

## Iris User Guide: How to Review and Approve a Financial and Monitoring Report



# SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

*The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020*

08/01/2021

## How to Review and Approve a Finance and Monitoring (Fin and Mon) Report

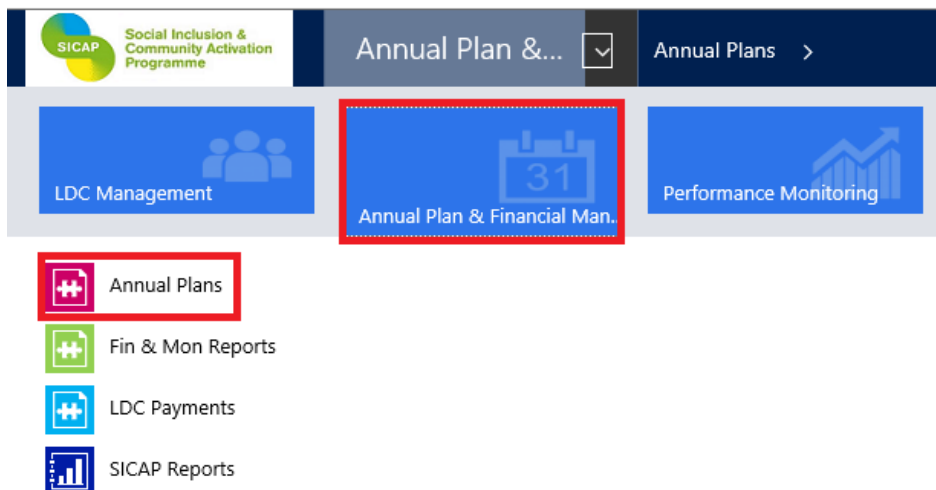
Two Financial and Monitoring reports are submitted annually for each Annual Plan / Lot:

- a) Mid Year
- b) End of Year

The Fin and Mon report includes a Lot Cost Charged Report and the Lot Summary Report. Other reports that can be reviewed include the Action Progress report and the Goal 1 & 2 Outcome reports.

## How to view the Fin and Mon Report on IRIS

1. Select and open the Annual Plan record for the Lot and Year that you are reviewing.

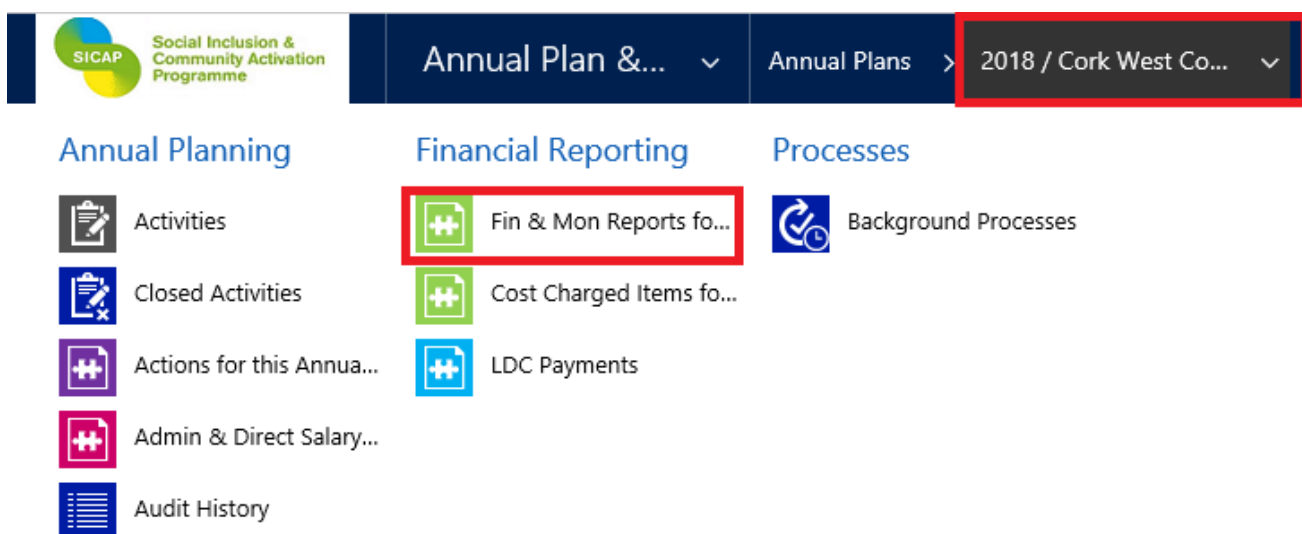


2. Double click on the white area of the line of the Annual Plan that you wish to open

✦ Active Annual Plans ▾

Year / Lot ↑	Stage	LCDC formally approved?	Annual Budget	Total Payment for Annual Plan	Cost Charged to Date	VA
/ Waterford City & County (24-1)	6. Approved	Yes	€1,098,446.05			
2018 / Cork West Cork Islands (18-7)	1. Draft	No	€962,450.00			

3. From the Annual Plan, click on the drop down arrow beside the Lot Name on the top Ribbon, and then on the Financial Reporting tab, then click on Fin and Mon Reports



- This opens the view for the Mid Year and End of Year reports for the relevant Annual Plan year. Double click in the white area against the Fin and Mon report that you wish to view, i.e. Mid Year or End of Year.

## Fin & Mon Reports Associated View ▼

CHART PANE ▼ | RUN REPORT ▼ | EXPORT FIN & MON REP... ▼

Fin & Mon Ref <span>▼</span>	Reporting Period	Outcome Indicator Report Uploaded	Fin & Mon Report Stag...
2018 / Cork West Cork Islands (18-...	2018 Mid Year	Yes	1. Draft
2018 / Cork West Cork Islands (18-...	2018 End of Year	No	1. Draft

- This opens the relevant Fin and Mon Report. This report provides a snapshot of the financial information recorded to date:

- Cost Charged to-date, VAT Charged to Date, total payments to LDC, total grants awarded and their percentage of Action Costs and the total amount available to spend (see below),

The total amount available to spend = Annual budget plus any cash in hand carried forward from the previous year.

Total Grants Awarded is calculated based on Grant amounts recorded for LCGs, Social Enterprises and Individuals. The Total Grants as a % of Action Costs<sup>1</sup>, this should not exceed 7.5%

\_\_FIN & MON REPORT : INFORMATION

## 2020 / Wexford County (14-1) / 202...

### General

Annual Plan *	2020 / Wexford County (14-1)	Fin & Mon Report Stage *	1. Draft
Reporting Period *	2020 End of Year	Outcome Indicator Report Uploaded *	<input checked="" type="checkbox"/>
Cost Charged to Date (ex-VAT)	€136,502.09	POBAL Verified	No
VAT Charged to Date	€94.00	LCDC formally approved?	No
Value of sub-contracts not > 30% of AP budget	Yes	Total Amount available to spend	€136,502.09
Total Payment for Annual Plan	€2,500.00		
Total Grants Awarded	€545.00		
Total Grants as % of Action Costs	0.60		

- On **End of year report only**, the under spend for current year and the amount that can be carried forward to next year – up to a maximum of 5%<sup>2</sup> of total amount available to spend. If the LDC has not achieved its annual KPI targets, Pobal will input the remedy applied amount. The total approved costs charged will be adjusted accordingly. The LCDC should confirm if they have recouped the remedy amount.

Cash in Hand (underspend this year)	€0.00	Remedy Applied	€1,500.00
Cash in Hand (c/f next year)	€0.00	Remedy Recouped by LCDC	No
		Total Approved Costs Charged Ex Vat	€135,002.09

<sup>1</sup> Action costs are total Action Costs from the annual plan + underspend carried forward from previous year

<sup>2</sup> Maximum carry forward in 2021 increased to 10% of total amount available to spend for 2020

(c) cumulative detail on the Total Admin costs and their percentage of the Annual Budget, total Goal 1 and Goal 2 Direct Salary and Non salary costs and their percentage of Total Action Costs. This will show if the LDC has met the % thresholds for admin and action costs.

Total Admin Costs Charged to Date	€12,843.00	Admin Costs charged as % of Annual Budget	1.33
G1 Total Direct Salary Costs Charged to Date	€0.00	G1 Costs Charged as a % of Total Action Costs	3.86
G1 Total Non Salary Costs Charged to Date	€37,100.00		
G2 Total Direct Salary Costs Charged to Date	€508,905,000.00	G2 Costs Charged as a % of Total Action Costs	0.60
G2 Total Non Salary Costs Charged to Date	€5,800.00		

(d) **Cost Charged Items** section provides the list of Cost Charged items that make up the totals for the reporting period (as set out above). There are two cost types: Admin & Direct Salary and Action costs. Double click on an item to open it and view further details.

#### Cost Charged Items

Fin & Mon Report ↑	Stage	Admin & Direct Salary Cost Item...	Goal (Action)	Action	Total Cost Charged (ex-VAT)	VAT Charged
2020 / Wexford County (...)	1. Draft	/ Goal 1 Direct Salary			€50,645.92	
2020 / Wexford County (...)	1. Draft	/ Goal 2 Direct Salary			€1,500.00	
2020 / Wexford County (...)	1. Draft	/ Financial/Professional Fees/Staff...			€414.17	€25.00
2020 / Wexford County (...)	1. Draft		1	local community groups	€100.00	€10.00
2020 / Wexford County (...)	1. Draft		2	enterprise	€500.00	
2020 / Wexford County (...)	1. Draft	/ Goal 1 Direct Salary			€4,000.00	
2020 / Wexford County (...)	1. Draft		2	education and training	€100.00	

(e) **KPIs** section sets out the KPI Targets and the Actuals achieved to date.

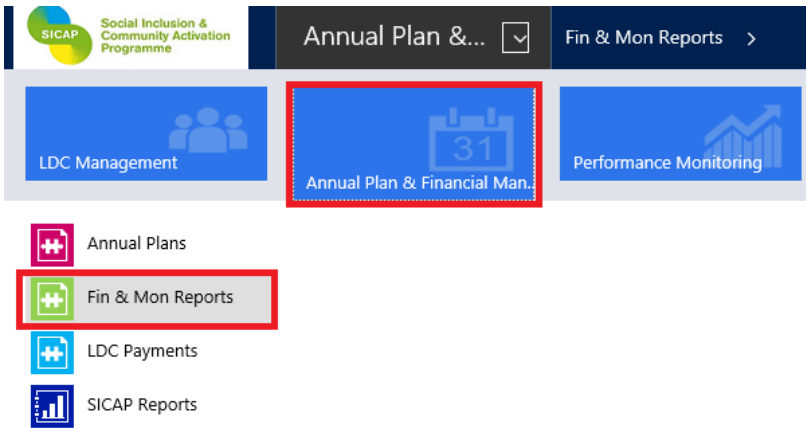
#### KPIs

KPI 1 Target	22	KPI 1 Actuals	8
KPI 2 Target	15	KPI 2 Actuals	13
% Living in disadvantaged areas Target	5	% Living in disadvantaged areas Actuals	

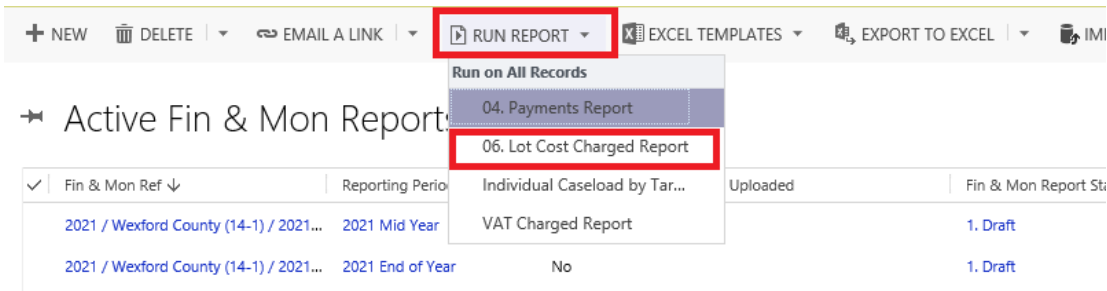
### How to view and run a Lot Cost Charged report on IRIS

As part of submitting the Fin and Mon report, the LDC will print, sign and upload the Lot Cost Charged report into the Sharepoint Documents folder "Fin and Mon". In addition, this report can be run at any time as follows:

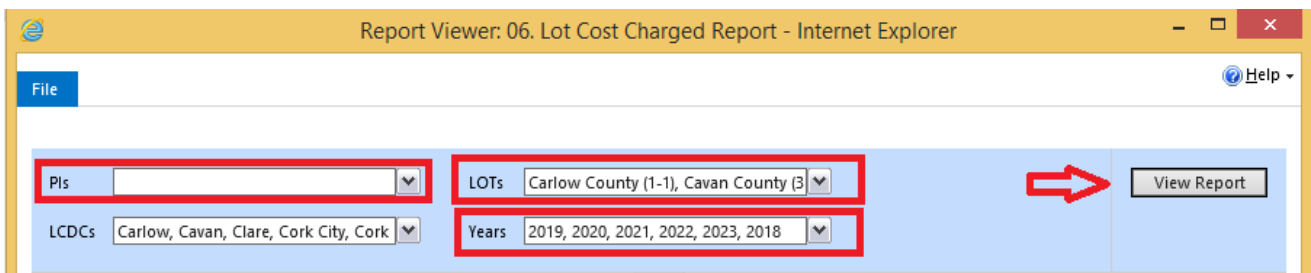
1. To run the Lot Cost Charged Report, go to the Fin & Mon report screen



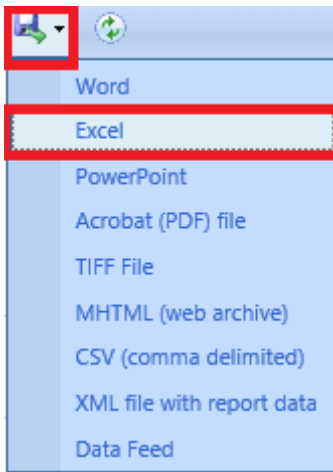
2. Click on the **Run Report** Icon and then select **06. Lot Cost Charged Report**



3. Select the relevant PI and Year from the drop down menus. You only need to select the LOT if the PI has operates in more than one LOT area. **You do not need to select the LCDC value** as the system does this automatically. Click View Report to display the data for the selected PI.



4. Click on the **Export** button (the blue floppy disk with a green arrow icon) and choose the preferred file type from the drop down menu (Excel in this example)



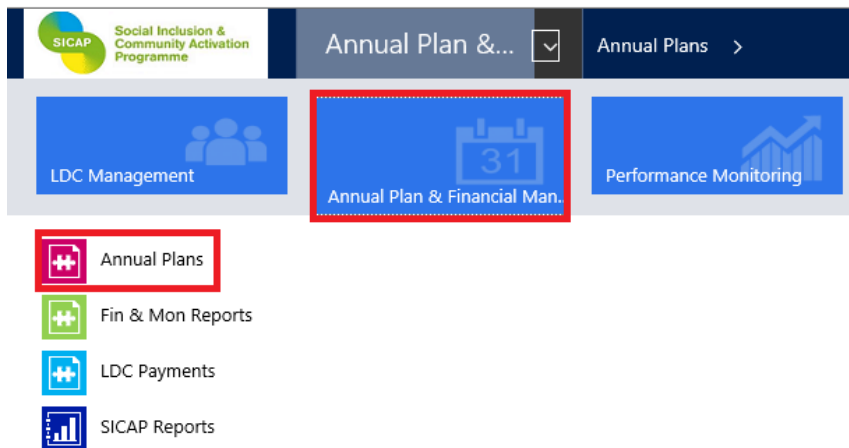
## How to view and run the Monitoring Reports

The following Monitoring reports can be reviewed as part of the Mid Year and End of Year reports:

- **Lot Summary Report**
- **Action Progress Report**
- **Goal 1 Outcome Report**
- **Goal 2 Outcome Report**

The Lot summary report is uploaded into the Sharepoint Documents section on IRIS. This report along with the other reports listed above be run at any time as follows:

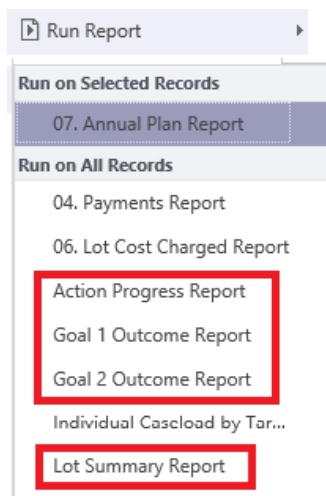
1. Select the **Annual Plan** option for the relevant Lot



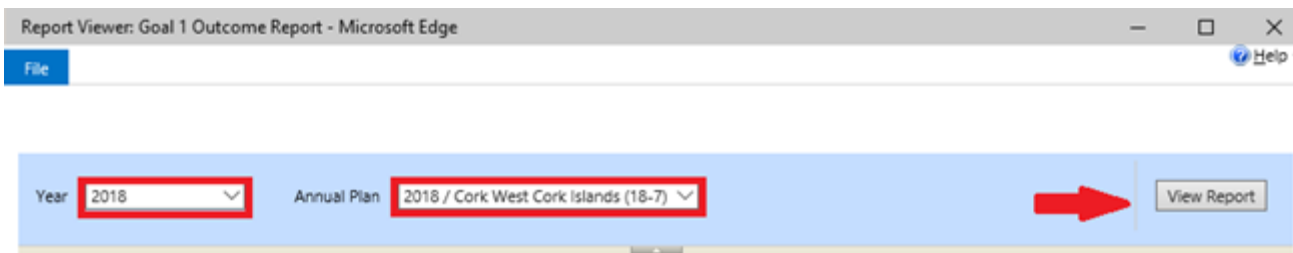
2. Select the Run Report button



5. To view the **Goal 1 Outcome Report**, the **Goal 2 Outcome Report**, **Action Progress Report** or the **Lot Summary Report**, click on the relevant option below:



6. Select the relevant **Year** and **Annual Plan** from the drop down list and click on **View Report**.



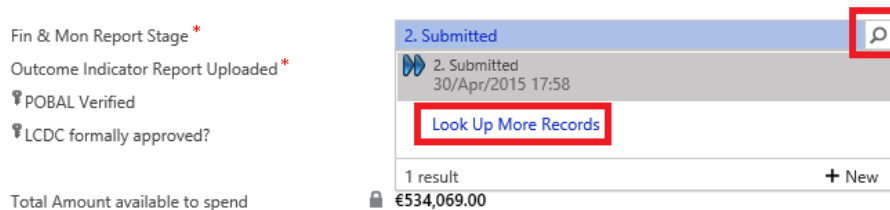
### How to Approve the Fin and Mon Report on IRIS

1. Once the Fin & Mon report and associated documents have been reviewed by Pobal and formally approved by the LCDC, the Fin and Mon report Stage can be moved to Approved.

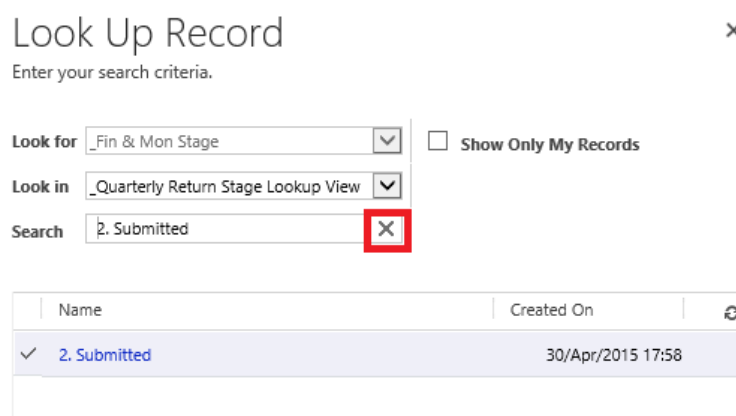
2. Before Fin and Mon report can move to Approved, **Pobal Verified** must be set to **Yes** by Pobal and **LCDC formally approved?** must be set to **Yes** by the LCDC

Fin & Mon Report Stage *	2. Submitted
Outcome Indicator Report Uploaded *	<input checked="" type="checkbox"/>
POBAL Verified	No
LCDC formally approved?	No

3. To move the Stage from **Submitted** to **Approved** select the lookup icon (magnifying glass) next to the Fin & Mon Report Stage Field and click on Look Up More Records



4. On the pop up screen that appears, clear the Search field by clicking on the 'X'



5. On the pop up screen that appears, clear the Search field to display all options, select **Approved** and Click on **Add**



## Look Up Record



Enter your search criteria.

Look for   Show Only My Records

Look in

Search

Name	Created On	
✓ 1. Draft	30/Apr/2015 17:58	
2. Submitted	30/Apr/2015 17:58	
3. Approved	30/Apr/2015 17:58	

1 - 3 of 3 (1 selected) Page 1

6. The Fin & Mon report stage has been moved to Approved. Click on **Save & Close**.



**Note:** prior to the submission of mid year and end of year reports, Pobal will issue guidance to LCDCs on the process of reviewing and approving a Fin and Mon Report.