

February 2013

Circular/DCYA/02/2013

To the Grant Administering Agencies in respect of Funding Provided by Youth Affairs Unit, Department of Children and Youth Affairs

Re: Youth Affairs Funding Allocations 2013

1. Youth Affairs Funding Allocations 2013

Due to the reduction in the Youth Affairs budget for 2013 as detailed in the Comprehensive Review of Expenditure, the funding allocations have been reduced, in the main, by 10% on the baseline funding for 2012 in respect of the schemes, Youth Service Grant Scheme (YSGS), Special Projects for Youth (SPY); Young Peoples Facilities and Services Fund Rounds 1 and 2 (YPFSF 1 & 2); Youth Information Centres (YICs) and Local Drugs Task Force Projects (LDTFs), and 5% (in the main) in respect of all other programmes. The breakdown of the 2013 funding allocations is being sent under separate cover to grant administering agencies. The funding allocations will be paid in quarterly instalments in 2013.

2. Flexibility to propose reconfiguration of notified allocations

In an effort to ensure greater flexibility in the allocation of funding, it is open to you as the administering agency to reconfigure the allocations to individual projects under Special Projects for Youth, Young People's Facilities and Services Fund, Youth Information Centres and Local Drugs Task Force projects provided the overall financial allocations for your area remains within the allocated funding for the year. This increased flexibility for 2013 allows administering agencies to propose to the Department amalgamations/reconfigurations of projects across schemes where it is deemed appropriate at local level. Any proposals for amalgamations/reconfiguration of allocations to individual projects under these schemes must be submitted to the Youth Affairs Unit of the Department for consideration and approval and cannot be implemented without the approval of the Department. Every effort will be made by the Unit to ensure a quick response to such requests.

3. Reducing pay and non-pay costs:

Having regard to the current budgetary constraints, administering agencies should be cognisant of any large variances in salary levels, conditions and administrative costs across the projects and services and should consider a full range of options to reduce pay and pension costs, if these have not been already addressed. Where price reductions in rent, utilities and other services have not already been negotiated, this should be a priority for 2013.

4. Savings and surpluses:

Any savings/surpluses arising due to closures, non-filling of posts, redundancies etc. which occurred during 2012, or over the course of 2013 should be notified to the Youth Affairs Unit.

No commitments in relation to new projects or expansion of any existing projects should be made without reference to, and with the prior approval of, the Youth Affairs Unit.

5. Accounting and Auditing Requirements:

The following requirements must be met by organizations, agencies, bodies and projects in receipt of funding from Youth Affairs Unit;

- Annual signed audited financial accounts/statements must be submitted.
- Management in organisations, agencies, bodies and projects in receipt of funding from Youth Affairs Unit are responsible for the preparation of the financial statements in accordance with applicable law and accounting standards.
- The financial statements should be submitted at the earliest opportunity and **not later than 30 April 2013.**
- **Failure to submit audited accounts on time may result in delays in further funding / agreed instalments.**
- Funding provided by the Department of Children and Youth Affairs (categorised by source and project) should be separately identifiable and clearly displayed as part of the financial statements)¹.
- All grant aid funding provided by Youth Affairs Unit may be subject to audit by Internal Audit Unit of the Department of Children and Youth Affairs and the Comptroller and Auditor General or any agent of the Department. A condition for funding of organisations, agencies, bodies and projects is that books/accounts/records relating to public funding (from all sources) must be made available for examination to audit authorities, as requested. **It is imperative that projects funded under the different schemes are notified by the grant administering agency of this requirement in order that they may instruct their auditors to comply with this requirement when preparing the audited accounts.**
- Companies in receipt of Youth Affairs funding are reminded of their obligation to provide returns to the Revenue Commissioners, Companies Registration Office, Office of Director of Corporate Enforcement and similar bodies.

6. Payment procedures for 2013:

In order that the allocations may be paid to your organisation/agency/body/VEC, it will be necessary to complete a drawdown form in respect of each quarterly tranche of funding due for the year. A copy of the drawdown form is enclosed.

As the final tranche of funding will be due to be paid in October 2013, it will be

¹ This can be shown in the main body or as part of the notes to the accounts.

necessary for accounts to be submitted to the Department no later than the 30th April 2013. It should be noted in particular that payment of the final financial instalment for the year will be held over until appropriately signed audited accounts have been received.

Non-compliance with any of the above requirements will require a written letter of explanation acceptable to the Department before final payment can be considered.

As the allocation of Youth Affairs funds is made possible by the availability of National Lottery, each beneficiary, with the exception of those previously agreed, must publicly and prominently acknowledge the allocation of National Lottery funds in its stationery, publications, and promotional material.

8. Further information

Any queries in relation to this circular should be referred to Eithne O'Neill, Youth Affairs Unit, Department of Children and Youth Affairs, Mespil Road, Dublin 4, Tel 01 6473174.

Catherine Hazlett
Principal Officer
Youth Affairs Unit