

WOM 19i v21.07.09 Claim Process

0 - 15 WORKING
DAYS FROM
END OF
QUARTER

Applicant submits claim (and supporting information)

Receipt of Claim Form (OM19)
(LAG programme manager)

- Claim form received with supporting evidence
- Log on tracker/ file
- Issue acknowledgement

Grant Claim Checks using Claims Checklist (OM19)
(LAG Programme Manager and administrative support)

- Proceed through Claims Checklist and grant claim form
- Ensure fully completed (100% evidence Invoices, receipts, etc)
- Ensure Progress report is included
- Outputs and results indicators checked against evidence provided
- Check/Date stamp invoices and return to project organisation
- Validate in-kind amounts
- Independent Accountants Report (for projects valued at over £200k)
- Resolve any potential and minor irregularities

When satisfied that the claim is complete and correct, a hard copy of the claim is signed as “certified correct” and is forwarded to Accountable Body Programmes Manager. An electronic copy of the claim is also forwarded. This should be accompanied by a completed project claim checklist and the progress report.

15 – 25 WORKING
DAYS FROM
END OF
QUARTER

ACTIONS ON UNSATISFACTORY CLAIM

Project inspection? (Refer to Project Check guidance OM27)

Recovery of grant? Initiate Determination process with LAG management and chair. (OM26)

Complete irregularities spreadsheet (OM19)

Consult SWRDA and Line manager of any fraud or gross mismanagement

Claim Processing and Recommending
(Accountable Body Programmes Manager and administrative team)

- Received and processed within deadline (logged on Claims spreadsheet)
- Eligibility of costs and activities checked
- Ensure grant rate is as in contract
- Record remaining grant

Above contained on Grant Claim Form (OM19)
All information logged onto Claims Spreadsheet (OM19)

- Feedback to LAG management any minor irregularities for review with project
- Record minor irregularities onto spreadsheet (Spreadsheet is OM25)
- Running total expenditure against LAG profile (Delivery Plan OM3)
- Progress report and conditions and outputs (Outputs spreadsheet OM8)
- Completion certificates and final reports received for completed projects
- Review risks and instruct project checks/ monitoring (Guidance at OM27)
- Maintain/update project files
- Prepare draft claim payment letter

A satisfactory claim is recommended for authorisation of payment and passed to Head of Finance for Economic Development, Planning and Housing.

25 - 30
WORKING
DAYS
FROM
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QUARTER

