



Payment and Control Procedures Advice to Projects on Completing the Payment Claim Form & Progress Report

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Venue Cymru, Llandudno



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Payment Claim Form

- The Payment Claim Form provides detail to the JTS of the expenditure incurred by a project over a six month period.
- The Payment Claim Form must be completed by the Lead Partner only and incorporates expenditure incurred by all partners.
- Lead Partner must complete the Payment Claim Form, Indicators Report and Progress Report and submit to the JTS in Waterford with the Certificates of ERDF Control for each partner.
- Once the Certificate of ERDF Control is issued, the desk-based First Level Control work is completed. The next stage of the process commences when the above documents are checked by the Project Officer and passed to the Managing Authority & Certifying Authority to be checked & signed off before payment is issued to the Lead Partner.



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A. GENERAL PROJECT INFORMATION			
Payment Claim Form No.	1		
Lead Partner Organisation:	AN Other		
Country - Ireland or Wales	Wales		
Project No.	40		
Project Name:	ABC Project		
Project Start Date:	Apr-08	Project End Date:	March 2011
Contact Person:	John Smith		
Claim Period - From:	Apr-08	To:	Sep-08
Date of Submission:			
Details of Certificates of ERDF Control Issued:			
Partner 1	AN Other		Address Supporting documents held:
Is this partner located in an adjacent area?			
Certificate No.	1		
Total amount approved on Certificate €:			
Partner 2	AB Other		Address Supporting documents held:
Is this partner located in an adjacent area?			
Certificate No.	2		
Total amount approved on Certificate €:			
Partner 3			Address Supporting documents held:
Is this partner located in an adjacent area?			
Certificate No.			
Total amount approved on Certificate €:			
Partner 4			Address Supporting documents held:
Is this partner located in an adjacent area?			
Certificate No.			
Total amount approved on Certificate €:			
Partner 5			Address Supporting documents held:
Is this partner located in an adjacent area?			
Certificate No.			
Total amount approved on Certificate €:			
Partner 6			Address Supporting documents held:
Is this partner located in an adjacent area?			
Certificate No.			
Total amount approved on Certificate €:			
TOTAL EXPENDITURE CERTIFIED AND CLAIMED		0.00	
TOTAL ADJACENT AREA EXPENDITURE*			

Orange boxes must be completed by Lead Partner



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How to complete the Payment Claim Form

Section A – General Information

- Good Practice Guide No. 7 – How to complete the Payment Claim Form
- The Ireland Wales Programme IT system generates project specific information on the Payment Claim Form, sourced from the Subsidy Contract & completed Statements of Expenditure.
- Part of this section will be pre-printed when a Payment Claim is sent out to the Lead Partner. (See sample form)
- Contact Person – The Payment Claim Form will be sent to the Lead Partner contact person as stated in the Subsidy Contract. If there is a change in personnel, the JTS must be notified in writing.
- Date of Submission – The date the Contact Person signs the Payment Claim Form.



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Section A – Continued

Details of Certificates of ERDF Control Issued

The Lead Partner must collect all the Certificates of ERDF Control from the Partners to complete the following information:

Adjacent Area – if any of the partners are located in an adjacent area, for example, Swansea, insert ‘Yes’ into the box, otherwise answer ‘No’. (Separately tot the “Total Adjacent Area Expenditure” & enter figure)

Total Amount approved on Certificate – this will feature on the Certificate of ERDF Control in the ‘Total Expenditure Certified’ box.

Address Supporting Documents Held – Insert the address at which all supporting documents are stored.



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Bank Name:			
Address:			
Account Name			
Account No.		Sort Code:	
IBAN			
Swift Code			

B. Total Expenditure Summary

B.1 Total Eligible Cost Per Partner for Period being claimed

Budget Line	Partners					
	Partner 1	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6
Staff Costs						
Rent & Rates						
Energy						
Telecommunications						
Administration						
Other Overheads						
Consultancy Fees						
Travel						
Publicity & Marketing						
Training						
Other Revenue Expenditure						
Sub-Total Costs	0.00	0.00	0.00	0.00	0.00	0.00
Capital						
TOTAL COSTS	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue to the Project for period						
Total Costs net of Revenue	0.00	0.00	0.00	0.00	0.00	0.00

B2. Total Expenditure Summary - Project

Budget Line	(1) Project Budget to date	(2) Previous Certified Expenditure	(3) Current Certified Expenditure	(4) Total Certified Expenditure = (2) + (3)	(5) Balance = (1) - (4)	(6) Total Exp./Budget % = (4)/(1)
Staff Costs	100,000	0	0.00	0.00	100,000.00	0.00
Rent & Rates	10,000	0	0.00	0.00	10,000.00	0.00
Energy	3,000	0	0.00	0.00	3,000.00	0.00
Telecommunications	2,500	0	0.00	0.00	2,500.00	0.00
Administration	10,000	0	0.00	0.00	10,000.00	0.00
Other Overheads	15,000	0	0.00	0.00	15,000.00	0.00
Consultancy Fees	20,000	0	0.00	0.00	20,000.00	0.00
Travel	12,000	0	0.00	0.00	12,000.00	0.00
Publicity & Marketing	15,000	0	0.00	0.00	15,000.00	0.00
Training	3,500	0	0.00	0.00	3,500.00	0.00
Other Revenue Expenditure	7,000	0	0.00	0.00	7,000.00	0.00
Sub-Total	198,000.00	0.00	0.00	0.00	198,000.00	0.00
Capital	0	0	0.00	0.00	0.00	0.00
TOTAL COSTS	198,000.00	0.00	0.00	0.00	198,000.00	0.00



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Bank Details

- The Project Bank Account must be in the Lead Partners name. It is important that the correct bank account details are submitted to the JTS.
- One payment is made to the Lead Partner, on behalf of the entire Project, by electronic bank transfer. It is the responsibility of the Lead Partner, operating in accordance with the Partnership Agreement, to issue payment to all other partners.
- Details on allocation of funds should be outlined in the Partnership Agreement.



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 by First Level Control. The Lead Partner enters the total certified spend on each budget line for each partner and cross checks the total against the amount on the Certificate.

Section B.2 Total Project Expenditure Summary

Column 1 will be pre-printed by the IT system. Note that for the first claim, Column 2 (Previous Expenditure) will obviously be zero. Column 3 - 6 will be populated as Section B.1 above is completed. The total figure will also be automatically populated.



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C. REVISION OF FUTURE EXPENDITURE PROFILE (for next 6 months)

Budget Line	Budget for next 6 months (as per contract)	Proposed New Budget for next 6 months	Changes Made	% Change
1. Staff Costs			0.00	0.00%
2. Rent & Rates			0.00	0.00%
3. Energy			0.00	0.00%
4. Telecommunications			0.00	0.00%
5. Administration			0.00	0.00%
6. Other Overheads			0.00	0.00%
7. Consultancy Fees			0.00	0.00%
8. Travel			0.00	0.00%
9. Publicity & Marketing			0.00	0.00%
10. Training			0.00	0.00%
11. Other Revenue (Costs)			0.00	0.00%
12. Capital			0.00	0.00%
TOTAL	0	0	0	0.00%

Do you intend to request any changes to the total project budget over the next 6 months?

If yes, what budget line(s) will require change(s)?

Please detail the reason for change(s) to the budget heading(s).

Note: It is permitted to overspend on an individual budget line by up to 10%, 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 to make such an overspend. There is a separate process of approving amendments to budgets. Partners must complete a Budget Change Request Form in advance of any amendments to the project budget. This form should be obtained from the Finance Department of the JTS.

D. DECLARATION

As Project Lead Partner I confirm that -

1. All certificates of expenditure have been submitted with this form



Section C – Revision of Future Expenditure Profile

This table reviews the expenditure profile over the next 6 months. It does not constitute a formal budget change request.

The ‘Budget for the 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 & identify what budget headings will incur overspends or underspends.

Once reviewed, complete “Proposed New Budget for next 6 months” . If there are any differences, the next two columns will automatically identify them & identify the percentage difference. If you conclude that your budget needs revision, provide details in this section of the form.



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Section D – Declaration

- The Lead Partner should read the declaration carefully before signing the Payment Claim Form.
- This form should be signed by the Lead Partner Contact Person.

If there is a delay in submitting the completed Payment Claim Form, there will be a delay in making payment to the Lead Partner.

Indicators Report

<i>Please complete this section of the form before signing the Payment Claim Form</i>			
PROGRESS AGAINST OUTPUTS & RESULTS			
Priority 1 Theme 1 - Outputs		Outputs as per Subsidy Contract	Cumulative Achieved To Date
No. of joint projects aimed at promoting & developing innovation in SME's including linkages with HE/FE institutions			Figure for this period
No. of joint projects aimed at promoting and developing entrepreneurship & the development of new businesses including cross border business clusters.			
Number of SME's assisted			
Priority 1 Theme 2 - Outputs		Outputs as per Subsidy Contract	Cumulative Achieved To Date
Number of collaborative training projects that address the skills needs of SME's and industry in the cross border region.			Figure for this period
Number of joint projects aimed at improving and enhancing systems of learning and workforce development.			
Number of joint projects aimed at providing access to training and education for immigrants and disadvantaged groups.			
Number of beneficiaries undertaking cross border training courses/ modules			
Priority 2 Theme 1 - Outputs		Outputs as per Subsidy Contract	Cumulative Achieved To Date
Number of cross border projects focusing on awareness raising or responding to challenge of climate change			Figure for this period
Number of collaborative projects protecting and/or enhancing the natural environment			
Priority 2 Theme 2 - Outputs		Outputs as per Subsidy Contract	Cumulative Achieved To Date
			Figure for this period

Complete the relevant Priority & Theme

Indicators Report

RESULTS						
Priority 1 Theme 1				Results as per Subsidy Contract	Cumulative Achieved To Date	Figure for this period
Number of new SMEs created						
Number of new products/processes developed						
Number of gross direct new jobs created						
Priority 1 Theme 2				Results as per Subsidy Contract	Cumulative Achieved To Date	Figure for this period
Number of beneficiaries receiving certified qualifications						
Priority 2 Theme 1				Results as per Subsidy Contract	Cumulative Achieved To Date	Figure for this period
Number of new cross border links established						
Number of measures implemented which react to the challenge of climate change						
Number of enhancements undertaken						
Number of projects disseminating results to stakeholders and/or communities or reports published						
Priority 2 Theme 2				Results as per Subsidy Contract	Cumulative Achieved To Date	Figure for this period
Number of new community, social enterprise or cultural links established						
Number of new measures implemented						
Number of gross direct new jobs created						
Please detail any additional outputs and/or results from project activity						
Is the project on schedule to achieve targets as agreed in the Subsidy Contract? YES <input type="checkbox"/> NO <input type="checkbox"/>						

Complete the relevant Priority & Theme



Indicators Report

Progress Against Outputs and Results

This section compares actual outputs & results against forecasted projections in the six month delivery period.

The Lead Partner should refer to the Project Subsidy Contract & Annexes (Q10 – Expected outputs, results & impacts of the project).

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

Progress will be monitored by your Development Officer and during On-the-Spot Verification.

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



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Progress Report

- The Progress Report provides details to the JTS on the projects progress against the expected aims, objectives, outputs and results as agreed in the Subsidy Contract over a six month period.
- The Progress Report is completed by the Lead Partner. The Lead Partner must give an accurate account of project activity and outcomes. This information will be checked during the 'On-the-Spot' verification visit. Regular feedback will be provided by the DO's.
- The Progress Report, Indicators Report & Payment Claim Form will be examined by the Project Officer, and if they are satisfied that progress as reported is substantially in line with what was outlined in the Subsidy Contract, then these documents will be passed to the Head of Unit and in turn to the Managing Authority & Certifying Authority.



Progress Report

Progress Report No.			
REPORTING PERIOD		FROM	TO
1. GENERAL PROJECT INFORMATION			
Project Number:			
Project Title:			
Lead Partner Organisation:			
Contact Person:			
Tel. No.		Email Address:	
Project Start Date:		Project End Date:	
Other Partners:		Contact Person	email address
Priority and Theme:			
Priority 1 Theme 1 - Innovation & Competitiveness			
Priority 1 Theme 2 - Skills for Competitiveness and Employment Integration			
Priority 2 Theme 1 - Climate Change and Sustainable Regeneration			
Priority 2 Theme 2 - Sustainable Regeneration of Communities			
The Project is:	Now Complete		
	Proceeding Approximately According to Plan		
	Proceeding Behind Schedule		
	Proceeding Ahead of Schedule		
	Is Significantly Changed		
	Is Being Abandoned		
Reason(s) for delay*/Faster Progress*/Change*/Abandonment*(as appropriate)			
Please describe the main achievements of the project so far. This information may be used to publicise programme activity so should be as accurate as possible.			
Please outline any changes in activities since approval of the project and the agreed Subsidy Contract. (Detail any changes to the partnership, key persons, work plan etc)			



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2. ACTIVITY REPORT

List of Activities & Tasks Completed (in line with Work Plan as detailed on application form) during period

Please detail how the project monitors and evaluates the activities and tasks listed above.

3. SPECIAL CONDITIONS AS PER SUBSIDY CONTRACT (REFER TO ARTICLE 13)

Provide an update on progress towards achieving any special conditions agreed in the Subsidy Contract

4. PROJECT MANAGEMENT

Please describe the involvement of all partners in project implementation during the period. Was the involvement of partners in accordance with the work plan? Did you encounter any problems? (Refer to your application form)

Number of Steering Group Meetings/ Project Meetings to date:

5. PROJECT COMMUNICATION & PUBLICITY

Please provide details of communications activities during the period. Include details on promotional materials, websites, newsletters, press releases etc.



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- The Certifying Authority will sign off and make payment to the Lead Partner, who is responsible for distributing payment to the other partners.
- The time period from receipt of the documentation to issue of payment could be up to 10 days, but this timeframe can only be achieved if the claim is presented correctly and supported appropriately.
- It is important that these documents are completed correctly to allow for compatibility with the Programme's IT system.
- Progress will be assessed in greater detail during the 'On-the-Spot' verification check which each partner will be subject to over the lifetime of the project.



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Summary

This stage of the payment & control process is completed by the Lead Partner in collaboration with all the other project partners.

- The Lead Partner completes the Payment Claim Form, Indicators Report and Progress Report and submit to the JTS in Waterford with the Certificates of ERDF Control for each partner. (These documents are issued once all the partners Statements of Expenditure have been desk-verified and Certificates issued).
- One payment is made to the Lead Partner on behalf of the entire Project. It is the responsibility of the Lead Partner to issue payment to all other partners.
- The Lead Partner is responsible for monitoring & reporting on progress made by the whole project and the overall management of the project.



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