**GRANT BUDGET RETURN FORM TEMPLATE**

**IN-YEAR FINANCIAL MONITORING INFORMATION REQUIREMENTS**

The PCC requires the Recipient to provide a signed copy of Annex A setting out the breakdown of expenditure at the midyear point.

**ANNEX A** **- MID YEAR FINANCIAL MONITORING REPORT**

|  |  |
| --- | --- |
| Grant Recipient: | Grant Stream: [insert reason for grant] |

|  |  |  |
| --- | --- | --- |
| Period  From:  To: | Revenue (£) | Capital (£)  NOT APPLICABLE |
| (1) Total funding received for this financial year |  |  |
| (2) Actual expenditure in this period |  |  |
| (3) Forecast/ accrued expenditure in the period |  |  |

**MONITORING INFORMATION REQUIREMENTS**

Please provide any other information which you have easily available to support the above summary.

………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………

**CONFIRMATION BY GRANT RECIPIENT**

I confirm that on the basis of the information provided in this report, progress and costs are accurate and in compliance with the terms and conditions of the Grant Agreement:

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | | |
| Name (printed): |  | Date: |  |
| Position: |  | | |

**ANNEX B -** **END OF YEAR FINANCIAL MONITORING REPORT –**

The form should be completed and certified by the Recipient’s Chief Finance Officer or equivalent and returned to the PCC at the year end and contain a detailed breakdown of expenditure for the entire Funding Period.

|  |  |
| --- | --- |
| Grant Recipient: | Grant Stream: [Insert reason for Grant] |

|  |  |
| --- | --- |
| **Expenditure Category:** | Actual Revenue Expenditure (£) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL EXPENDITURE: |  |
| TOTAL GRANT PROVIDED: |  |
| **VARIANCE:** total grant provided **minus** total revenue expenditure  (To be returned to the PCC) |  |
| Reason for variance: | |

**CHIEF FINANCE OFFICER OR EQUIVALENT CERTIFICATION**

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

* The information provided is correct; and no other specific Exchequer grants, other grants or contributions have been or will be payable for the expenditure in respect of the grant being claimed;
* The expenditure has been incurred only for the purposes set out in the terms and conditions of the grant agreement for the above grant stream.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | | |
| Name (printed): |  | Date: |  |
| Position: |  | | |