

# Administrative checks

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These checks will relate to funding you have received toward what we call management costs. This could, for example, include paying for staff, developing websites, paying rent or funding facilitation within your project.

We will check that funding from our support schemes is being used correctly and these checks are in addition to those that we'll make when you submit an application.

The results can affect how much funding you receive.

## Legacy schemes

Legacy schemes are those that formed part of a previous funding programme but have continued beyond its end, although they are closed for new applicants.

This is because some of the payments are paid over several years to match the lifecycle of the project they are supporting. Administration checks may continue to take place wherever payments are made.

You can find out more about previous programmes using the link below.

[Legacy schemes](#)

## What we will look for

The aim of these checks is to make sure that the funding you have received from us has been used correctly, in line with the rules of the scheme you have claimed from.

Depending on what scheme you have received funding through, these rules may vary but they will be detailed in the scheme guidance note.

Unlike our other inspections, we may not visit your business or location and instead request certain documents and records to conduct an audit.

This audit could check that:

- the objectives of the project have been achieved
- you have the correct invoices and proof of payment documents

We may also check and verify any other information you may have provided when making your claim that is specific to your project.

## Outcomes

This process is designed to make sure that the Scottish agriculture and forestry industries comply with European Commission rules.

If we do not meet these rules, the European Commission can fine the Scottish Government, meaning if you fail any part of your checks, your payments may be reduced.

A failure could result in a loss or reduction of payments.

If you do fail part or all of your checks, we will refer to this as a breach and any reduction in payments will be assessed depending on how serious the breach is.

## Further information

You can find out more about our wider inspections programme below.

[Inspections](#)

Further information why we need to penalise failed inspections can be found below.

[Disallowance and penalties](#)

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