

## **For action:**

A response to the Annex is required by **30 September 2010**.

# **Funding and Expenditure returns for Adult Safeguarded Learning and Associated Funding for 2009/10**

This guidance is for local authorities (LAs), preparing funding and expenditure statements for the Skills Funding Agency, Adult Safeguarded Learning (ASL) and Associated Funding for 2009/10. Only LAs receiving allocations of funding from the Skills Funding Agency for Adult Safeguarded Learning and associated funds for 2009/10 need prepare and return a funding and expenditure 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 and accounts management teams in the national and divisional Skills Funding Agency offices.

This document supersedes Certification of the Use of Funds: Adult Safeguarded Learning Funding for 2008/09, issued to Local Authorities in June 2009 by the former Learning and Skills Council (LSC).

Unlike previous years, and following machinery of government changes which passed financial assurance responsibility for LA grant funded activity from the former LSC to the Young People's Learning Agency (YPLA), the Skills Funding Agency no longer requires an assurance statement, signed by a responsible officer of the LA, as part of this new funding and expenditure statement for 2009/10.

Where the LA has received funding from the Skills Funding Agency for ASL and associated funded provision in 2009/10, the chief financial officer's overall annual grant return for the LA for the year to 31 March 2011 will encompass the proper application of these funds. Further details of the assurance processes and requirements are contained in the Agency/YPLA/LA Joint Audit Code of Practice.

**July 2010**

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# Executive Summary

July 2010

This document provides guidance to local authorities (LAs) on the preparation of a funding and expenditure statement showing their spending of the former LSC, now the Skills Funding Agency, allocations of Adult Safeguarded Learning (ASL) and Associated funding, for the contract year ending 31 July 2010. 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. In addition to the Safeguard a funding and expenditure statement will be required for First Steps provision and Family Learning Impact Funding.

The LA's chief finance officer must sign the statements at Section A of Annex A. The LA should then arrange for the statement (where applicable) to be sent to their Account Manager at their relevant Skills Funding Agency office, by **30 September 2010**. 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 Skills Funding 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  
[informaladultlearning@skillsfundingagency.bis.gov.uk](mailto:informaladultlearning@skillsfundingagency.bis.gov.uk)

# Section 1: Introduction

- 1 Local authorities are required to provide information to the Skills Funding Agency on funding income and expenditure for Adult Safeguarded Learning and associated funds allocated to them annually. Accordingly, LAs should have in place, financial systems that allow the identification of all costs and expenditure relating to the use of the Adult Safeguarded Learning and associated funds.
- 2 The Adult Safeguarded Learning (ASL) funding and expenditure statement forms a significant part of the Skills Funding Agency's evidence showing how providers have used Agency funding. The National Audit Office (NAO) will consider this evidence as part of its audit of, and reporting on, the Skills Funding Agency's financial statements. Assurance requirements placed on the LA chief financial officer's overall annual grant return for the LA for the year to 31 March 2011 will encompass the proper application of these ASL funds.
- 3 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 Skills Funding Agency 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 that were funded by the Skills Funding Agency direct.

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

## Introduction

- 4 This section of the document sets out the Skills Funding Agency's requirements for LAs to complete a statement of their funding and expenditure of funds for Adult Safeguarded Learning and associated provision.
- 5 The former LSC, now the Skills Funding Agency, allocated the following Adult Safeguarded Learning and associated funds **for the year to 31 July 2010**. The LA's expenditure 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
  - Revenue – Family Learning Impact Funding
  - Capital – NLDC (2009/10)
- 6 LAs that have received ASL Challenge Fund (Major Capital) Grant Support funding for 2009-10 are required to return an ASL Challenge Fund (Major) Capital Works – Grant and Expenditure Statement for Adult Safeguarded Learning for the Period 1 April 2009 to 31 March 2010 (See Annex B) in line with the funding letter conditions. The Skills Funding Agency would like to remind those LAs that have not returned this information to do so as a matter of urgency. This document should have been returned under the requirement of the funding letter.
- 7 The statement should be returned to their Account Manager in the relevant Skills Funding Agency office.
- 8 Nil returns are not required where a LA has not received Skills Funding Agency, Adult Safeguarded Learning or associated funding.

## **Completion of the Funding and Expenditure statement**

- 9 The Annex A comprises Sections A and B.
- 10 Section A is a table which is to be completed to show the former LSC's allocation and the LA's expenditure of the Adult Safeguarded Learning and associated funding for the academic year 1 August 2009 to 31 July 2010. The columns on this table record:
- Column 2: where applicable, balances of unspent funds brought forward as at 1 August 2009
  - Column 3: the former LSC, and now the Skills Funding Agency, allocations during the year to 31 July 2010
  - Column 4: where applicable, any recovery of funds agreed with the former LSC for past under-performance
  - Column 5: total funds available to the LA for the year to 31 July 2010
  - Column 6: the LA's expenditure against the former LSC allocations during the year to 31 July 2010
  - Column 7: where applicable, the balance of unused former LSC, now the Skills Funding Agency funding as at 31 July 2010.
- 11 The Skills Funding Agency will require the balance of funding not spent at 31<sup>st</sup> July 2010 to be recovered unless, following discussions between the LA and the Skills Funding Agency, agreement can be reached to carry it forward. In such circumstances, the Skills Funding Agency may impose specific restrictions on the purposes for which this funding can be used.
- 12 Statements passed to the Skills Funding Agency should be either signed originals or copies bearing an original signature.

### **Responsible officers**

- 13 The LA's 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**

- 14 LA chief finance officers should, by 30 September 2010, send the fully completed section A of Annex A to their Account Manager at the relevant Skills Funding Agency office.
- 15 The Skills Funding Agency reserves the right to stop funding payments where there is a failure to follow this submission timetable.
- 16 Assessment of the statements of funding and expenditure will be undertaken by the Account Manager.
- 17 Section B contains further guidance on the completion of Annex A.

**Geoff Russell  
Chief Executive  
Skills Funding Agency**

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

Local authorities (LAs) should complete Annex A where the LA has been allocated Adult Safeguarded Learning and associated funding by the former Learning and Skills Council (LSC) for the year ending 31 July 2010. The LA chief finance officer should fully complete the authority's statement at Section A.

LAs are required to submit a signed funding and expenditure statement to the relevant Skills Funding Agency, Account Manager by **30 September 2010**.

For enquiries about completing the Annex please contact: the Skills Funding Agency on [informaladultlearning@skillsfundingagency.bis.gov.uk](mailto:informaladultlearning@skillsfundingagency.bis.gov.uk)

# **Section A: Statement of Funding and Expenditure for Skills Funding Agency funded Adult Safeguarded Learning and associated provision**

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.**

## Section A: Statement of Funding and Expenditure of Skills Funding Agency Adult Safeguarded Learning and associated funding allocated for the academic year to 31 July 2010

\* where applicable

Local authority name (please print):

Line number	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	Funding	Balance brought forward as at 1/8/2009	LSC's 2009/10 allocation for the year to 31/7/2010	Repayments agreed with the former LSC for under-performance in the years to 31/7/2009	Total funds available for the year to 31/7/2010	Expenditure funded by the former LSC/Skills Funding Agency in year to 31/7/2010	Balance carried forward at 31/7/2010
		£	£	£	£	£	£
1	Personal and Community Development Learning						
2	Family Literacy, Language and Numeracy						
3	Wider Family Learning						
4	Family Learning Impact funding						
5	Neighbourhood Learning in Deprived Communities (NLDC) recurrent funding*						
6	First Steps						
7	<b>Total revenue grants</b>						
8	Neighbourhood Learning in Deprived Communities (NLDC) Capital						

Chief Finance Officers of local authorities in receipt of relevant former LSC, now Skills Funding Agency, funds as disclosed in Section 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 Section A of the statement is correct and has been accurately extracted from the local authority's records and financial systems
- the local authority has exercised proper control over those funds that it has received from the former LSC and the Skills Funding Agency as set out in the local authority's funding agreement with the former LSC, now the Skills Funding Agency.

**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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**Responsible officer for Adult Safeguarded Learning**

Signature:

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Name (*please print*):

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Date:

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Job title:

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## **Section B: Guidance on Completing Annex A**

### **Eligibility of expenditure**

- 1 The table at Section A is for former LSC, now Skills Funding Agency, Adult Safeguarded Learning revenue and capital allocations for the academic year ending 31 July 2010. The following notes are on eligibility of expenditure against these allocations.

### **Personal and Community Development Learning.**

- 2 The funding allocation is made in accordance with the requirements set out in the former LSC's publications, the Government Investment Strategy 2009-10 LSC Grant Letter and Statement of Priorities, Adult Safeguarded Learning and First Steps – Funding Guidance (2009/10) and in the Conditions of Funding (grant) agreement which was signed by the local authority and the former LSC.

### **Family Literacy, Language and Numeracy**

- 3 Guidance on eligible expenditure is set out in the former LSC's publications, *Family Programmes 2009/10* (issued February 2009).

### **Wider Family Learning and Family Learning Impact Funding**

- 4 The funding allocations are made in accordance with the requirements set out in the former LSC's publication *Family Programmes 2009/10* (issued February 2009) and in the Conditions of Funding (grant) agreement which is signed by the local authority and the former LSC.

### **Family Learning Impact Funding**

- 5 The funding allocation is made in accordance with the requirements set out in the LSC publication *Family Programmes 2009/10* (issued April 2009) and in the Conditions of Funding (grant) agreement which is signed by the local authority and the LSC.

### **Neighbourhood Learning in Deprived Communities**

- 6 The background and funding criteria for both revenue and capital Neighbourhood Learning in Deprived Communities (NLDC) projects are set out in the former LSC's publication *Neighbourhood Learning in Deprived Communities 2008/09*. .

### **First Steps**

- 7 The funding allocation is made in accordance with the requirements set out in the former LSC's publication, in the *Conditions of Funding* (grant) agreement.

### **Skills Funding Agency recovery of funds**

- 8 For all Adult Safeguarded Learning and associated revenue funding, the balance of any unspent grant may be repayable to the Skills Funding Agency as set out in the former LSC's, now Skills Funding

Agency'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 Skills Funding Agency allocation to the local authority during a funding year or by a repayment in cash.

- 9 In all circumstances the Skills Funding Agency will seek a recovery of funds where:
- the requirements specified in the schedule(s) of the funding agreement are not delivered satisfactorily; or
  - there is evidence from audit or other review that expenditure declared as having been applied to Skills Funding Agency purposes have not been so applied.

### Column descriptions in Section A

- **Column 1** shows the individual Skills Funding Agency grant lines for Adult Safeguarded Learning and associated provision.
- **Column 2** is the balance of unspent grant, if any, brought forward from the local authority's previous return to the former LSC for that activity as at 1 August 2009.
- **Column 3** is the former LSC's, now Skills Funding Agency, gross allocation due for the year ending 31 July 2010. The allocation represents funds payable to the authority for the year and should include any amounts in respect of the 2009/10 academic year due from the Skills Funding Agency but not yet received by the local authority.
- **Column 4** is the value of any repayments, if any, agreed with the former LSC for under-performance in any previous year.
- **Column 5** is the sum of columns 2 and 3 less column 4. It represents the total of Skills Funding Agency funds available to the local authority for Adult Safeguarded Learning and associated provision for the year to 31 July 2010.
- **Column 6** is the local authority's expenditure, including accrued expenditure, on Adult Safeguarded Learning and associated activity funded by the former LSC in the year to 31 July 2010. **The expenditure shown should only include expenditure funded by the former LSC, now the Skills Funding Agency, and which can be evidenced within the authorities' financial and accounting systems.** 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 2010 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.

## Annex B

# ASL Challenge Fund (Major) Capital Works – Grant and Expenditure Statement for Adult Safeguarded Learning for the Period 1 April [ ] to 31 March [ ]

Skills Funding Agency National Office, Property & Infrastructure Team,  
Cheylesmore House, Quinton Road, Coventry, CV1 2WT  
T 024 7682 3209 F 024 7682 3219  
www.skillsfundingagency.bis.gov.uk

This form should be completed and signed by the Chief Officer (or equivalent) of the Local Authority (or main provider) in receipt of funds and countersigned by the Local Authority's (or main providers) Chief Financial Officer.

Adult safeguarded learning provision 1 April [ ] to 31 March [ ]

Local authority (or main provider) name \_\_\_\_\_

Contact officer for queries \_\_\_\_\_

Name (please print) \_\_\_\_\_

Telephone & E-mail \_\_\_\_\_

Total Project Cost (as per the former LSC funding letter) -----

Total LSC grant support (as per the former LSC funding letter) -----

-

Estimated project spend (as per the former LSC funding letter) -----

- 1 Local Authority's (or main provider) total agreed Challenge Fund Capital Works allocation from the former LSC from 1 April [ ] to 31 March [ ] (as per the former LSC funding letter)
- 2 Total cash paid to Local Authority (or main provider) from the former LSC, now the Skills Funding Agency from 1 April [ ] to 31 March [ ] based on the ASL capital grant support expenditure
- 3 Local authority's (or main provider) total actual expenditure on Challenge Fund Capital Works in the period 1 April [ ] to 31 March [ ]

## Statement of Chief Financial Officer and Responsible Officer

Local Authority (or main provider) name \_\_\_\_\_

### To the best of my knowledge and belief

- the information in lines 1 to 3 has been correctly extracted from the Local Authority's (or main providers) records
- the former Learning and Skills Council's, now the Skills Funding Agency's funds have been solely used to meet the costs of delivering the agreed major capital bid

as set out in the Local Authority's (or main providers) funding letter with the former Learning and Skills Council.

**Chief Financial Officer (or equivalent)**

**Responsible Officer**

Signature

Signature

Name (*please print*)

Name (*please print*)

Job title

Job title

Date

Date

Tel.

Tel.

E-mail

E-mail

## External Audit requirement for Adult Safeguarded Learning

This Grant Allocation and Expenditure Statement shall be audited by the Local Authority's (or main providers) external auditors as part of the audit of Adult Safeguarded Learning programme funds within the guidance published by the former Learning and Skills Council.

This external audit will take place later in the year following the publication of the guidance above.

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Publication reference: **Skills Funding Agency-P-100041**