



## PUBLIC PARTICIPATION NETWORK

### RECONCILIATION OF ESTIMATED EXPENDITURE NOV-DEC 2016

25/5/2017

#### Circular Letter CVSP2/2017

To: Each Director of Service, Community

Cc: Each Resource Worker PPN

A Chara

I refer to circular letter CVSP3/2016 in relation to estimated costs expected to be incurred by PPNs during the period 1st November to 31st December 2016. While it was envisaged at the time that, in most cases, expenditure might only consist only of Salary and T&S costs, it became clear from the majority of returns received that 'other' expenditures were also being provided for.

Accordingly confirmation of the actual costs incurred during the period in question is now sought. Any reconciliation required between actual and estimated costs will be offset against the balance of funding due from this Department for 2017. A short template to account for actual expenditure is attached.

This account may be completed by the Resource Worker, countersigned by an appropriate member of the Secretariat, and certified by the Local Authority at an appropriate level.

Completed returns which should be submitted by **Friday 16th June 2017** may be mailed to [ppn@housing.gov.ie](mailto:ppn@housing.gov.ie) or returned to –

Ms. Ellie Corcoran, Community and Voluntary Supports and Programmes. Department of Housing, Planning Community and Local Government Custom House Dublin 1.

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Assistant Principal  
Community and Voluntary Supports and Programmes  
Phone: 01 888 2188

**ACTUAL EXPENDITURE incurred during the period  
1st November 2016 – 31st. December 2016**

by \_\_\_\_\_ PPN

'Other costs' and or 'Miscellaneous costs' cannot be accepted – specify each item of expenditure

- Salary / Wages	€
- Travel & Subsistence	€
-	€
-	€
-	€
-	€
-	€
-	€
-	€
-	€
-	€
<b>Total</b>	€

Completed by: \_\_\_\_\_ Resource Worker

Date: \_\_\_\_\_

On behalf of Secretariat

\_\_\_\_\_

Date: \_\_\_\_\_

Certified by: \_\_\_\_\_ (Local Authority)

Director of Services/ \_\_\_\_\_ Date: \_\_\_\_\_