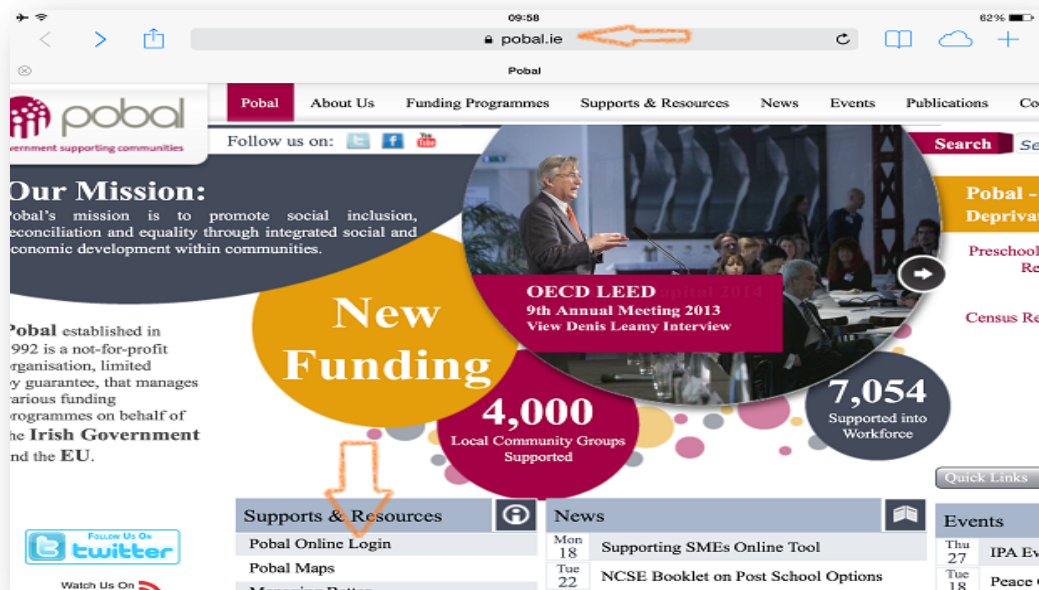


Youth Café Capital Programme Expenditure Report

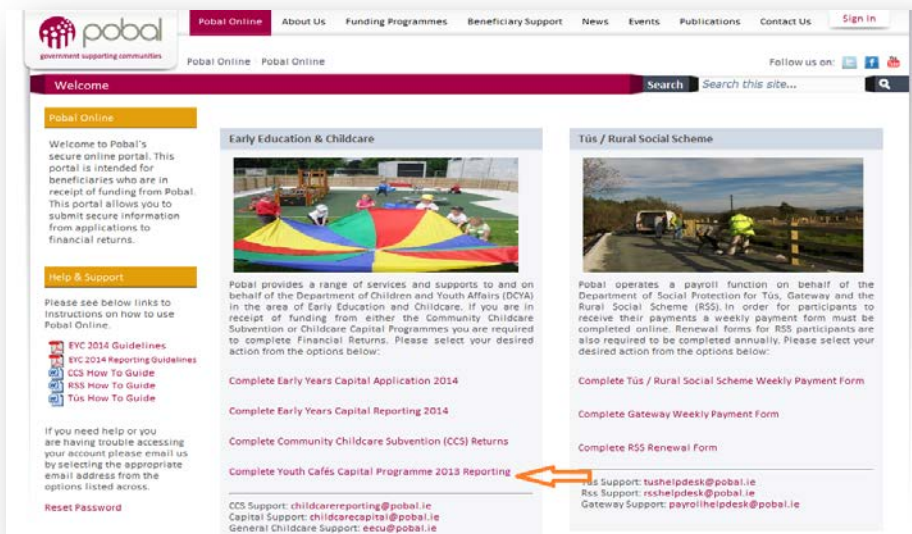
Guidance Notes

1. How to Log on to the Youth Café Capital Programme Online Expenditure Report

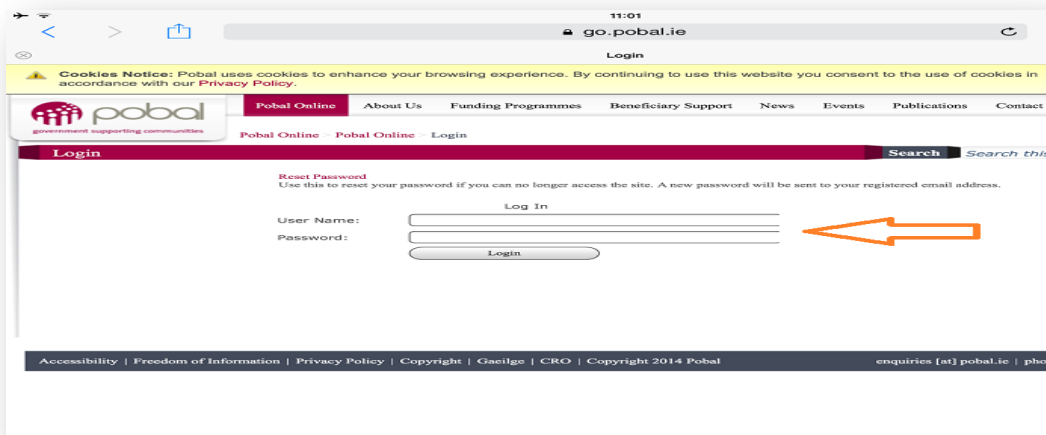
- a. Launch your web browser application (we recommended you use Windows Internet Explorer 7 or above).
- b. Log onto the Pobal website at www.pobal.ie. Underneath the banner called 'Supports & Resources' click on the link called 'Pobal Online Login'. Alternatively, you can click on the following link <https://go.pobal.ie/PobalOnline/Pages/Welcome.aspx> which will bring you into the Pobal Online home page as shown in point (c).



- c. When you click on the 'Pobal Online Login' link (as shown above with an arrow), you will see the following screen display with a number of options. Click on the link that reads 'Complete Youth Cafés Capital Programme 2013 Reporting'.



- d. You will be prompted for both a username and password (which is individual to your group).
- Please use ONLY the username and password provided to you by Pobal.
 - If you forget your password, please request a new one by clicking on the 'Reset Password' link on the login screen.



- e. Once you enter your username and password successfully, you will be brought back to the page shown in the screenshot in (c) above. Click again on the link that reads 'Complete Youth Cafés Capital Programme 2013 Reporting' and it will bring you to the page where links to your forms will be available (see section 2).
- f. To log out of Pobal online, go to the top right of the screen where you will see a 'Sign Out' button. Click this and then simply close your web browser application.
- g. It is recommended that you create an Internet Favourite so that you can return to this website in the future. The Favourites tab can be found on the toolbar displaying horizontally across the top of your screen.

2. How to access your Youth Café Capital Programme -Expenditure Report

Once you have logged in successfully, you are brought to the homepage of the Youth Cafes Capital Programme Online Reporting page. On the left of this page, you will see three options listed:

- Youth Cafe New – Click here to view link to new forms.
- Youth Cafe Draft – Click here to see forms that you have worked on and saved as draft.
- Youth Cafe Submitted – Click here to view forms when submitted.

The window (as shown below in the screenshot) will display a link to the form in the centre of the screen starting with your project ref number followed by whether form is a monitoring form or expenditure form and the period of reporting. You click on this link to open your monitoring or expenditure report.

The screenshot displays the Pobal Online Youth Café reporting interface. At the top, there is a navigation menu with links for 'Pobal Online', 'About Us', 'Funding Programmes', 'Beneficiary Support', 'News', 'Events', 'Publications', 'Contact Us', and 'Sign Out'. Below the navigation menu, there is a search bar with the text 'Search this site...' and a search icon. The main content area features a table with the following data:

Youth Café New	Name	Modified
Youth Café Draft	7000-14_Youth Capital Expenditure Form_Sept2014	29/09/2014 09:22
Youth Café Submitted	7000-14_Youth Capital Performance Monitoring_Sept2014	29/09/2014 09:50

At the bottom of the page, there is a footer with links for 'Accessibility', 'Freedom of Information', 'Privacy Policy', 'Copyright', 'Gaeilge', 'CRO', and 'Copyright 2014 Pobal'. The footer also includes the contact information 'enquiries [at] pobal.ie | phone: 01 5117000' and a Pobal logo.

3. Sections of the Expenditure Report

Contact Information

At the top of the expenditure report, you need to complete the contact name and phone number of the person to whom any queries regarding the expenditure report should be addressed. The remainder of the information in this section has been prepopulated.

The screenshot shows a web-based form titled "Youth Café Capital Programme 2013 Capital Expenditure Report". The form is divided into several sections. The top section contains contact information for the applicant and the facility. The bottom section is a table showing the grant funding awarded and the amount spent previously reported.

Youth Café Capital Programme 2013 Capital Expenditure Report			
Applicant Name	Youth Café Committee Limited	Contact Name	
Applicant Address	High Road, Town, County	Contact Number	
URN (Pobal Reference)	123456A	Email Address	manager@abcyouthcafe.ie
DCYA Youth Café Ref No	7000-13	Date of Submission	18/08/2014
Facility Name	ABC Youth Café	Report Date	Sept2014
Facility Address	Main Street, Town, County		
		Original Budget	Spend Previously Reported
		€30,000	€0
		€10,000	€0
		€7,000	€0
		€3,000	€0
		€50,000	€0

Original Budget

You will see the original budget is entered onto the expenditure report. This is the youth café budget that is in section 1.6 of your grant agreement. This budget is taken from your approved quotes/budget template.

Spend Previously Reported

The "spend previously reported" is the total of the expenditure claimed from the grant in previous expenditure reports.

- The "spend previously reported" that is shown on the September 2014 report, will be nil, as this is the 1st expenditure report.
- The "spend previously reported" that is shown on the March 2015 report, will be the total expenditure claimed from the grant in the September 2014 report.
- The "spend previously reported" that is shown on the September 2015 report, will be the total expenditure claimed from the grant in the September 2014 and March 2015 reports.

Section 1 - detail of payments made to period end

Edit

Close Paste Cut Print Preview

Commit Clipboard Views

Section 1 - detail of payments made to period end

Note: no cash payments can be reimbursed & should not be included on the list

							Youth Café Grant	Construction Costs	Fixtures & Fittings	Specialised Equipment	Professional Fees
Current Grant Budget							€50,000	€30,000	€10,000	€7,000	€3,000

Payment	Name of Payee	Method of payment	Cheque No (if applicable)	Invoice Number	Date paid	Total of payment	Other Sources	Youth Café Grant	Construction Costs	Fixtures & Fittings	Specialised Equipment	Professional Fees	Attach invoice/receipt
1	Bob's Builders Ltd	Cheque	100001	2126	11/08/2014	€10,000		€10,000	€10,000				Click here to attach a file
2	Joyce's Kitchens Ltd	Cheque	100002	951	13/08/2014	€4,000		€4,000		€4,000			Click here to attach a file
3	Murphy Electrical Goods L	Laser Card		1125A	14/08/2014	€3,000	€1,000	€2,000			€2,000		Click here to attach a file
4	Sweeney Associates Ltd	Cheque	100003	ABC001	18/08/2014	€500	€500	€0					Click here to attach a file
<div style="border: 1px solid black; padding: 2px; font-size: x-small;"> Insert row in Section1 before Insert row in Section1 after (Ctrl+Enter) Remove row in Section1 (Ctrl+Delete) </div>						€0		€0					Click here to attach a file
						€17,500	€1,500	€16,000	€10,000	€4,000	€2,000	€0	

Balance to be reported (for information only)

€34,000	€20,000	€6,000	€5,000	€3,000
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Amount to be decommitted (for Pobal use only)

Insert New Payment

Current Grant Budget

- Enter the current grant budget.
- The current grant budget must match the original budget unless Pobal has approved a budget change request for you (see 4.5 Change of Budget). Do not spend funds differently to your approved quotes/budget template unless an amended quotes/budget template has been approved by Pobal. Failure to comply may affect the final grant payment.

Payments

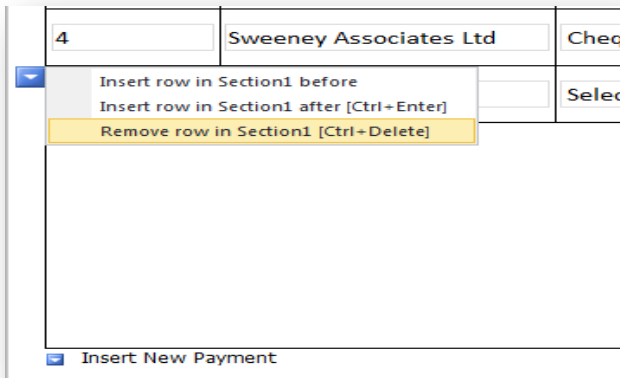
- Enter all payments made in the period, which have cleared the bank account. Do not enter a payment if it has not yet appeared on a bank statement or credit card statement.
- You must enter the name of payee; method of payment (laser card, credit card, cheque, other); cheque number if applicable; supplier's invoice number and date of payment (i.e. date the cheque is written or date the payment is made by laser/credit card).
- The payment amounts must be entered under the correct cost heading i.e. other sources, construction costs, fixtures & fittings, specialised equipment, and professional fees. These should match the cost headings in the approved quotes/budget template.
- The total being claimed from the youth café grant and the total of the payment (being other sources plus youth café grant) will automatically calculate.

- The “total of payment” must agree to the invoice and the payment on the bank/credit card statement. The invoice and bank/credit card statement must be attached to the report (see below for guidance on attachments).

Balance to be Reported

- The grant balance remaining to be reported, both in total and under each cost heading will automatically calculate. If any of these figures is negative, the report cannot be submitted.
- These balances are calculated as the “current grant budget” less “spend previously reported” less the payments made in the current period.

Inserting & Removing Rows



- If additional payment lines are required, click on the “Insert New Payment” tab. You should only enter additional lines if you require them.
- If lines need to be removed, click on the tab that appears on the left, when the mouse is hovering on that payment line. Select “Remove row in section 1”.
- Each line must have information entered on it. If a line is left blank, the report cannot be submitted.

Section 2 – any additional comments

Section 2 - any additional comments

Any explanations or information you feel is relevant to the expenditure report can be typed into the comments box in section 2.

- Pobal will review the submitted report. If any amendments are needed, Pobal will set your report to “draft” and advise you of the changes needed. Once you have made these changes, you can submit the report again.

Attachments - guidance information

The grantee will be required to attach documentation to the online expenditure report. To successfully submit the report, there must be at least one document attached to the report.

To attach a document:

- Click the paperclip and select “Attach”
- Click “Browse” and navigate to where the required document is saved
- Either double click on the document or highlight the document and select “Open”
- Click “Attach”

To remove the document:

- Click the paperclip and select “Remove”

To assist in attaching documents to the online report, please note the following suggestions:

- It is recommended and advised to only attach Windows compatible files as attachments. For example .pdf, .doc, .docx, .xls, .jpeg, .png file extensions
- It is possible to attach more than one document in each attachment by scanning the documents together in one document (e.g. if there are three bank statements, scan all three together and attach as one document)
- Saving / scanning files at a lower resolution reduces the size of the attachment.
- Reducing the resolution of scans to normal resolution rather than high quality reduces the size of the attachment (see settings on your scanning device)
- Zipping files will reduce the size of the attachment

Where there is no expenditure in the period, the report must still be submitted. To submit the report, there must be at least one document attached to the report. Where there is no expenditure, a copy of the period end bank statement must be attached in section 3. This will show that the grant funds are still held in this bank account.

If you have concerns about any aspect of the online expenditure report, please email youthcafe@pobal.ie