



CVSP 2/2022

10 March 2022

PPN Funding arrangements for 2022

For the attention of PPN Members, PPN Secretariats, Resource Workers and Local Authorities

An updated Financial Controls document has been enclosed with and is supported by this circular. The updated document includes a number of additional requirements that have been deemed to apply to all of DRCD's funding programmes, including the PPNs. The headings of sections that have been newly added to this version are highlighted for ease of reference.

The Department decided to postpone the reconciliation exercise for 2020 underspend in 2021 in view of the administrative workload it would place on PPNs at an already difficult time. The reconciliation will instead be conducted this year. This exercise will begin with the 1st Tranche payment of this year, whereby underspend from calendar year 2020 will be offset. After the 1st Tranche payment has been made, DRCD will issue a letter to each PPN outlining the level of underspend that has been offset.

Further details on the 2nd Tranche of funding will issue later this year. However, please note that no PPN will be left entirely without funding in any tranche regardless of the level of unspent funding accumulated in preceding years.

As set out in the Financial Controls document, we require the submission of the following documents no later than 31 March 2022.

- MOU/SLA (the latter only where necessary; please refer to the [PPN Handbook](#))
- Income & Expenditure 2021 report (template enclosed)
- Any travel and subsistence expenses policy held by the PPN
- The workplan and agreed budget for 2022 (including timeframes for plenary meetings)

Any delay in a return of the Income & Expenditure 2021 report and/or relevant documentation listed above will result in delay to the 1st tranche payment due for the first week of May 2022.

In the Financial Controls document submission of the Annual Report from each PPN is also listed as a funding requirement. Details on the Annual Report template for the 2021 Annual Report will follow in due course.

Please note that the Income & Expenditure 2021 report template now contains a new field titled 'Carryover (Approved)'. Please use this field to record any amount that DRCD approved for carryover from 2020 to 2021. The 'Opening Balance' field should record both the LA and DRCD's unused contribution to PPN Income from preceding years that were accumulated at 1 January 2021, including any approved carryover amounts.



We would like to take this opportunity to remind Local Authorities that funding provided in any given period is intended to support the work of the PPN in the calendar year (Jan– Dec) in which said funding is provided.

We would also like to remind both Local Authorities and PPNs that, in normal circumstances, unused amounts from the DRCD portion (including the ring-fenced Support Worker funding) cannot be carried forward to future calendar years without the express written permission of DRCD.

Given the exceptional impact on PPN operations experienced as a result of the Covid-19 pandemic, DRCD granted PPNs the opportunity in respect of the upcoming funding tranche to present a case whereby funding received in 2021 that was budgeted to support a specific piece of work that was delayed into 2022 can be carried forward and will be outside the reconciliation exercise. In order to present their case, PPNs will need to provide a copy of a signed 2022 workplan featuring the activities in question.

Please note that this provision does not apply to the ring-fenced Support Worker funding provided by DRCD of €25,700, which will be subject to reconciliation.

Under normal conditions, PPNs that wish to carry forward an unused amount must provide a written submission to the Department outlining the reasoning behind such a carryover. The Department reserves the right to determine whether this reasoning is sufficient.

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@drcd.gov.ie.

Yours sincerely,

Ciara Bates
Principal Officer
Community & Voluntary Supports and Programmes



076 100 6824

To: each Director of Service (Community)

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