



PUBLIC PARTICIPATION NETWORK

FUNDING ARRANGEMENTS 2016 (DETAILS OF EXPENDITURE 1/7/16 – 31/12/16).

24/10/2016

Circular Letter CVSP3/2016

To: Each Director of Service, Community

Cc: Each Resource Worker PPN

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As indicated in Circular letter CVSP1/2016 recoupment of expenses incurred by PPN's will be made on the basis of actual expenditure of approved costs. Recoupment has been made in most cases to local authorities in respect of expenditure incurred during the period 1st January 2016 to 30th June 2016.

The process to recouping LA's/PPN's in respect of expenditure incurred by the PPN during the period 1st July 2016 to 31st December 2016 is due shortly and for this purpose the attached template will be required to be completed, certified and returned to the Department no later than **Friday 12th November 2016**. Where returns are received up to this date, and processed, recoupment should be lodged to an authority's account by the end of November. In the interim the Department would request authorities continue their support and commitment to the PPN.

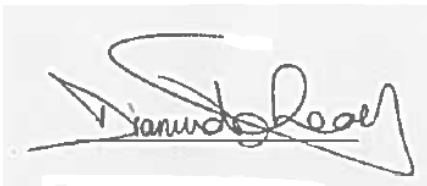
While it had been the intention to have authorities/PPN's submit returns of actual expenditure incurred during the period July to end November and confine estimated costs to salary/T&S, it became apparent that this was not practical given the time frames involved for all concerned. Accordingly, the template to be completed will be in respect of actual expenditure from **1st July to 31st October 2016** and estimated costs from **1st November to 31st December 2016**. In the matter of estimated costs, the Department would envisage that in most cases this should consist only of Salary and T&S costs. That being the case there will be no need to seek confirmation of 'estimated' costs in 2017. However where there are other estimated costs, LA's/PPN's will be requested to confirm these costs in January 2017 to allow for any reconciliation of recoupment made. As in the case of 2016, any excess recoupment made on the basis of estimated costs (other than salary/T&S) will be offset against whatever is due in 2017.

It is important to note that returns need to be made by the due date. Recoupment in respect of late returns i.e. those received up to 12th December (absolute cut-off date) will not be made until late December. Returns received after the 12th December cannot be processed. As there is no carryover of funding from one year to the next, expenditure incurred in 2016 if not recouped, cannot be recouped on top of any funding due in 2017.

This account may be completed by the PPN or appropriate person acting on its behalf. The account must however be certified by the Local Authority given that a clear Memorandum of Understanding and Service Level Agreement exists between the PPN and the Authority. Monies will only be recouped to a Local Authority on the basis of expenditure thus incurred.

A local authority is expected to provide details of expenditure and should retain records of all payments and expenditure incurred for which it intends to claim. Although these do not need to be submitted in detail with this claim they should be available for inspection by the Department or other relevant agencies.

Mise le meas

A handwritten signature in black ink, appearing to read 'Diarmuid O'Leary', is written over a light grey rectangular background.

Diarmuid O'Leary,
Principal
Community and Voluntary Supports and Programmes
Phone: 01 888 2948

ACTUAL Expenditure incurred during the period
1st July 2016 – 31th. October 2016 by _____ PPN

Detail below each item of expenditure and its relevant cost. 'Other costs' and or 'Miscellaneous costs' without a breakdown of Item and cost cannot be accepted.

- Salary / Wages	€
- Travel & Subsistence	€
-	€
-	€
-	€
-	€
-	€
-	€
-	€
-	€
-	€
-	€
Total	€

ESTIMATED Expenditure EXPECTED to be incurred during the period 1/11/16
to 31/12/16 by _____ PPN

- Salary / Wages (Nov & Dec)	€
- Travel & Subsistence (Nov & Dec)	€
-	€
-	€
Total	€

Grand Total - Actual and Estimated	-	€
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Please ensure that records in respect of all expenditure incurred above are retained and available for inspection by the Department or other relevant agencies.

Generally this account will be completed by the Resource Worker, Coordinator or Liaison officer to the PPN.

Completed by: _____

Title/Role: _____ Date: _____

If there is a requirement for an individual from the PPN/Secretariat to 'sign off' on this account they can do so below.

On behalf of PPN _____

Title/Role: _____ Date: _____

This section needs to be countersigned by the Director of Services or assigned officer from the local authority.

Certified by: _____ **(Local Authority)**

Grade/Title: _____ Date: _____