

	<p align="center">The URBACT II Programme 2007 - 2013</p>	<p align="center">Audit Trail</p>
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URBACT PROJECT HerO

PARTNER City of Poitiers

Institution	City of Poitiers
Responsible Unit / Department	Tourism, International Relations & Heritage
VAT number	Not subjected to VAT
Address	Mairie - Hôtel de Ville BP 569
Postal code	86021
Town	Poitiers cedex
Area	Poitou-Charentes
Country	France
Phone	+335 49 52 36 04
Mobile	n.a.
Fax	+335 49 52 37 69
E-mail	catherine.gourmaud@mairie-poitiers.fr
Responsible person	Mrs Catherine GOURMAUD
Function	Head of TIRH Dept

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 Poitiers
	Tourism, International Relations & Heritage
Responsible person and function	Mrs Catherine GOURMAUD
	Head of TIRH dept
Telephone	+335 49 52 36 04
Fax	+335 49 52 37 69
Email	catherine.gourmaud@mairie-poitiers.fr

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

Institution/Department	City of Poitiers
	Budget and Finances Dept
Responsible person and function	Mrs Lydie VELIEU
	Head of Budget and Finances Dept
Telephone	+335 49 52 36 81
Fax	+335 49 52 36 91
Email	lydie.velieu@agglo-poitiers.fr

3. EXECUTING PAYMENTS

Institution/Department	Municipal Treasury of Poitiers
Responsible person and function	Mr Jean-Paul BOZEC
	Principal Treasurer
Telephone	+335.49.50.36.86
Fax	+335.49.50.36.82
Email	jp.bozec@cp.finances.gouv.fr



4. CERTIFYING THE DECLARED EXPENDITURE (CERTIFYING BODY)

Institution/Department	Municipal Treasury of Poitiers
Responsible person and function (designated by the Member State)	Mr Jean-Paul BOZEC
	Principal Treasurer
Telephone	+335.49.50.36.86
Fax	+335.49.50.36.82
Email	jp.bozec@cp.finances.gouv.fr

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 Poitiers
	Tourism, International Relations & Heritage
Responsible person and function	Mrs Catherine GOURMAUD
	Head of Tourism, International Relations & Heritage Dept
Telephone	+335 49 52 36 04
Fax	+335 49 52 37 69
Email	catherine.gourmaud@mairie-poitiers.fr

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):

Mrs Catherine GOURMAUD

Function:

Head of Tourism, International Relations & Heritage Dept

Signature:



Date and place:

Poitiers the first of October 2008

