



SOUTHERN & EASTERN
Regional Assembly
Promoting Our Region



Ireland's EU Structural Funds
Programmes 2007 - 2013
Co-funded by the Irish Government
and the European Union



Ireland Wales Programme 2007 - 2013

Good Practice Guide 7 - How to complete the Payment Claim Form

The Payment Claim Form provides detail to the JTS of the expenditure incurred by a project over a six month period. It must be completed by the Lead Partner and incorporates expenditure incurred by all partners.

The Payment Claim Form will be sent to the Lead Partner, accompanied by a Progress Report and Indicators report, when First Level Control work on the Statements of Expenditure of all partners have been checked and certificates of ERDF Control issued.

A signed copy of the completed Payment Claim Form, accompanied by:

- completed Progress Report
- completed Indicators Report
- All ERDF certificates

should be posted to the JTS in Waterford at the same time that the completed electronic version is returned to bcurren@seregassembly.ie

Section A – General Information

Part of this section will be pre-printed when a Payment Claim Form is sent out, and will contain information agreed in the Subsidy Contract and annexes.

The following information will be preprinted:

- (1) Payment Claim Number – this will be assigned by the JTS when issuing the Payment Claim Form.
- (2) Lead Partner Organisation – this should be the name of your organisation
- (3) Country – Ireland or Wales
- (4) Project Number – Each project was assigned a number by the JTS when the application was first received. This number will not change over the lifetime of the project.
- (5) Project Name – as submitted at application stage
- (6) Project Start Date and End Date – as submitted, or as subsequently agreed.
- (7) Contact Person – each project has a Lead Partner contact person through whom all information should be submitted, and the Payment Claim Form will be sent to this person.
- (8) Claim Period

The date of submission is the date the Contact Person signs the Claim Form and returns it to us.

Details of Certificates of ERDF Control Issued

Please complete, for each partner:

- (1) Details of Partner organisations located in the adjacent area – if your organisation or any of your partner organisations is located in an adjacent area, insert Yes into the relevant box, otherwise answer No.
- (2) Certificate Number – When a partner receives a Certificate of ERDF Control, there will be a Certificate Number at the top left hand corner of the form. The Lead Partner will receive a copy of all partner organisation certificates from the JTS.
- (3) Total Amount approved on Certificate - this will feature on the Certificate of ERDF Control in the 'Total Expenditure Certified' box.
- (4) Address Supporting Documents Held: Please insert the address at which all supporting documents are stored. (Projects must retain supporting documentation for three years after the Commission has made the final payment for the programme to the Regional Assembly. Please see "Good Practice Guide 3 – Document retention" for further information.

The "Total Expenditure Certified and Claimed" field will populate itself with a total of the amounts entered at (3). If, however, you or one of your partner organisations is located in an adjacent area, please separately tot the adjacent area spend and enter it in the next field.

Bank details: It is important that the correct bank account details are submitted to ensure that funds are correctly transferred to the project. The Project bank account must be in the Lead Partners name. These details will be kept on record for future project payment claims.

Section B – Total Expenditure Summary

Section B.1

Total Eligible Cost Per Partner for period being claimed

This table is a summary of the individual partner expenditure as certified. It is the job of the Lead Partner to enter the total certified spend on each budget line for each partner (and then check the total against the amount on the Certificate to ensure you're right).

Partners should note it is permitted to overspend on an individual budget line by up to 10%, or up to €10,000, provided there are corresponding savings made elsewhere. Overspends of more than 10% must be pre-approved by the JTS. Please contact the JTS immediately if you plan such an overspend.

Section B. 2

Total Expenditure Summary – Project

This entire Section will complete automatically as you enter data into B.1

Section C. Revision of Future Expenditure Profile

The 'Budget for next 6 months (as per contract)' column must detail, for each budget line, the expenditure forecast for the next claim period **as originally forecast in your Financial Tables**.

Partners should review their expenditure profile carefully and identify as soon as practicable what budget headings will incur overspends or under spends.

When you have reviewed your future expenditure profile please complete the second column, "Proposed New budget for next 6 months". If there are any differences, the next two columns will automatically identify them and identify the percentage difference. If you conclude that your budget needs formal revision because spend is now expected to deviate significantly from budget, please say "Yes" in the next cell and explain the reason for the change in the next.

In order to formally request a budget change the lead partner must complete a 'Budget Change Request Form'. This form can be obtained from the JTS in Waterford (or shortly, from the Ireland Wales Programme web site www.irelandwales.ie).

Section D. Declaration

Please read the declaration carefully before signing the Payment Claim Form.

The form should be signed by the Lead Partner Contact Person.

The Lead Partner is required to submit supporting documentation in the form of all partners Certificate of ERDF Control and the completed progress report.

Note: there is one payment made by the JTS to the Lead Partner on behalf of the entire Project. It is the responsibility of the Lead Partner, operating in accordance with the Partnership Agreement, to issue payment to all other partners.

Indicators Report

Progress Against Outputs and Results

In order to complete this section, please refer to the project subsidy contract and annexes.

Outputs

The columns 'Outputs as per Subsidy Contract', 'Cumulative Achieved to Date' and 'Figures for this period' must be completed.

Results

The columns 'Results as per Subsidy Contract', 'Cumulative Achieved to Date' and 'Figures for this period' must be completed under the relevant priority and theme.

It is important to detail any additional outputs and/or results from project activity.

Based on the work plan in the Subsidy Contract and annexes, is the project on schedule to achieve targets as agreed. If the answer is NO, please explain the reasons for the not reaching the target(s).

The Lead Partner must complete and return the Payment Claim form along with the Progress Report, Indicators Report and Certificates of ERDF Control to the following address:

Ireland-Wales Programme
Joint Technical Secretariat (JTS)
Old Port of Waterford Building
2 George's Street
Waterford City
Ireland

Tel. (+353) 51 318100
Email – bcurran@seregassembly.ie

Date of Issue: October 2009