



**Circular Letter CVSP 3/2021**

**02 November 2021**

To: Each PPN Resource Worker and for onward transmission to Secretariat

To: Each Director of Service, Community

**PPN 2<sup>nd</sup> Tranche payment, PPN Financial Controls and other key financial information updates**

This circular issues as the 2<sup>nd</sup> Tranche payment for 2021 are being finalised for processing and accompanies the updated PPN Financial Controls document (attached with this Circular). The updated document includes the recommendations from the report arising from findings following the Audit of a number of PPNs conducted by the Department's Internal Auditor earlier this year.

**2021 funding – second tranche**

The second tranche of PPN funding for 2021 will issue on the 4<sup>th</sup> of November to the majority of PPNs.

CVSP 1/2021 had stated that the second tranche of funding for 2021 would incorporate reconciliation of unspent funds relating to the engagement of a Support Worker in 2020. The Department decided to postpone the reconciliation exercise this year in view of the administrative workload it would place on PPNs at an already difficult time. The reconciliation will instead be conducted next year (see below).

**2021 funding – carryover (if applicable)**

There may be a requirement to carry over unspent core funding from 2021 into 2022 due to the PPNs' inability to hold certain in-person events as a result of the restrictions imposed due to the Covid-19 pandemic. Where a PPN intends to carry over this funding, **it must firstly inform DRCD of its intention**. This may be done by outlining the business case for doing so and obtaining prior approval from the Department. DRCD will assess each request on a case by case basis and provide a response as quickly as possible.

**Reconciliation of funding in 2022**

Further instructions regarding the procedure for the first tranche of funding in 2022 will issue early in the New Year. Please be advised of the list of documents that the Department requires before funding can issue; this is outlined under the heading 'Funding conditions' in the Financial Controls document.

In early 2022, the Department will review unspent funding accrued by PPNs. Please note that this may potentially result in the first tranche of funding in 2022 being offset against the unspent funding already on hand within individual PPNs. This applies to both the core funding and the ring-fenced Support Worker funding provided by the Department.



### **Financial reporting**

In 2020, the Department introduced a new 'Income and Expenditure Report' template for financial reporting, as outlined in Circular CSVP 3/2020. The same system will be used in 2022 and for the foreseeable future with minor modifications where necessary.

If you have any comments or suggestions regarding this reporting template based on your experience with the template issued with CSVP 3/2020, please send them to [ppn@drccd.gov.ie](mailto:ppn@drccd.gov.ie) so that we can improve the template's suitability going forward.

### **Audit by DRCD auditor in 2022**

DRCD's Internal Audit Unit audits the finances of agencies, programmes and schemes funded by the Department to ensure that public funds are being used appropriately. The unit takes on a certain number of audit assignments each year, and has advised that the workplan for 2022 includes conducting an audit of PPNs' finances in the latter half of the year. Any PPNs whose accounts will be subject to audit will be informed about this process in due course.

Any queries in relation to this the above should be addressed to [ppn@drccd.gov.ie](mailto:ppn@drccd.gov.ie).

Yours sincerely,

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To: each Director of Service (Community)

CC: PPN Resource Worker for onward transmission to the PPN Secretariat.