



CVSP 7/2020

17 December 2020

PPN Handbook, PPN Financial Controls and other key financial information

To each PPN Resource Worker for onward transmission to the PPN Secretariat

This circular accompanies the [PPN Handbook](#) and the PPN Financial Controls document (attached with this Circular) and concerns the implementation of the provisions in those documents as well as a number of matters relating to PPNs' finance.

PPN Handbook

We would like to thank all PPN stakeholders who attended the webinar on 19 November 2020 at which we launched the PPN Handbook.

Please note that the Handbook supersedes all versions of the previous PPN User Guide.

As many of the practices outlined in the Handbook will be new to some PPNs, we recognise that it will take time for them to bed down. In the meantime we expect that the PPNs will commence work on its implementation as soon as is possible.

Practices that are mandatory are clearly highlighted and marked with an exclamation mark (!) in the final PDF of the Handbook. All sections marked as 'Mandatory' (exclamation mark) must be implemented, and the Department will be auditing PPNs' practices in the first half of 2021 to ensure that these key practices are in place or that progress is being made towards their implementation. The Evaluation Checklist (Appendix 16 of the Handbook) is provided as a tool to enable PPNs to check their own progress in this regard.

In the event that a PPN fails to adhere to or implement the requirements outlined in the Handbook the Department will have no option but to withdraw its funding.

2020 funding – second tranche

The second tranche of PPN funding for 2020 issued on 16 November for the majority of PPNs. A small number of PPNs did not receive second tranche funding on this date and have been informed of this by email.

CVSP 4/2020 states that the second tranche of funding for 2020 would incorporate reconciliation of unspent funds relating to the engagement of a Support Worker in 2019. 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).

Reconciliation of funding in 2021

Further instructions regarding the procedure for the first tranche of funding in 2021 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.

The first tranche of funding in 2021 will incorporate offsetting of a) any unused Support Worker funding accrued in calendar years 2019 and 2020 and b) any unused core funding accrued in calendar years 2019 and 2020. The Department will be requesting information on the length of time during which any and all Support Workers were engaged by each PPN during that 24-month period and the salary/salaries paid to these Support workers.

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 2021 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 so that we can improve the template's suitability going forward.

Audit by DRCD auditor in 2021

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 2021 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.

Yours sincerely,

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