

Special requirements for the financial report –partner(s) in eligible countries

The part of the financial report covering the costs of the partner(s) in the addressed countries has to be audited by an external auditor under recognition of the International Standard on Auditing (ISA) 800.

Terms of Reference (ToR) for the external audit report have to be forwarded to the auditor. The ToR will be forwarded to the project coordinators in time. Among others they will refer to the following:

- The auditor has to be chosen in accordance with the regional offices of the Austrian Economic Chamber (WKO).¹ A list of eligible audit agencies will be provided by KEF.
- The invoices can remain within the partner institution.
- The reports of the external auditor have to be available at the latest two months after the end of the respective reporting phase and have to be added to the mid-term / final report.
- The report has to be structured according to the budget items outlined in the budget sheet of the application form (staff costs, travel & subsistence, other costs...).
- The report has to be issued in English.
- The report has to present expenses in local currency and converted to Euro.
- A detailed cost breakdown structured according to the budget categories has to be included in the audit report.
- In case of several partners in the eligible country(ies) only one audit report that includes expenses of all partner institutions in these countries has to be submitted.
- The audit report with original signatures has to be submitted in hardcopy to the KEF-office, the report has to be bound and pages need to be numbered.
- Expenses of Austrian partner institution do not have to be included in the audit report.

¹ <https://www.wko.at/Content.Node/service/aussenwirtschaft/AussenwirtschaftsCenter-Liste.html>