



Department of Justice and Equality

Youth Crime Policy and Programmes Division

ESF Procedures Manual for Garda Youth Diversion Projects

Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

December 2017



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1. Purpose of this manual

This procedures manual has been prepared to assist the staff of Garda Youth Diversion Projects (GYDPs) in meeting their obligations relating to funding provided under the European Social Fund (ESF) Operational Programme for Employability, Inclusion and Learning (PEIL) 2014-2020. The procedures set out in this manual also apply to Dormant Accounts Funded projects and workers.

This manual has been prepared having regard to the various EU Guidance documents issued to IYJS by the Managing Authority/Intermediate Body. The manual should be used in conjunction with the best practice approach set out in the GYDP Operational Requirements. Any review in practice regarding ESF expenditure or review of GYDP Guidelines may result in this manual being revised.

More information and links to relevant EU Guidance documents can be found at www.esf.ie

1.1. Youth Crime Policy and Programmes Division

GYDPs are co-funded by the Irish Government and the ESF as part of the ESF programme for Employability, Inclusion and Learning 2014-2020.

The Youth Crime Policy and Programmes Division within the Irish Youth Justice Service (IYJS) is the ESF beneficiary for the GYDPs. Accordingly, this Division is responsible for ensuring that the ESF claim submitted contains only eligible expenditure actually incurred by projects and that all such expenditure is included in the claim.

This Division funds European Social Fund activities under thematic objective 9 ‘Promoting social inclusion and combating discrimination in the labour market’ of the ESF PEIL 2014 – 2020. This activity involves engaging with young people at risk of/or involved in criminal and/or anti-social behaviour and provide them with targeted supports to enable them to stop offending and become positive contributors to society’.

1.2. Youth Crime Policy and Programme Division and Contact Details

- Sinéad Murphy, Administrative Officer, 01 6473084
- Aileen Clery, Executive Officer, 01 647 3132
- Tadhg Twomey, Executive Officer, 01 647 3081
- Email community.IYJS@justice.ie.

2. Funding

2.1.Payment of Grants from IYJS

- IYJS will make payments to the projects through their Community Based Organisation (CBO) on a quarterly basis and in accordance with the Funding Agreement.
- The payments will issue to the CBO’s bank account. The CBO will be notified by email that the funding is due to be issued to their bank account along with corresponding project details where necessary.

- Payments will be made in advance for each quarter.
- Payments will be divided into Pay and Non-Pay based on the allocation determined for the project by IYJS at the beginning of the year. Adjustments may be made to quarterly payments based on expenditure details provided by the project.
- CBOs are required to have a Financial Procedures Manual in place for projects. CBO and project staff must ensure they are familiar with and adhere to this manual and that procedures relating to ESF expenditure are clearly referenced.

2.2 Funding from other bodies

Projects should not be in receipt of funding for this initiative from other public bodies

3. Eligible Expenditure

3.1. Eligibility Criteria

ESF grants may only be used to cover eligible project costs in accordance with Article 65(1) of Council Regulation (EU) No 1303/2013

The main eligibility criteria for ESF funding support are that:

- Expenditure is incurred by projects between 1st January 2015 and 31st December 2021
- Expenditure must relate to the specific purpose for which the funding is provided
- The direct salary costs of youth justice workers must be supported by documentary evidence to ensure an adequate audit trail
- All EU publicity, national procurement rules and information requirements must be adhered to

3.2. Eligible Direct Salary Costs

The eligible direct salary costs of the project are:

- Gross salary of youth justice workers
- Employers PRSI
- Pension costs paid by the employer
- Costs in relation to external training providers

Each project is required to make an ESF annual financial return in mid-February setting out expenditure incurred on the eligible direct salary costs of the youth justice workers in the previous calendar year only. Details of the financial return are set out in section 4.1.

3.3. Other project costs

Aside from direct salary costs, other/non-pay costs of the project are eligible under the ESF PEIL 2014-2020, provided that they comply with eligibility rules under Article 65(1) of Council Regulation (EU)

No 1303/2013. The Department uses the Simplified Cost Option (SCO) when calculating non- salary project costs. Under the SCO the Department can claim 40% of direct salary costs back from the ESF. This means that documentation in relation to non-pay costs does not need to be submitted to IYJS as part of the ESF annual financial return, however it will be checked during onsite visits.

All of these project costs must be supported by appropriate documentation, including invoices/ receipts for any expenditure incurred, copy of manuals for any courses undertaken during the year, participant details and recorded rationale for selecting service providers. A full list of documentation that projects are required to keep on file can be found in section 6.

Course/Other Intervention Costs

The need to report annually on course costs is no longer required for the PEIL 2014-2020

4. Monitoring and Reporting Requirements

4.1.ESF Annual Financial Return

Under the ESF PEIL for 2014-2020, projects are required to submit documentary evidence of the direct salary costs of the youth justice workers on an annual basis to the IYJS.

Each project is responsible for ensuring that the eligible direct salary costs which are defined in this manual are included in their ESF annual financial return. Projects are required to ensure that a clear audit trail exists in relation to these direct salary costs and that all claims are supported by the relevant revenue, financial and accounting documents. Failure to comply with these requirements could lead to ESF funding of the project being suspended or adjustments being made to future financial allocations.

Direct Salary Costs

For **each** ESF funded Youth Justice Worker in employment in the year of the claim, each project must return the following documents to IYJS as part of the ESF annual financial return. These returns are to be submitted by the date specified by IYJS.

- Completed Financial Statement Form
- Youth Justice Worker Summary Form
- Completed Youth Justice Worker Expenditure Form - one for each Youth Justice Worker
- P60/P45 for each Youth Justice Worker
- Final payslip for each YJW the year
- Mid-year payslip for each YJW (this will usually be June)
- Sample payroll report with all relevant transactions highlighted
- Bank statement from project and/or CBO showing receipt of ESF funding from IYJS, any movement of funding and payment out of salary, with all relevant transactions highlighted
- Sample of timesheets completed

- Letter from the pension provider detailing the amount of Employer Pension Contribution paid for each ESF worker. This letter must be on headed paper and signed by an official from the Pension Provider
- Letter of appointment (to ESF post) if recruited in the year

(Blank copies of the required forms can be found in Appendix 1.)

Further information in relation to some of the above requirements is set out below:

Establishing an audit trail

When submitting the above returns projects must provide documentation to evidence the full audit trail of ESF funding received from IYJS, movement of monies from the CBO to projects, if applicable, and payment to the ESF funded worker i.e. the payslip provided should match the sample payroll report and the bank statement.

In instances where there is a discrepancy between payslip and P60 figures, CBOs / projects are required to provide a written explanation in their ESF annual financial return to IYJS.

The final payslip that the worker received in the year would normally be used for establishing an audit trail. However, if the worker transferred to a non-ESF role within the CBO mid-year, then the payroll report and bank statements should correspond to the worker's final payslip received in respect of the ESF funded position.

Payroll report

CBOs / projects are required to submit a sample of their payroll report to evidence payment of salary to the ESF funded worker and to enable this to be matched to the CBO / project bank statements and payslips. The sample payroll report provided must match the payslip and the bank statement.

This is required for each ESF funded youth justice worker in employment in the year.

Please note that while IYJS only requires a sample payroll report to match the payslips provided, CBOs / projects must ensure that they retain a copy of the full year payroll report as this will be required for audit purposes.

ESF funded worker previously employed in the CBO in a non-ESF role.

Where a worker has been employed by the CBO prior to beginning in the ESF funded role, the project should submit the worker's final payslip **prior** to beginning in the ESF funded position **and** the workers final payslip for the year.

If a worker transfers to a non- ESF funded role within the CBO before year end the project should submit the final payslip that the worker received while employed in the ESF position.

If a worker transfers roles within the CBO in the middle of a pay period, the project should submit a note with the return clearly setting out what portion of the payslip in question is relevant to the ESF position.

Full time equivalent ESF funded workers

It is acceptable for projects to employ more than one youth Justice Worker to fill a full time equivalent post. For example, two youth Justice Workers could be employed to work on a 50% basis each, making up the full post. In these situations, the gross salary and employers PRSI costs of each of the part time workers can be included in the claim.

In some cases, the youth Justice Workers work part time on ESF work and part time on other project / CBO work. This is acceptable under ESF rules and the ESF attributable portion of such gross salary, employers PRSI and pension costs can be included in a claim provided an employer can provide sufficient documentation to support these costs, including time sheets to evidence time actually worked in the ESF role. Where such documents cannot be provided, these costs cannot be included in a claim.

It is essential that timesheets are maintained for all workers who do not work 100% in an ESF funded role.

Timesheets should show the daily time spent on project activities and also provide a brief description of those activities. Timesheets must be signed by the employee and reviewed and signed off by the relevant manager on a weekly basis.

Non-Salary Costs

The **total non-pay expenditure amount** by the project should be reported to IYJS as part of the ESF annual financial return. Supporting original documentation relating to non-pay costs of the Project must be held at project/CBO level for normal accounting requirements and be available for inspection by IYJS or auditors during on-site visits.

4.2. Annual Performance Report.

Under Regulation (EU) 1304/2013 all projects in receipt of ESF 2014-2020 funding are required to provide certain data on participants including information on educational attainment and or labour status. This data will be captured through the Annual Performance Report (APR) which is to be returned by the date specified by IYJS.

The Annual Performance Report includes:

- An overview of participant numbers
- Participant data at point of entry into the project and YLS/CMI (both Sv and 2.0) assessments
- Data relating to ESF indicators that includes labour status, household status, level of education, etc.
- Interventions taken to address participants needs/risks
- Qualitative case studies reflecting positive outcomes of participants in the project

Further details and guidelines in relation to the APR will be provided to projects by IYJS as necessary

4.3. ESF Audits of the GYDPs

Projects should be aware that stringent financial audits of individual projects will be carried out during the lifetime of the ESF funding programme. These audits could be undertaken by any of the following bodies:

- The Department of Education and Skills in their roles as (1) Managing Authority and (2) Certifying Authority
- The Financial Management Unit, Department of Justice and Equality – ESF Intermediate Body
- The ESF Audit Authority
- EU appointed auditors (DG Employment)
- The European Court of Auditors
- Internal Audit Unit of the Department of Justice and Equality
- The Comptroller and Auditor General

These audits will be carried out on projects annually throughout the programme and at its closure. The purpose of these audits is to ensure that the project is in compliance with relevant ESF regulations and requirements, and to verify that the project is providing accurate information in terms of the physical and financial implementation of the project. These audit visits may be announced or unannounced.

The audit checks will include (but are not limited to):

- Confirming that expenditure relates to the eligible period and has been paid
- Checks that expenditure relates to approved annual plan and budget
- Compliance with national and EU eligibility rules
- Existence of adequate supporting documentation and audit trail
- Compliance with national and EU publicity rules
- Verification of operational information including participant data and its categorisation and the attendance records of participants
- Timesheets

5. ESF Publicity Requirements

In order for expenditure to be eligible for ESF co-funding all publicity requirements of the ESF **must** be complied with.

ESF Publicity guidelines have been issued by the Department of Public Expenditure and Reform and by the Department of Education. These are summarised as follows:

- Ireland's Structural and Investment Funds logo and the ESF logo (see below) must feature on articles/matters produced in relation to ESF projects or schemes, including:
 - Posters
 - Websites
 - Publicity Signage /Billboards/ Plaques
 - Attendance records/ Time Sheets
 - Recruiting processes
 - Certificates
 - Application Forms
 - Offer letters, correspondence with projects/ beneficiaries

- Brochures/Literature, Annual Reports or any report that refers to the co-funded activity, Advertisements & Supplements
 - Press releases/ Launches/ Awards
 - Conference Material, Display/Exhibition stands
 - CD-ROMs/DVDs /videos
- All websites should contain the appropriate ESF logos (see below) which "*should be visible, when landing on a website, inside the viewing area of a digital device, without requiring a user to scroll down the page*". In addition, all websites should contain a short description of the operation, including the project's aims and results. The description should highlight the financial support of the European Union.



- To ensure legibility, the minimum logo size should be 58mm x 19mm. The logos are available on request from IYJS. **It is the responsibility of CBOs and projects to ensure that these logos are used in the correct format (as shown on cover page).**
- Any amendments to the formatting and/or usage of the logos will be relayed in writing by IYJS to each project and CBO upon notification from the Managing Authority.
- All participants and beneficiaries of the ESF Operational Programme must be notified of the EU/ESF support for the programme. This means that any document relating to the implementation of the project which is used for the public or for participants must include a statement that the programme is supported by the ESF PEIL.
- In press releases, speeches, publications, annual reports or any report that refers to the co-funded activity etc. a description of the European Social Fund should be used wherever possible. The following line should be included "*this project or operation is co-funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020*".
- All projects are required to have an 'Information and Communications' file. This file should contain: copies of any articles/items containing a reference to ESF such as sample attendance records/application forms/timesheets/certificates/offer letters/copies of any press releases and advertisements etc.

Further information on ESF Communication and Publicity Guidelines under EU Regulations for PEIL 2014 - 2020 can be found at the following link -

<http://www.esf.ie/en/Information-Centre/Information-and-Communication/>

It should be noted that compliance with information and publicity requirements will be examined during all audits. Failure to comply with these requirements may lead to a suspension of funds.

6. Retention of Documents supporting ESF Expenditure

The following documentation must be retained by all projects until 31/12/28:

Direct salary costs

- Copies of all documentation submitted as part of the ESF annual financial returns for each year
- Timesheets
- Payslips, payroll records and corresponding bank statements for the all workers for the duration of the programme
- Job descriptions of each position and signed contracts for all ESF Funded workers
- Evidence of recruitment competitions held and that procurement and national employment regulations were complied with

Other projects costs

- Where services have been procured narrative outlining the rationale for selecting the service provider(s) on the form entitled '*Quotes received and written rationale for selecting service provider*'
- All invoices/receipts related to ESF expenditure
- Manuals of any courses undertaken during the year
- Participant details for courses run (sign in sheets or notes of attendance)
- Publicity examples (photos, logos used, posters, etc. relating to each course)

General documentation

- Copy of signed funding agreement
- Copy of annual plan
- Communications file
- Financial procedures
- Copy of Operational Requirements
- Information and publicity materials
- Insurance indemnification
- Participant details (sign in sheets etc.)
- Annual Performance Report

Projects are required to keep electronic/scanned copies of the following documents

- Attendance records
- Referral information
- Consent forms
- Any other documentation that relates to the collection of ESF indicator data from participants

For further information on ESF procedures please see Department of Public Expenditure and Reform Circular on Financial Management and Control Procedures for ESF Programmes 2014-2020, which is available on that Department's website.

Appendix 1

ESF Workers Summary

GYDP name: _____ **Year being reported on:** _____

List all ESF funded workers in employment in the above named project in the above named year:

Name of ESF Funded Worker	Start Date	End Date	Full Time / Part Time	Reason for Leaving ESF Post e.g. maternity leave etc.
---------------------------	------------	----------	-----------------------	---

1.				
2.				
3.				
4.				
5.				

For each worker listed above, please complete a **separate** ESF Salary Expenditure Return form and attach the following items for **each** worker:

- P60/P45 (used to calculate gross salary + employers PRSI).
- Final payslip for each youth justice worker in the year
- Sample Payroll Report **with all relevant transactions highlighted.**
- CBO and project bank statements **with all relevant transactions highlighted.**

The following documentation need to be kept on file at CBO / project level:

- Letter of appointment to ESF post.
- Signed contract for ESF worker for year of expenditure.
- Template for recruitment of ESF funded worker
- Publicity items.
- **Note: the sample payroll report, bank statements and payslip should all be for the same period so that a full trace of funding can be made.**

ESF Worker Expenditure Return

One form must be completed for each Youth Justice Worker employed in year of expenditure

GYDP name: _____ **Year being reported on:** _____

Grade Title	Youth Justice Worker
Name of Youth Justice Worker	
Date of commencement of employment in ESF funded role	
Date of cessation of employment in ESF funded role (where relevant) (include staff who have left to undertake maternity leave or other unpaid leave)	

Annual Gross Salary for year of claim	€
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Amount being claimed (gross salary, employers PRSI and employer pension contribution if applicable). This must match amount shown on Financial Statement Form	€
--	---

Financial Procedures	
I confirm that the organisation has a financial procedures manual in place and that these procedures were followed for this expenditure (delete as appropriate).	Yes / No
I confirm that there are accounting records and an audit trail available in relation to this expenditure (delete as appropriate).	Yes / No

Any relevant information about the Youth Justice Worker e.g. worked 1 day per week, worked 6 months covering maternity leave etc.
--

Form Completed by (block caps): _____ **Date:** _____

GYDP ESF Financial Statement Form (Please insert year: _____)

Insert Name of Project Here	
(A) Actual Eligible Salary Costs for Year 2015	

Name of Youth Justice Worker	Gross Salary	Employers PRSI	Employer Pension Contribution (If applicable)	Total Claimable Amount
				€0.00
				€0.00
				€0.00
				€0.00
				€0.00
				€0.00
Total	€0.00	€0.00	€0.00	€0.00

Under the ESF PEIL for 2014-2020 the Community Programmes Unit in IYJS will be using a ‘Simplified Cost Options’ (SCO) approach to calculating the ESF claim. This approach is to reduce the administrative burden on the GYDPs and the other ESF bodies. Under the SCO approach only paperwork in relation to the direct salary costs of the Youth Justice Workers needs to be submitted on an annual basis to the Community Programmes Unit, IYJS at the end of each year. However, as previously all supporting original documentation relating to non-pay costs of the projects must be held at project/CBO level for normal accounting requirements and inspection by auditors.

You are requested, however, to provide the total non- salary costs below	
(B) TOTAL NON SALARY COSTS 2015	€

Note: Only the direct salary costs of the Youth Justice Workers who work with the young people in the projects are to be included in this table.

Please be advised the paperwork in relation to the non-pay costs of the project should be kept on file at project/CBO level but does not need to be submitted to IYJS as part of the annual ESF claim.

Appendix 2

Relevant EU Regulations and Guidance Documents referenced.

- Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013

- Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013
- Monitoring and Evaluation of European Cohesion Policy (European Social Fund, Guidance Document)
- Guidance on Simplified Cost Options (SCOs) (under Articles 67 and 68 of Regulation (EU) No 1303/2013, Article 14(2) – (4) of Regulation (EU) No 1304/2013 and Article 19 of Regulation (EU) No1299/2013)
- DPER Circular 13/2015 Management and Control Procedures for the European Structural and Investment Funds Programmes 2014-2020