



**An Roinn Forbartha
Tuaithe agus Pobail**
Department of Rural and
Community Development

PUBLIC PARTICIPATION NETWORK - STATEMENT OF EXPENDITURE FOR 2019 (ACTUAL & ESTIMATED).

27 September 2019

Circular Letter CVSP 8/2019

To: Each Resource Worker PPN

A Chara,

Confirmation of the actual costs incurred by your PPN during the period **01/01/19 to 30/9/19** is now sought. Please state below the **total expenditure** incurred by the PPN during this period:

1). € _____

This figure should only cover actual expenditure incurred during the period.

You are also required to state the amount of **Committed and Estimated expenditure** anticipated for the period **01/10/19 – 31/12/19**. This figure should be indicated below –

2). € _____

Overall costs – Actual and Estimated (1 & 2) for 2019 - € _____

PPNs and LAs will, in due course, be requested to confirm actual expenditure incurred for 2019. To avoid offsetting in 2020 realistic estimates and accurate expenditure should be provided.

This return should be completed first by the Resource Worker and countersigned by at least two members of the Secretariat. It must then be certified by an appropriate official of the local authority with specific responsibility for the PPN, i.e. Director of Services/SEO.

To allow the Department sufficient time to determine the level of funding payable to PPNs from the balance due to them in respect of 2019 (up to a maximum sum of €20,000), the completed form must be returned to the Department by **Friday 11th October 2019**.

Please note that payment of any amount due is wholly dependent on the submission of this statement fully completed. Understatement of actual and/or estimated costs will not be addressed once payment has been processed. PPNs and local authorities therefore need to ensure their return is correct in all respects.

STATEMENT OF EXPENDITURE FOR 2019 (ACTUAL & ESTIMATED).

Completed by: _____ Resource Worker

Date: _____

On behalf of _____ PPN, we confirm that the amount stated as actual expenditure incurred during the period 1/1/19 to 30/8/19 is correct.

_____ Secretariat Member / / 2019.

_____ Secretariat Member / / 2019.

We also confirm that the amount estimated for the period 1/10/19 to 31/12/19 represents a true and honest estimate of the expenditure likely to be incurred during this period.

_____ Secretariat Member / / 2019.

_____ Secretariat Member / / 2019.

I hereby certify that the Actual expenditure stated and the amount estimated reflect the true position of expenditure incurred and likely to be incurred during 2019.

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

Director of Services/SEO _____ Date: _____

Completed returns may be mailed to ppn@drcd.gov.ie

Funding Requirements for 2020

Department funding for 2020 (up to a maximum of €50,000) will be conditional on the receipt of:-

- An Memorandum of Understanding to include a profile of expenditure for the year ahead between the local authority and the PPN being in place,
- A Service Level Agreement for 2019 between the Host Organisation and the PPN (where a hosting arrangement applies),
- A Service Level Agreement for 2019 between the PPN and the Company (where the PPN is a registered company limited by guarantee),
- The completion and return of the 2019 Annual Report template (to be issued in early 2020).

Among the issues that may be included in such MOUs/SLs are:

- Purpose and Scope of MOU/SLA
- Goals and Objectives
- Roles and Responsibilities of parties
- Staffing – Employment/Employer conditions and responsibilities
- Decision making process
- Work plan and Budget
- Operational Co-operation
- Reporting and Evaluation
- Codes of Conduct/Conflict Resolution
- Review
- Commencement

In the context of the review of the User Guide currently underway, the Department expects to have model templates of appropriate MoU/SLA's available for PPNs and LAs in advance so that the requirements announced above can be met.

Queries relating to this Circular should be referred to Ellie Corcoran at ellie.corcoran@drcd.gov.ie

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Assistant Principal
Community and Voluntary Supports and Programmes

For onward transmission to each member of the PPN Secretariat.

Cc: Each Director of Service, Community