

Circular No: 04/2018

From: LEADER Unit

To: All LAGs and Implementing Partners

Date Issued: 24/04/2018

Subject: Recording and reimbursement of ineligible administration expenditure LEADER 2014-2020

The following process will apply to the recording and reimbursement of ineligible monthly administration return expenditure for the LEADER programme 2014-2020.

An online reimbursement process will be delivered during 2018 as part of the development of the LEADER IT system. The following interim offline process will apply to –

- (1) LAG/IP self-detections that cannot be corrected by reducing an entry for the same supplier in a subsequent month.
- (2) Ineligible amounts detected by the Inspectorate and where the finding has been accepted by the LAG/IP.

A record of all such cases must be made in the associated Excel workbook titled **Ineligible LEADER Monthly Return Detections Record**. Where applicable, the LAG must upload this record to the CRM repository monthly.

Please ensure that the following fields are completed.

- **Monthly Return ID**
- **LAG/IP Expenditure Ref No**
- **Ineligible Amount**
- **Reason for error**
- **Control ID reference and date (if applicable)**
- **EFT Reference Number**
- **EFT Amount**
- **EFT Date**

Notes may be added as required.

Bank details for EFTs are as follows –

Name of Account Holder: Department of Justice (Finance Division Current Account)

Account No: 14370256

Bank Sort Code: 90-57-58

IBAN: IE54 BOFI 9057 5814 3702 56

SWIFT Code (BIC): BOFIE2D

Bank Name: Bank of Ireland.

Bank Address: New Street, Killarney, Co Kerry.

The remittance must contain the following details at a minimum -

- The Department of Rural and Community Development, or DRCD if text entry space is limited.
- LEADER Programme 2014-2020
- The administration period detail e.g. October 2017-March 2018

When an EFT payment is made, a copy of the Ineligible LEADER Monthly Return Detections Record workbook must be sent to rdp1420@drcd.gov.ie As mentioned above, the Excel record must be uploaded to the CRM repository by the LAG monthly. However, in this instance LAGs are requested to compile all historic corrections/detections up to and including 31st March 2018, to make a single related payment remittance for these items, as appropriate, and to send a copy of the Excel workbook to the above email address by **Friday, 11th May**. Quarterly EFTs will apply thereafter and the Department will issue an update on related developments on the IT system in due course.

