Fax	
Email	

3. EXECUTING PAYMENTS

Institution/Department	Lublin City Office
	Department of Budget and Accountancy
	Unit for project finances
Responsible person and function	Tomasz Tkaczyk
	Head of unit for project finances
Telephone	+48.81.466 1381
Fax	+48.81.466 1301
Email	ttkaczyk@lublin.eu

4. CERTIFYING THE DECLARED EXPENDITURE (CERTIFYING BODY)



Institution/Department	Implementing Authority for European Programmes-IAEP
	Wspolna 2/4, 00-926 Warszawa; Poland
Responsible person and function (designated by the Member State)	Mrs Sylwia_Tyszko,
	Chief Accountant
Telephone	Tel.: +48.22.4618 804;
Fax	Fax: +48.22.4618 722;
Email	Sylwia.Tyszko@wwpe.gov.pl

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 Lublin
	Department of Office Organisation
	Archives of the Lublin City Office
Responsible person and function	Anna Haponiuk
	Head of the City Archives Unit
Telephone	+48.81.466 1225
Fax	+48.81.466 1223
Email	ahaponiuk@lublin.eu

C1 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

The regular VAT rate in Poland is 22%, and is applicable to most of costs of services and materials to be bought for the Project implementation, except personal costs of the City Office employees.

NO

Is the VAT recoverable by the partner?

YES

NO

Please add some explanations if necessary:

As the Project does not generate the immediate incomes, the City of Lublin has no legal title for VAT recovery.

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.



Lublin City Office is in train of re-organisation. The Project shall be managed by the Department of Culture, but the co-operation shall include Dept of Architecture, construction and Urban Planning, Dept of Development and European Funds, future structure for historic preservation, and other structures, if suitable. Ms Ewa Kipta shall be responsible for the project implementation and co-ordination in each structural solution. Her position in the structures of the office is going to be decided during next weeks, after mutual agreement on the conditions for good co-operation.

D) SIGNATURE


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

Dr Adam Wasilewski

Function:

The Major of the City of Lublin

Signature:



Date and place:

Lublin, the 10th of October, 2008.

