



**Circular Letter CVSP 4/2022
27/10/2022**

To: Each PPN Resource Worker and for onward transmission to Secretariat
To: Each Director of Service, Community

PPN 2nd Tranche payment, key financial information updates

This circular issues as the 2nd Tranche payment for 2022 is being finalised for processing and accompanies the most recent PPN Financial Controls document (attached with this Circular).

2022 Funding- second tranche

The second tranche of PPN funding for 2022 has been sent to our Finance Unit for processing. Please note it can take up to 10 working days for payments to be processed.

Findings of DRCD auditor

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 it audited several PPNs in 2022.

The Internal Audit Unit wishes to remind PPNs to observe the Financial Controls document on the following matters:

- As PPNs utilise public money, they must procure goods and services in line with good procurement practice, including obtaining quotes from different providers to check the market rate for goods/services and ensure they are getting good value for money;
- PPNs are not grant-awarding or funding bodies, and cannot give direct grants or funding to member groups for any source (whether from DRC/LA funding or from fundraising activities);
- PPNs cannot use DRCD funding to provide monetary prizes to any individual or organisation, as this is functionally similar to grant funding. This applies whether the prize is intended as a competition reward, an incentive to take part in an activity, or for any other purpose.

Energy costs

The Department is currently developing a scheme to assist community and voluntary groups with increasing energy costs. We will contact those PPNs that pay for energy costs directly with further information on accessing this scheme when it is available. PPNs that do not pay their energy costs directly will be provided with information in



respect of available grants through the Community Activities Fund (CAF) for assistance with eligible energy costs.

Budget 2023

Additional resources have been secured for the PPNs nationally in Budget 2023. We will provide details to PPNs as soon as possible after the [Revised Estimates Volume for the Public Service](#) ('the REV') is published. This will most likely take place in mid-December.

Green procurement advice

The Environmental Protection Agency has published advice concerning green public procurement, available [here](#).

DRCD has reviewed the information related to procurement of paper and printed goods and extracted the information required for small-scale procurement. Given the fact that printed material is a common need in the PPNs' work, we wish to advise that including the following note in written requests for quotes/requests for tender is a simple way of ensuring more sustainable procurement in this area:

'In line with [Green Public Procurement criteria](#) published by the WPA, printers must use eco-friendly and sustainable/recycled paper stock for this project bearing one of the following certifications: FSC, PEFC or EU Ecolabel.'

Any queries in relation to the above should be addressed to ppn@drcd.gov.ie.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Ciara Bates', is positioned above a horizontal line.

Ciara Bates
Principal Officer
Community & Voluntary Supports and Programmes
076 100 6824

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CC: PPN Resource Worker for onward transmission to the PPN Secretariat.