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.
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, Goal 1 and Goal 2 Outcome Reports and the Lot Summary Report.

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

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
4. 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**

<table>
<thead>
<tr>
<th>Fin &amp; Mon Ref</th>
<th>Reporting Period</th>
<th>Outcome Indicator Report Uploaded</th>
<th>Fin &amp; Mon Report Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 / Cork West Cork Islands (18-7)</td>
<td>2018 Mid Year</td>
<td>Yes</td>
<td>1. Draft</td>
</tr>
<tr>
<td>2018 / Cork West Cork Islands (18-7)</td>
<td>2018 End of Year</td>
<td>No</td>
<td>1. Draft</td>
</tr>
</tbody>
</table>

5. This opens the relevant Fin and Mon Report. This section: **General** provides a snapshot of the

6. (a) Cost Charged to-date, VAT Charged to Date, total grants awarded and their percentage of Action Costs (see below):

--- FIN & MON REPORT - INFORMATION

2018 / Cork West Cork Islands (18-7)

- **General**

<table>
<thead>
<tr>
<th>Cost Charged to Date (ex-VAT)</th>
<th>£60,743.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT Charged to Date</td>
<td>£273.00</td>
</tr>
</tbody>
</table>

Value of sub-contracts not > 30% of AP budget | Yes |

- **Total Grants Awarded**: £500.00
- **Total Grants as % of Action Costs**: 0.00

(b) The General section also provides 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.

<table>
<thead>
<tr>
<th>Total Admin Costs Charged to Date</th>
<th>£12,843.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 1 Total Direct Salary Costs Charged to Date</td>
<td>£0.00</td>
</tr>
<tr>
<td>Goal 1 Total Non Salary Costs Charged to Date</td>
<td>£37,100.00</td>
</tr>
<tr>
<td>Goal 2 Total Direct Salary Costs Charged to Date</td>
<td>£506,905,000.00</td>
</tr>
<tr>
<td>Goal 2 Total Non Salary Costs Charged to Date</td>
<td>£5,800.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admin Costs charged as % of Annual Budget</th>
<th>1.33</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 1 Costs Charged as % of Total Action Costs</td>
<td>3.86</td>
</tr>
<tr>
<td>Goal 2 Costs Charged as % of Total Action Costs</td>
<td>0.60</td>
</tr>
</tbody>
</table>

(c) **Cost Charged Items** (in the General section) provides the Cost Item, Cost Type, Relevant Goal and action that action costs relate to and total cost, for the reporting period.
Double click on a Cost Item in order to view further detail.

(d) **KPIs** (in the General section) provides the KPI Targets and the Actuals achieved to date.

### KPIs

<table>
<thead>
<tr>
<th>KPI 1 Target</th>
<th>KPI 1 Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KPI 2 Target</th>
<th>KPI 2 Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% Living in disadvantaged areas Target</th>
<th>% Living in disadvantaged areas Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

**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, select and open the Annual Plan record for the Lot and year that you are reporting on

2. Select 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: Goal 1 and Goal 2 Outcome Reports and Lot Summary Report.**

The following Monitoring reports form part of the Mid Year and End of Year reports:

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

These four reports will be printed by the LDCs and uploaded into the Sharepoint Documents section on IRIS. In addition, these reports can 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. Following a review by the LCDC of the Fin and Mon report and associated documents, in order to advance the Fin and Mon report Stage from Submitted to Approved select the lookup icon (magnifying glass) next to the Fin & Mon Report Stage Field

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

3. Click on Save & Close.
**Remember:** Before the Fin and Mon report can move to Approved, **Pobal Verified** must be ticked **Yes** by Pobal.

4. Once the LCDC has formally signed off on the Fin and Mon Report, **LCDC formally approved** must be ticked.

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**FIN & MON REPORT: INFORMATION**

2018 / Cork West Cork Islands (18-7-...)

### General

- **Annual Plan**
  - Reporting Period
  - Cost Charged to Date (ex-VAT)
  - VAT Charged to Date

- **2018 / Cork West Cork Islands (18-7)**
  - 2018 Mid Year
  - €667,743.00
  - €273.00

5. Click on **Save & Close**.

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**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.