

# Funding and Expenditure Statement for Adult Safeguarded Learning and Associated Funding for 2010/11

A response to Annex A is required by 30 September 2011

**July 2011**

Of interest to local authorities

## **For action:**

A response to Annex A is required by **30 September 2011**.

This guidance is for local authorities preparing funding and expenditure statements for the Skills Funding Agency relating to Adult Safeguarded Learning (ASL) and Associated Funding for 2010/11. Only local authorities receiving allocations of funding from the Skills Funding Agency for ASL and associated funds for 2010/11 need prepare and return a funding and expenditure statement.

This document is of interest to local authorities' chief finance officers, chief education officers, officers responsible for ASL and heads of finance and relationship teams in the national and divisional Agency offices.

Where the local authorities have received funding from the Agency for ASL and associated funded provision in 2010/11, the chief financial officers' overall annual grant return for the local authorities for the year to 31 March 2011 will encompass the proper application of these funds. Further details of the assurance processes are contained in the document Requirement for Local Authorities to Make a Grant Return and Use of Funds Statement to the YPLA published February 2011.

**July 2011**

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# Executive Summary

July 2011

This document provides guidance to local authorities on the preparation of a funding and expenditure statement showing their spending of the Agency's allocations of ASL and Associated Funding, for the contract year ending 31 July 2011. In addition, the funding statement will also identify how much unspent funding could be recovered by the Agency. The statement is at Annex A to this document and is for completion in response to this document.

ASL includes Personal and Community Development Learning, Family Literacy, Language and Numeracy, Wider Family Learning and Neighbourhood Learning in Deprived Communities. In addition to the Safeguard, Formal First Step and Family Learning Impact Funding should also be included on this statement.

The local authorities chief finance officer must sign the Annex A. The local authorities should then arrange for the return to be sent to their relationship manager at their relevant Skills Funding Agency office, by **30 September 2011**. The statement should be either a signed original or a copy with original signatures.

The document does not apply to other organisations, including further education colleges that are receiving direct funding from the Agency 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 the relevant relationship manager at the Skills Funding Agency.

# Section 1: Introduction

- 1 Local authorities are required to provide information to the Agency on funding income and expenditure for ASL and associated funds allocated to them annually. Accordingly, local authorities should have in place financial systems that allow the identification of all costs and expenditure relating to the use of these funds.
- 2 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 Agency funded providers of further education that are not colleges.

# Section 2: Statement of Funding and Expenditure of Skills Funding Agency Funds

## Introduction

- 3 This section of the document sets out the Agency's requirements for local authorities to complete a funding statement of their funding and expenditure of ASL and associated funding.
- 4 The Agency allocated the following ASL and associated funds **for the year to 31 July 2011**. The local authorities expenditure of these funds should be disclosed in the statement provided at 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 – Formal First Step
  - Revenue – Family Learning Impact Funding

Nil returns are not required where a local authority has not received Agency ASL or associated funding.

## Completion of the Funding and Expenditure statement

- 5 Annex A must be completed and returned to the Agency by 30 September 2011.
- 6 Annex A is a table which is to be completed to show the local authorities expenditure of the ASL and associated funding for the academic year 1 August 2010 to 31 July 2011. The columns on this table record:
  - Column 2: Skills Funding Agency 2010/11 allocation
  - Column 3 the local authorities expenditure during the year to 31 July 2011

- Column 4: where applicable, cash to be recovered
- The Agency will require the balance of funding not spent at 31 July 2011 to be recovered. The recovery will be actioned, by the Agency's Finance Team.
- There are not expected to be any instances of funding being carried forward from the previous year. However, if any cases have been agreed by the Agency these should be clearly indicated in the table at Annex A and shown in ink as a separate amount. Written evidence of the agreement by the Agency to carry forward funding into 2010/11 should also be provided.

7 Claims submitted to the Agency should be either signed originals or copies bearing an original signature.

### **Responsible officers**

8 The local authorities' chief finance officer (designated officer under section 151 of the Local Government Act 1972) is required to sign the declarations at Annex A.

### **Submission timetable**

9 Local authorities' chief finance officers should, by 30 September 2011, send the fully completed Annex A to their relationship manager at the relevant Agency office.

10 The Agency reserves the right to stop funding payments where there is a failure to follow this submission timetable.

**Geoff Russell**  
**Chief Executive of Skills Funding**  
**Skills Funding Agency**

# **Section 3: Completing Annex A Statement of Funding and Expenditure for Skills Funding Agency funded Adult Safeguarded Learning and associated funding**

Local authorities should complete Annex A where the local authorities has been allocated ASL and associated funding for the year ending 31 July 2011. The local authorities' chief finance officer should fully complete the authority's statement at Section A.

Local authorities are required to submit a signed funding and expenditure statement to the relevant relationship manager at the Skills Funding Agency by **30 September 2011**.

Guidance documents for ASL can be found on the Skills Funding Agency website.

For enquiries about completing the Annex please contact your relationship manager at the Skills Funding Agency.

**Annex A: Statement of Funding and Expenditure for  
Skills Funding Agency funded Adult Safeguarded  
Learning and associated funding**

Local authority name (*please print*):

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Contact officer for queries:

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Name (*please print*):

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Telephone number:

Email:

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**Please complete this Annex clearly in black ink.**

## Annex A: Statement of Funding and Expenditure of Skills Funding Agency Adult Safeguarded Learning and associated funding allocated for the academic year to 31 July 2011

Local authority name (please print):

Line number	Column 1	Column 2	Column 3	Column 4
	Funding	Skills Funding Agency 2010/11 allocation	Expenditure funded by the Skills Funding Agency in year to 31/7/2011	Cash to be recovered
		£	£	£
1	Personal and Community Development Learning			
2	Family Literacy, Language and Numeracy			
3	Wider Family Learning			
4	Neighbourhood Learning in Deprived Communities (NLDC)			
5	Formal First Step			
6	Family Learning Impact funding			
7	<b>Total revenue grants</b>			

**Chief Finance Officers of local authorities in receipt of Agency funds, as disclosed in Annex A above, should complete this certificate.**

**Local authority name (*please print*):**

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**To the best of my knowledge and belief:**

- the information in Annex A of the statement is correct and has been accurately extracted from the local authority's records and financial systems

**Chief finance officer**

Signature:

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Name (*please print*):

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Date:

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Job title:

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