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Statement of Funding and Expenditure of ASL and
associated funding allocated for the academic year to
31 July 2012

August 2012

Of interest to local authorities

For action:

A response to Annex A is required by **28 September 2012**.

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 2011/12. Only local authorities receiving allocations of funding from the Skills Funding Agency for ASL and associated funds for 2011/12 need to 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 Agency.

Where the local authorities have received funding from the Agency for ASL and associated funded provision in 2011/12, the Chief Financial Officer's overall annual grant return for the local authority for the financial year to 31 March 2012 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 2011-12.

August 2012

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Annex A: Statement of Funding and expenditure statement of Skills Funding Agency-funded ASL and associated funding allocated for the academic year to 31 July 2012

Executive Summary

August 2012

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 2012. In addition, the funding statement will also identify how much unspent funding the Agency could recover. The statement is at Annex A to this document and is for completion and return to the relevant Skills Funding Agency office by **28 September 2012**.

The local authority's Chief Finance Officer must sign Annex A.

ASL includes Personal and Community Development Learning (PCDL), Family, Literacy, Language and Numeracy (FLLN), Wider Family Learning (WFL) and Neighbourhood Learning in Deprived Communities (NLDC). In addition to ASL the Safeguard, Formal First Step (FFS) should also be included on this statement.

The local authority's Chief Finance Officer must sign Annex A. The local authority should then return it to their Relationship Manager at the relevant Skills Funding Agency office by **28 September 2012**. 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 your 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 2012**. The local authorities expenditure of these funds should be disclosed in the statement provided at Annex A to this document:
- Revenue – PCDL
 - Revenue – FLLN
 - Revenue – WFL
 - Revenue – NLDC
 - Revenue – FFS.

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

Completion of the Funding and Expenditure statement

- 5 The Annex A form is available on the Agency's website as an Excel workbook [here](#). The local authority should return the completed form to their Relationship Manager at their relevant Skills Funding Agency office. Agency office contact details are on our website [here](#).
- 6 Annex A is a table which is to be completed to show the local authority's expenditure of the ASL and associated funding for the academic year 1 August 2011 to 31 July 2012. The columns on this table record:
- Column 2: Skills Funding Agency 2011/12 allocation

- Column 3: the local authority's expenditure during the year to 31 July 2012
- Column 4: where applicable, cash to be recovered.

The Agency will require the balance of funding not spent at 31 July 2012 to be recovered. Funding cannot be carried forward from the previous year.

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

Responsible officers

- 8 The local authority'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

- 9 By **28 September 2012**, local authority Chief Finance Officers should 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.

Kim Thorneywork
Interim Chief Executive of Skills Funding
Skills Funding Agency

Section 3: Completing Annex A Statement of Funding and Expenditure for Skills Funding Agency-funded ASL and associated funding

- 11 Local authorities should complete Annex A where the local authority has been allocated ASL and associated funding for the year ending 31 July 2012. The local authority Chief Finance Officer should fully complete the authority's statement at Section A.

- 12 Local authorities are required to submit a signed funding and expenditure statement to the relevant Relationship Manager at the Skills Funding Agency by **28 September 2012**.

- 13 Guidance documents for ASL are available on the Skills Funding Agency website [here](#). 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*):

Name of Contact officer for queries:

Name (*please print*):

Telephone number:

Email:

Please print off and complete this Annex clearly in black ink.

Annex A: Statement of Funding and Expenditure of Skills Funding Agency ASL and associated funding allocated for the academic year to 31 July 2012

Local authority name (please print):

Line number	Column 1	Column 2	Column 3	Column 4
	Funding	Skills Funding Agency 2011/12 allocation	Expenditure funded by the Skills Funding Agency in year to 31 July 2012	Cash to be recovered
		£	£	£
1	Personal and Community Development Learning (PCDL)			
2	Neighbourhood Learning in Deprived Communities (NLDC)			
3	Wider Family Learning (WFL)			
4	Family Literacy, Language and Numeracy (FLLN)			
5	Formal First Step (FFS)			
6	Total revenue grants			

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*):

To the best of my knowledge and belief the information in Annex A of the statement is correct and has been extracted accurately from the local authority's records and financial systems

Chief Finance Officer

Signature:

Name (*please print*):

Date:

Job title:

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