



WEFO Preparation for Closure of the 2014-2020 Operational Programmes

Final Claims Bulletin

As we move towards the closure of many Operations, you need to be aware of some important considerations for the final claims procedures for all Operations in the 2014-2020 round of Programmes.

Final Claim Deadlines

There are specific conditions within the offer of grant letters that relate to project closure. These include the requirement to ensure project activity is completed to profile and claims and evaluation reports are submitted to WEFO.

Beneficiaries are asked to submit their final claim within three weeks of the end of the final claim period and the Final Evaluation Report within six weeks to assist in the prompt release of final payments.

Evaluation Reports

The majority of operations will have an evaluation completed at their end of life. WEFO continues to promote the early submission of Evaluation Reports to allow for their correct inclusion in claims in PPIMS, but, despite best arrangements, there is a risk that the cost of the evaluation will not be paid until the operation has passed the end of its approved life.

Under WEFO's current Eligibility Rules (Rule 12), transactions defrayed outside of the life of the operation are ineligible and PPIMS does not accept transactions with a defrayment date after that date.

Where delays in the completion of evaluations threaten to make costs ineligible, WEFO advise Operations to enter a transaction into their Transaction List with a defrayment date within the life of the operation and either the final cost or the most accurate estimate of the final cost to be claimed. Please highlight where this has been necessary in the Financial Comments Column.

When you have paid the final invoice, you must provide the WEFO Payments team with evidence of the defrayment i.e. a bank statement, and a copy of the final invoice. Once received, the Payments Officer will, if necessary, amend the value within the final claim and include a narrative detailing the adjustment to the final claim with the correct defrayment date and value.



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Beneficiaries are requested to submit:

Final claim form – within 3 weeks of the end of the final claim period.

Final Evaluation Report – within 6 weeks of the end of the final claim report (if not submitted at the same time as final claim).

WEFO will not pay the final claim, including the evaluation costs, until these documents have been received, the Payments Officer has amended the value of the transaction (if necessary) and added a narrative detailing the adjustment to the final claim with the actual defrayment date and all other Closure requirements have been completed.

It must be noted that this process for Evaluation Reports is the only exception to Rule 12. Transactions for any other cost included in claim with either incorrect defrayment dates or “approximate values” will be considered ineligible, removed from the claim and the associated funding lost.

The final date for eligible expenditure in the 2014-2020 Operational Programmes is 31 December 2023 and any expenditure actually defrayed after this date (including evaluation costs) will be will be ineligible.

Operational Closure

It is recommended that all project staff ensure they are familiar with the requirements detailed in the WEFO best practice guide – [Preparing for Project Closure](#)

Should you have any questions in relation to this bulletin, please contact your Lead Payments Officer, Maria Wigfall or me

Tony Layzell

Head of Financial Governance