

WOM 19ii v21.07.09 **LAG Project Claim checklist - WILTSHIRE**

Project Number [LAG]:	Project Name:	Claim Ref number:
Date claim received by LAG:	Payment due date:	Acknowledgement of receipt date:

Claims Checklist

1	Has an incorrect form or correction fluid been used? (this is an auditing requirement) If YES to either, reject grant claim form and request replacement.	Yes / No
2	Has all the expected supporting documentation been received? [Includes progress report; receipts; evidence of time spent on project where investment is funding staffing; invoices; accountant /auditor report, etc.] If NO , do not proceed with process until all documentation has been received.	Yes / No
3	Does the person signing grant claim form (within project organisation) have the relevant authority to do so? If NO , consider action required and return claim form for correct signature, as appropriate.	Yes / No

Recommending/Certifying Checks

4a	Is a Compliance Monitoring Inspection or other monitoring visit required? If YES , do not proceed with payment until visit and all necessary resulting actions are completed.	Yes / No
4b	Compliance monitoring inspection report Date of inspection/visit: _____ Was the inspection result satisfactory?	Yes / No
4c	Follow up to inspection - Have all of the actions identified from the inspection necessary for making payment been completed? : [If NO , please add comments on separate report]	Yes / No
5	Progress Report and other relevant documents – Is progress satisfactory? (As measured against the project plan / milestones and Offer Letter.) If NO , take necessary action to resolve before considering payment.	Yes / No

Claim and Invoices

6a	The claim is arithmetically correct and does not include items previously paid for or passed for payment.	Yes / No
6b	Are the items listed eligible for funding under the scheme eligibility criteria and approved by the Offer Letter?	Yes / No
6c	Are all invoices and receipts present and receipted or an accountants report completed in lieu of receipted invoices?	Yes / No
6d	Does each invoice or receipt name an end recipient appropriate to the project?	Yes / No
6e	Is the amount claimed for each item the net cost? [I.e. it excludes interest charges, VAT, etc.]	Yes / No
6f	If VAT is included, is this as agreed in the contract letter? (A VAT declaration form ought to have been submitted before the offer letter was issued) If the answer is NO to any of the questions in this section, ensure appropriate action is taken before payment.	Yes / No
7a	Is this the FINAL CLAIM ? If NO – Would this claim take the total grant paid past the 90% maximum payment threshold for interim claims? If YES , reduce claim to meet the requirement to retain a minimum of 10% for final claim. (i) Has the final progress report been received? If NO, do not proceed with payment until received. (ii) If the total grant funding for the project exceeds £200k, has an audit report from an independent accountant been received? If NO, do not proceed with payment until received. (iii) Is the total grant funding claimed for the project in excess of that agreed in the Offer Letter? If YES, do not proceed with payment of claim until excess claim resolved. (iv) Has the project been visited at least once prior to this claim (including a Project Engagement Visit)? If NO , undertake an inspection before proceeding to process this claim.	Yes / No Yes / No Yes / No Yes / No

For LAG Officer - Certification checks completed and grant claim certified as eligible for payment.

Signature	Name of claims checker	Job Title	Date

For Accountable Body Officer – Authorisation checks completed and grant claim certified as eligible for payment

Signature	Name of claims checker	Job Title	Date