

Questions and Answers on Financial Workshop.	
How do we reference our documentation for the expenditure?	When sending in your expenditure form, bank statement and invoices, match the references the same e.g. Reference is "A1" mark the top right hand corner of your invoice "A1", in the relevant column on the expenditure form mark "A1" and also next to the payment on your bank statement.
Define Administration/Implementation/Farmer payment	Personnel Costs: This is used for costs paid to your employees e.g. salaries, prsi etc. Travel & sub: This is for T&S paid to your employees Administration costs: This is expenses incurred by the project e.g. postage, phone bills, subscriptions, stationery etc. Implementation costs: This is for Contractor payments, machinery, soil tests etc.
When and where do we get the closing balance from on the expenditure form	This can be found on your bank account. The balance on your account on the last day of the relevant quarter.
Are we required to send in payslips?	Yes, either a payslip or a print out of the payroll if using a system. Any personal data not required by the Department e.g. PPS No can be redacted from the payslip.
Do we require a payslip for hourly rates?	If a person is an employee we will require a payslip. Any personal data not required by the Department e.g. PPS No can be redacted from the payslip. If a person is on a contract we will require an invoice stating their rates.
How do we refund ourselves if we used our own bank accounts at the beginning of the project?	You will need to vouch your expenditure and send in your bank account statement. You can redact any information that is not relevant. You can then reimburse your own bank account once you have received funding from DAFM clearly showing on EIP bank statement the return to own bank account.
Do we need to reference our payments in our bank accounts	As much as possible. It would be helpful and easier to have references names the same although it's not compulsory. You will need to reference the name of the participant farmer for farmer payments.
What version do we use to send in invoices etc.	Our preferred preference is PDF. We are unable to open some pictures etc. on our system.
Can we switch from being to arrears to receiving advance payments.	Yes, however you will need to discuss with the Department.
Do we depreciate the goods we purchase?	Yes, goods are depreciated at 12.5% p.a. over the lifetime of the project.

How often are audits carried out?	Administration Audits are generally carried out on a yearly basis. There will also be On the Spot Checks carried out through the lifetime of the projects.
Can you continue to use an existing supplier for something different or do we need to start the procurement process again?	Each time a supplier is required for a product/service the procurement process must be started again.
Do you need to go with the cheapest quote?	If the cheapest quote is not being used, there is a requirement to justify the supplier chosen. You should score your quotes into different categories e.g. price, delivery costs, quality of goods, level of requirement
If the goods and services are only available from one supplier, how do we show procurement?	Evidence must be shown with 3 quotes or letters from suppliers stating they do not supply the product/service. This is required for transparency. The most transparent way to do this, is by using eTenders, where you will find a list of suppliers available.
Should we use eTenders when obtaining 3 quotes?	It is best practice, eTenders is the Government platform for procurement. For transparency and fairness the 3 quotes should be obtained through eTenders for amounts over €25k