



### **Required documents for the project expenses' audit**

Hereinafter is the list of documents required for the final audit:

- A) Documents that should be submitted to SIIRD upon completion of the project:
- 1) Final Fiscal report for the project's period, which will include cumulative financial data for the entire period in which the project took place
  - 2) The company's auditor's opinion on the final fiscal report. A template for auditor's reference can be downloaded from SIIRD's website.
- B) Documents that should be prepared for the audit in the company itself:
- 1) The Cooperation Project Funding Agreement (CPFA) with the foundation, including the budget that was approved for the company (included in the agreement).
  - 2) Audited/ Reviewed financial reports of the company which cover the duration of the project (and if there are none, then a trial balance).
  - 3) Bookkeeping records printouts, which show the figures appearing in the final fiscal report according to its clauses, and with reconciliation between bookkeeping and the report.
  - 4) Information summary regarding shareholders' holdings at the time of the project and in the present.
  - 5) Copies of invoices claim on all different categories (subcontractors, materials, equipment depreciation etc.), including references for an actual payment for all expenses made at the time of the project.

- 6) For claims on labour expenses incurred directly by the project, the company must ensure that the detailed documents would be accessible and available for the audit:
  - i) Monthly time sheets signed by the employees detailing the time devoted to the project, and the total hours for the month. A template for the time sheet can be downloaded from SIIRD's website.
  - ii) A table showing the calculation of employment percentage for all of the employees, in accordance with the final report submitted by you.
  - iii) Employer's cost report (from the pay-roll software), or CPF' statements.
  
- 7) The summary of data related to the other requested expenses (The Company must make sure that the data would be accessible and available):
  - i) Substantial sums invoice copies.
  - ii) Agreements with main subcontractors and consultants that were requested in the project.
  - iii) Depreciation form and working paper for calculating the depreciation's expenses during the project.
  - iv) Travel trips reports