



The Payments and Control Processes of the Ireland-Wales Programme

The following is a brief overview of the payment and control processes in place in the Ireland-Wales Programme.

- Five months after the Project start date, a Statement of Expenditure form (SoE) is sent to each partner, including the Lead Partner (LP), accompanied by guidance notes explaining how to complete it (Refer to Good Practice Guide No. 4 and Information Note 10).
- After another month, i.e. after 6 months in total have elapsed, the SoE's are submitted by partners. They are accompanied by supporting documents, including a schedule of all expenditure items, totalled and indexed, showing the amount, the references of the related invoices, the date of payment and payment reference number; a printout from the FMS that shows all expenditure and receipts; invoices, and bank statements to verify payment. Photocopies of originals will suffice, or use scanned copies.
- Regulation 1828/2006 requires verification of 100% of the applications for reimbursement and while we have started by examining 100% of the expenditure on each claim, we have been able to shorten the control process significantly by moving to a sampling-based testing system (Refer to Information Note 11). However, First Level Control may consider examining 100% of the items on the first claim submitted by any partner.
- All desk-based administrative verifications are being carried out in Waterford.
- Each budget line has between 12-15 associated questions, some standard to all budget lines, some specific.
- When testing is complete, Partners will receive:
 - (i) a Certificate of ERDF Control (CEC), detailing the amount tested and the amount considered to have passed FLC.
 - (ii) a list of the transactions considered ineligible.
 - (iii) a First Level Control Report (FLCR) which details all the findings of the Controllers and makes recommendations for any action required.
 - (iv) in the case of Lead Partners, the CEC will also be accompanied by a Payment Claim Form (PCF), Progress Report (PR) and Indicators Report (IR) along with Good Practice Guide 7.
- If a SoE is received on day n, we aim to have a CEC out within 20 working days, but this can only be achieved if the claim is presented correctly and supported appropriately (Refer to Information Note 10).
- When the CEC is sent to the partners, it is also copied to the Lead Partner, Managing Authority (MA) & Certifying Authority (CA). Partners are, however, responsible for



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passing their own original CEC to the LP, as payment will only be made on the basis of original CEC's.

- The LP must complete the PR and PCF and return them to the JTS, accompanied by the (original) CEC's for each partner to the Project. The PR will be examined by the Project Officers, and if they are satisfied that progress as reported is substantially in line with what was outlined in the Subsidy contract then they will pass the PR and PCF to the Head of the JTS and in turn to the MA and CA.
- If the PCF and PR are received on day n1, we aim to have a payment made to the LP by day n+15. Note that the MA will see the CEC's, plus (via the computer system) be able to see everything sent to the partners.

For further information, please contact:

Ireland Wales Programme JTS
3rd Floor, Old Port of Waterford Building
2 George's Street
Waterford
Ireland

Tel. (+353) 51 318100

Email – creilly@seregassembly.ie

Web site - www.irelandwales.ie