

For action:

A response to the Annex is required by **30 September 2008**.

Certification of the Use of Funds: Adult Safeguarded Learning Funding for 2007/08

This guidance is for local authorities (LAs), preparing use of funds statements for Learning and Skills Council (LSC) Adult Safeguarded Learning Funding for 2007/08. Only LAs receiving LSC Adult Safeguarded Learning funds for 2007/08 need prepare a statement.

This document is of interest to, LA chief finance officers, LA chief education officers, LA officers responsible for Adult Safeguarded Learning and heads of finance, audit and partnership teams in local and regional LSCs.

This document supersedes Certification of the Use of Funds: Funding of Adult and Community Learning in Local Authorities for 2006/07 issued in March 2007.

June 2008

Contents

Paragraph number

Executive Summary	
Section 1: Introduction	1
Section 2: Statement on Spending of Learning and Skills Council Funds	
Introduction	6
Completion of use of funds statement	10
Responsible officers	14
Submission timetable	15
Learning and Skills Council direct assurance work	17
Annex A: Use of Funds Statements for Learning and Skills Council Adult Safeguarded Learning Provision	
Section A: Use of Funds Statement and certification of Learning and Skills Council-funded Adult Safeguarded Learning Provision allocated for the Academic Year Ending 31 July 2008	
Section B: Guidance on Completing Section A	
Annex B: Names and Office Addresses of LSC Regional Audit Managers	

Executive Summary

June 2008

This document provides guidance to local authorities (LAs) on the preparation of a certified statement showing their spending of Learning and Skills Council (LSC) allocations of funding for Adult Safeguarded Learning (ASL), formerly Adult and Community Learning (ACL), for the allocation year ending 31 July 2008. The statement is at Annex A to this document and is for completion in response to this document.

Adult Safeguarded Learning includes Personal and Community Development Learning (PCDL), Neighbourhood Learning in Deprived Communities, Family Literacy, Language and Numeracy and Wider Family Learning. For the purposes of this document First Steps provision is also included in the provision to be reported. Similarly, references to Capital Funding mean PCDL Challenge Fund (Major Capital Bids).

The LA's chief finance officer and the officer responsible for Adult Safeguarded Learning must sign the statements at Section A of Annex A. The LA should then arrange for the statement (where applicable) to be sent to the LSC's Regional Audit Manager (see Annex B), for the region in which the LA is located, by **30 September 2008**. **Please note: the LSC will return all statements to LAs where they are not signed by the chief finance officer.** The statement should be either a signed original or a copy with original signatures.

Please note: there is no longer a requirement to have the Annex certified by the LA's external auditor. The LSC will make other arrangements to gain assurance on these sums contained in the statement.

The document does not apply to other organisations, including further education colleges that are receiving direct LSC funding for adult learning provision or those providers under contract to local authorities, including colleges. Different arrangements apply to these organisations.

Further information

For further information, please contact:

Clive Gordon
London Region Provider Financial Management Team
Learning and Skills Council
Centre Point
103 New Oxford Street
London
WC1A 1DR
Tel. 020 7904 0672

Email: clive.gordon@lsc.gov.uk

or

Steve Passmore
London Region Provider Financial Management Team
Learning and Skills Council
Centre Point
103 New Oxford Street
London
WC1A 1DR
Tel. 020 7904 0788
Email: steve.passmore@lsc.gov.uk

Section 1: Introduction

- 1 The Chief Executive of the Learning and Skills Council (LSC), as the accounting officer, has a duty to account to Parliament each year on the proper spending of the public funds that it provides to learning providers. Local authorities (LAs) act as learning providers for many areas of LSC funding of provision. To discharge this duty as the LSC's accounting officer, the Chief Executive places requirements on LAs under their funding agreements with the LSC to comply with the LSC's audit requirements given in this document and in other LSC funding requirements and guidance.
- 2 Local authorities are required to provide assurance to the LSC that Adult Safeguarded Learning funds were used for the purposes provided.
- 3 The Adult Safeguarded Learning (ASL) statement forms a significant part of the LSC's evidence showing how providers have used LSC funds. The National Audit Office (NAO) will consider this evidence as part of its audit of and reporting on, the LSC's financial statements. The LSC will perform a limited programme of its own reviews of Adult Safeguarded Learning provision following regional reviews of the statements received.
- 4 The LSC last set out its requirements on auditors' certification of local authorities' spending of LSC ACL funds allocated for 2006/07 in March 2007. This document makes changes to the requirements for 2007/08 in respect of the LSC funds covered by the document as a result of there being no further requirement for independent certification of the statements by the Audit Commission.
- 5 The following organisations are not covered by this document:
 - former external institutions that are commercial or voluntary sector learning providers
 - colleges incorporated under the Further and Higher Education Act 1992
 - other LSC-funded providers of further education that are not colleges such as learndirect provision now funded by Ufl, or those other commercial or voluntary sector providers of adult learning provision funded by the LSC direct.

Section 2: Statement on Spending of Learning and Skills Council Funds

Introduction

- 6 This section of the document sets out the LSC's requirements for LAs to complete a statement of their spending of LSC funding for Adult Safeguarded Learning provision.
- 7 The LSC has allocated the following Adult Safeguarded Learning funds **for the year to 31 July 2008**. The LA's spending of these funds should be disclosed in the statement provided in Section A of Annex A to this document.:
- Revenue – Personal and Community Development Learning
 - Revenue - Family Literacy, Language and Numeracy
 - Revenue - Wider Family Learning
 - Revenue - Neighbourhood Learning in Deprived Communities
 - Revenue - First Steps
 - Capital - Neighbourhood Learning in Deprived Communities.
- 8 The LSC has also allocated the following funds **for the year to 31 March 2008**.
- Capital – PCDL Challenge Fund (Major Capital Bids) funding.
- A use of funds statement has already been issued to LAs in receipt of these funds. LAs in receipt of these allocations have already been required to complete this use of funds statement and send it to the LSC, National Property Team, Learning and Skills Council, Cheylesmore House, Quinton Road, Coventry. CV1 2WT by **31 May 2008, copied to the local LSC**. In previous years a copy of this statement was required to be submitted for audit in the same way as the statement at Annex A, but this is no longer required.
- 9 The chief finance officer and the ASL responsible officer of the LA are required to confirm that the use of these funds is properly recorded in the statement provided in Annex A to this document. Nil returns are not required so where an LA has not received LSC Adult Safeguarded Learning funding, the form need not be completed.

Completion of use of funds statements

- 10 The Annex A comprises Sections A1, A2 and B. Section A1 is a table which is to be completed to show LSC allocations and the authority's use of Adult Safeguarded Learning for the academic year 1 August 2007 to 31 July 2008. The columns on this table record:

- Column 2: where applicable, balances of unspent funds brought forward as at 1 August 2007
 - Column 3: LSC allocations during the year to 31 July 2008
 - Column 4: where applicable, any recovery of funds agreed with the LSC for past under-performance
 - Column 5: total funds available to the authority for the year to 31 July 2008
 - Column 6: the authority's spending against LSC allocations during the year to 31 July 2008
 - Column 7: where applicable, the balance of LSC funding as at 31 July 2008.
- 11 The LSC will require the balance of funding not spent at 31st July 2008 to be recovered unless, following discussions between the LA and the LSC, agreement can be reached to carry it forward. In such circumstances the LSC may impose specific restrictions on the purposes for which this funding can be used.
- 12 Section A2 is a certificate of assurance which is to be signed by the officers responsible for the allocations disclosed in Section A.
- 13 Statements passed to the LSC should be either signed originals or copies bearing an original signature.

Responsible officers

- 14 The LA's chief finance officer (designated officer under section 151 of the Local Government Act 1972) and the officer responsible for Adult Safeguarded Learning provision are required to sign the declarations at Annex A. **As the declaration is no longer subject to certification by the Audit Commission, the LSC is unable to accept delegation of responsibility for the signing of the declaration by the chief finance officer.**

Submission timetable

- 15 LA chief finance officers should, by 30 September 2008, send the fully completed sections A1 and A2 of Annex A to the LSC's Regional Audit Manager for their region. The names and office addresses of the Regional Audit Managers are shown at Annex B.
- 16 The LSC reserves the right to stop funding payments where there is a failure to follow this submission timetable.

Learning and Skills Council direct assurance work

- 17 Assessment of the declarations will be undertaken by PFA Regional Audit Managers in consultation with LSC area office Partnership Directors. Additionally, the LSC will perform a limited programme of its own assurance work in respect of the LSC's 2007–08 funding of Adult Safeguarded Learning provision. This replaces the previous

requirement for the Use of Funds Statements to be certified by the LA external auditors. The work will be performed by the LSC's Provider Financial Management teams at a sample of LAs.

Mark Haysom, Chief Executive, LSC

Annex A: Use of Funds Statements for Learning and Skills Council funded Adult Safeguarded Learning Provision

Local authorities (LAs) should complete Annex A where the LA has been allocated Learning and Skills Council (LSC) Adult Safeguarded Learning funding for the year ending 31 July 2008. The LA chief finance officer and the officer responsible for Adult Safeguarded Learning should fully complete and certify the authority's statement at Section A.

LAs are required to submit a signed declaration and statement to the LSC's Regional Audit Manager for their region by **30 September 2008**.

For enquiries about completing the Annex please contact:

Clive Gordon
London Region Provider Financial Management Team
Learning and Skills Council
Centre Point
103 New Oxford Street
London
WC1A 1DR
Tel. 020 7904 0672
Email: clive.gordon@lsc.gov.uk

or

Steve Passmore
London Region Provider Financial Management Team
Learning and Skills Council
Centre Point
103 New Oxford Street
London
WC1A 1DR
Tel. 020 7904 0788
Email: steve.passmore@lsc.gov.uk

Section A: Use of Funds Statement for Learning and Skills Council-funded Adult Safeguarded Learning Provision

Local authority name (*please print*):

Contact officer for queries:

Name (*please print*):

Telephone number:

Email:

The following parts of this form have been completed:

Local Authorities' Use of Funds Statement for LSC-funded Adult Safeguarded Learning Provision Allocated for the Academic Year Ending 31 July 2008:

- Section A1: Spending of Learning and Skills Council Adult Safeguarded Learning funds allocated for the academic year to 31 July 2008
- Section A2: Certificates by responsible officers for Section A.

Please complete this Annex clearly in black ink.

Section A1: Spending of Learning and Skills Council Adult Safeguarded Learning Funding allocated for the academic year to 31 July 2008

* where applicable

Local authority name (please print):

Line number	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	Grant	Balance brought forward as at 1/8/2007	LSC's 2007/08 allocation for the year to 31/7/2008	Repayments agreed with the LSC for under-performance in the years to 31/7/2007	Total funds available for the year to 31/7/2008	Expenditure funded by the LSC in year to 31/7/2008	Balance carried forward at 31/7/2008
		£	£	£	£	£	£
1	Personal and Community Development Learning						
2	Family Literacy, Language and Numeracy						
3	Wider Family Learning						
4	Neighbourhood Learning in Deprived Communities (NLDC) recurrent funding*						
5	First Steps						
6	Total revenue grants						
7	NLDC capital grant.*	Not applicable					Not applicable

Section A2: Certificates by responsible officers for Section A

Officers responsible for Adult Safeguarded Learning and chief finance officers of local authorities in receipt of relevant LSC funds, as disclosed in Section A above, should complete this certificate.

Local authority name (*please print*):

I certify that to the best of my knowledge and belief that:

- the information in Section A of the statement is correct and has been accurately extracted from the local authority's records
- the Learning and Skills Council's funds have been spent solely for the purposes intended by the Learning and Skills Council and in accordance with the Learning and Skills Council's terms and conditions of funding
- the local authority has exercised proper control over those funds that it has received from the LSC as set out in the local authority's funding agreement with the LSC.

Chief finance officer

Signature:

Name (*please print*):

Date:

Job title:

Responsible officer for Adult Safeguarded Learning

Signature:

Name (*please print*):

Date:

Job title:

Section B: Guidance on Completing Annex A

Eligibility of expenditure

- 1 The table at Section A1 is for Learning and Skills Council (LSC) Adult Safeguarded Learning revenue and capital allocations for the academic year ending 31 July 2008. The following notes are on eligibility of expenditure against these allocations.

Safeguarded Personal and Community Development Learning.

- 2 The funding allocation is made in accordance with the requirements set out in the LSC's publications, *Our Single Statement of Priorities* (issued December 2006), *A Framework for Managing the Balance and Mix of Provision 2007/08* (issued on 13 March 2007), and in the Conditions of Funding (grant) agreement which is signed by the local authority and the LSC.

Family Literacy, Language and Numeracy

- 3 Guidance on eligible expenditure is set out in the LSC's publications, *A Framework for Managing the Balance and Mix of Provision 2007/08* (issued on 13 March 2007) and *Family Programmes 2007/08* (issued March 2007).

Neighbourhood Learning in Deprived Communities

- 4 The background and funding criteria for both revenue and capital Neighbourhood Learning in Deprived Communities (NLDC) projects are set out in the LSC's publication *Neighbourhood Learning in Deprived Communities 2007/08* (issued on 24 July 2007).

First Steps

- 5 The funding allocation is made in accordance with the requirements set out in the LSC's publication, *A Framework for Managing the Balance and Mix of Provision 2007/08* (issued on 13 March 2007), and in the *Conditions of Funding* (grant) agreement.
- 6 Further details of all these funding streams is given in *Executive Summary: Our Single Statement of Requirements* (issued December 2006).

LSC recovery of funds

- 7 For all Adult Safeguarded Learning revenue funding, the balance of any unspent grant may be repayable to the LSC as set out in the LSC's funding agreement with the local authority. The method of any recovery will be agreed by negotiation and may be through a reduction in the LSC's allocation to the local authority during a funding year or by a repayment in cash.
- 8 In all circumstances the LSC will seek a recovery of funds where:

- the three-year development plan is not delivered satisfactorily; or
- there is evidence from audit or other review that LSC funds declared as having been applied to LSC purposes have not been so applied.

Column descriptions in Section A1

- **Column 1** shows the individual LSC grant lines for Adult Safeguarded Learning provision.
- **Column 2** is the balance of unspent grant, if any, brought forward from the local authority's previous return to the LSC for that activity as at 1 August 2007. This column is not applicable for line 7 Neighbourhood Learning in Deprived Communities – capital.
- **Column 3** is the LSC's gross allocation due for the year ending 31 July 2008. The allocation represents funds payable to the authority for the year and should include any amounts in respect of the 2007/08 academic year due from the LSC but not yet received by the local authority.
- **Column 4** is the value of any repayments, if any, agreed with the LSC for under-performance in the 2004/05, 2005/06 and 2006/07 allocation years.
- **Column 5** is the sum of columns 2 and 3 less column 4. It represents the total LSC funds available to the local authority for Adult Safeguarded Learning provision for the year to 31 July 2008.
- **Column 6** is the local authority's expenditure, including accrued expenditure, on Adult Safeguarded Learning activity funded by the LSC in the year to 31 July 2008. **The expenditure shown should only include expenditure funded by the LSC.** Expenditure funded from tuition fees and/or other income generated by local authorities' adult learning activity should **not** be shown in this column.
- Column 7 is column 5 less column 6. This is the balance of funds available to the local authority for the financial year to 31 July 2008 that have not been spent by that date, if any. Only zero or positive balances, (that is, under-spending by the local authority) should be entered. This column is not applicable for line 7, Neighbourhood Learning in Deprived Communities - capital.

Annex B: Names and Office Addresses of LSC Regional Audit Managers

Anna Fitch

East Midlands Region

17a Meridian East

Meridian Business Park

Leicester

LE19 1UU

Shirley Landry

East of England Region

Hertfordshire LSC

45 Grosvenor Road

St Albans. Herts

AL1 3AW

Steve Passmore

London Regional Office

7th Floor

Centre Point

103 New Oxford Street

London

WC1A 1DR

David Lythe

North East Region

Moongate House

5th Avenue Business Park

Team Valley

Gateshead

Tyne and Wear

NE11 0HF

Mark Weddell

North West Region

9th Floor

Arndale House

Arndale Centre

Manchester

M4 3AQ

Daniel Canham

South East Region

Hampshire and IOW LSC

Eagle Point

Little Park Farm Road

Fareham. Hants

PO15 5TD

Stephen Bailey
South West Region
St Lawrence House
29-31 Broad Street
Bristol
BS99 7HR

Jo Shaw
West Midlands Region
15 Bartholomew Row
Birmingham
B5 5JU

Brian Lister
Yorkshire and Humberside Region
Mercury House
4 Manchester Road
Bradford
BD5 0QL

© LSC June 2008

Published by the Learning and Skills Council.

Extracts from this publication may be reproduced for non-commercial educational or training purposes on condition that the source is acknowledged and the findings are not misrepresented.

This publication is only available in an electronic form on the LSC's website (www.lsc.gov.uk).

The LSC offers an alerting service for any circular posted to its website. To subscribe to this service visit www.lsc.gov.uk/subscriptions.cfm

Publication reference: LSC-P-NAT-080142