



**Public Participation
Network Cork City**

Financial Policy and Procedures

Policy Approval	Secretariat & Plenary
Implementation Responsibility	RW, Secretariat, Host (SJCA)
Date of Adoption by Secretariat	15 th June, 2022
Date of Adoption by Plenary	
Date of Review*	September, 2023

*Financial Policy and Procedures may need ad hoc changes made to comply with DRCD Circulars, etc. Changes may need to be implemented between Plenaries. This should be done with the approval of the Secretariat and approved at the next Plenary.

*Reviews may happen sooner than stated date by request of members. Members should write a brief request to the Secretariat, noting the concerns or issue they have. Requests should be as specific as possible. Secretariat will then consider the request and bring forward the date for review if they feel a review is necessary.

1. Roles and Responsibilities:

1.1. The Resource Worker (RW)

- 1.1.1. The RW should provide the Secretariat with a monthly Financial Report to accompany the RW Report.
- 1.1.2. They should keep a clear set of easy to monitor and auditable accounts. They should ensure budgets (including project budgets) are monitored and spent fully and appropriately.
- 1.1.3. The RW, in collaboration with the Secretariat, should develop a budget for the following year. The Secretariat should present the budget and work plan for approval at the winter plenary. This budget must only be used for PPN work, supporting the functions of the PPN.
- 1.1.4. The RW should spend in line with Public Procurement Best Practice Guidelines and record this.
- 1.1.5. The RW should provide receipts and invoices to the host on a monthly basis for their accounts.

1.2. Secretariat

- 1.2.1. The Secretariat has a right to clear and up-to-date financial information presented in an easy-to-understand format.
- 1.2.2. The Secretariat should ensure that the financial policy, strategy and procedures are up-to-date with the PPN Handbook and current financial guidance. They should keep abreast of DRCD Circulars and any other relevant oversight policies. They should ensure these are implemented in a timely manner.

1.3. The Host:

- 1.3.1. The host should provide a monthly digital copy of the bank statement or access to a view-only version of the online banking to the RW for bank reconciliation.
- 1.3.2. The host should only make payments with the approval from the RW (up to €1000) or with approval from two members of the Secretariat or the designated Secretariat Financial Sub-group. (Over €1000)
- 1.3.3. The host should get prior approval from the Secretariat before transferring the yearly hosting fee. The host should inform the Cork City Council Senior and Junior Liaison of this payment by email. Payment tranches should be negotiated and decided as part of the yearly SLA review.
- 1.3.4. The host should provide a monthly digital breakdown of the RW and Support worker monthly payments. These should be presented separately rather than in one lump sum, as the Support Worker has a separate funding stream that affects annual reporting.

2. Public Procurement Best Practise Principles

- 2.1. **€0-1000:** RW selects best/most suitable and documents process.
- 2.2. **€1000-5000:** the RW should present a one-page document to the Secretariat outlining options and making a recommendation.

- 2.3. **€5000+:** the RW should present a report on tenders submitted. Amounts of this kind should be subject to more in-depth discussion and may involve forming a sub-group and holding a separate meeting to assess these submissions.

3. Spending limits

- 3.1. The RW is approved for spending up to €1000 within the pre-approved budget. The Secretariat Financial Sub-Group or Secretariat should approve spending outside of the budget or on amounts over €1000.

Note: All spending should align with public procurement best practice principles.

4. Expenses

- 4.1. PPN secretariat members and representatives are entitled to claim expenses incurred when attending meetings of committees on which they serve.
- 4.2. Expenses forms from representatives should be submitted quarterly and returned to the RW. They should include IBAN & BIC, Account Name and Address.
- 4.3. Expenses can only re-imbursed in line with public service payments rates. See Expenses Policy for more details.

Appendix 1:

The functions of PPNs are to:

1. facilitate participation and representation,
2. build the capacity of member groups, and
3. serve as a networking and information hub

Appendix 2:

The following guidelines are taken/adapted from the [Public Procurement Guidelines for Goods and Services](#) published by the Office for Government Procurement (the 'Below Threshold' chapter is particularly relevant).

This approach ensures transparency and accountability, and it also offers you as the purchaser a sense of the going market rates and conditions for the services you are seeking.



For goods and services with an estimated value of less than €5,000, best practice is to seek a minimum of three quotes confirmed by email. However, initial contact with the potential providers can be made by phone

For goods and services with an estimated value of between €5,000 and €25,000 (including staffing arrangements other than a standard PPN Resource Worker or Support Worker), best practice is to provide written specifications and to

seek a minimum of three quotes. In this case, both the initial inquiry from the PPN to the providers and the quotes received from the providers must be documented in writing (e.g. sent by email).

Please notify both successful and unsuccessful tenderers of their result. Care should be taken to ensure that confidential information such as the identity of other tenderers, prices or pricing strategies of other tenderers or information that could compromise the competitive situation or infringe the intellectual property rights of others, is not disclosed.



Appendix 3: Asset Register

**Removed from this document 14 November 2022 - available separately on request to staff*