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We are writing to inform you of an important development regarding financial reporting requirements for Core Funding Partner Services. As part of their agreement with the DCEDIY, Core Funding Partner Services are required to submit comprehensive and validated financial returns in accordance with Department of Public Expenditure and Reform [Circular 13/2014 – Management of and Accountability for Grants from Exchequer Funds](#).

Under the Core Funding agreement, Partner Services have agreed to provide validated financial returns. All Partner Services which had an active Core Funding Contract during the 2022/2023 Programme Year must provide these validated Financial Returns, which covers the period from **1st September 2022 to 31st August 2023**. These returns must be submitted by an accountant from a registered practise or a registered professional body (ACA, ACAA, CPA, and CIMA) on behalf of each Partner Service.

To facilitate these reporting requirements, the Department has held stakeholder meetings with over 400 service providers earlier this year and worked collaboratively with an external consultant to design a Core Funding Chart of Accounts/Trial Balance and a Financial Reporting template tool.

Your local City/County Childcare Committee (CCC) will be conducting information sessions for Partner Services over the next few weeks. These information sessions are designed to provide an understanding of the reporting requirements, and to equip those responsible for your service's accounts with the necessary skills and knowledge to effectively manage these financial reporting requirements. While these sessions will occur in the coming weeks, your local CCC will remain available to provide supports to you following on from these sessions. Attendance at these sessions is highly recommended.

The Department will make the Financial Reporting template and accompanying materials (how to guides, FAQ, etc.) accessible for download from the Hive, following the completion of the information sessions but no later than Friday, November 24th. These materials should be provided to those who are currently responsible for the completion of the financial accounts of the business for submission to Revenue or Companies Registration Office (CRO).

The Chart of Accounts/Trial Balance must be signed off and submitted by a qualified accountant or a registered professional (ACA, ACAA, CPA, CIMA). Partner Services currently using accounting software to produce their books and records can extract the Trial Balance and map their existing nominal codes to match the Core Funding Chart of Account nominal codes.

As a reminder, the required financial returns encompass the period spanning from **1st September 2022 to 31st August 2023**. Instructions of how and when you will be required to submit your Chart of Accounts/Trial Balance will be communicated to you in due course

Should you have any queries please contact your local County Childcare Committee.

Yours sincerely

The Core Funding Team