



LONDON RECYCLING FUND

GUIDANCE TO LOCAL AUTHORITIES ON REPORTING REQUIREMENTS FOR THE FINANCIAL YEAR 2005/06 (Issued September 2005)

Introduction

The purpose of this note is primarily to:

1. To introduce set of updated forms to assist Approved Applicants in the preparation of quarterly and annual reports to LWA.
2. To remind Approved Applicants of the process and timetables.

The note also gives guidance on Annual Reports for the year 2005/06 and the preparation of Final (End of Project) Reports.

This guidance is issued in accordance with the LWA Terms and Conditions of Funding - dated June (Defra) and August 2004 (WRAP).

Updated Forms

The “Financial Profile” Workbook

Local authority staff running LRF funded projects will be familiar with the Excel file known as the “Financial Profile” which initially forms part of the application for grant and serves as a management and reporting aid during the implementation of projects.

During the last few weeks LWA staff have taken the most recent version¹ of the workbook for each project and made a number of formatting changes. Some errors have been corrected, where necessary LRF Reference Numbers and JPP Numbers have been inserted, and for ease of reference we have numbered the sheets FP1 to FP11.

In some files we have identified issues which need to be addressed by the Approved Applicant; for example, apparent errors in the planned expenditure profile, missing data, dependence on links to other workbooks, or “actual” performance figures exactly as planned (which is possible but seems unlikely in most cases). In such cases an indication is given in the file name e.g. PE refers to planned expenditure. The LWA project manager will be happy to assist if any advice is needed.

A zip file containing the amended workbooks will be made available with this note. These files must be used as the basis of future reports.

¹ In some cases this is the application version; in others the Q1 2005/06 report, or something in between.

The Quarterly Progress Monitoring Report Form

This was issued in 2004 as an Excel file and we introduced a Word version in the spring of 2005. We have made some further amendments to the format and designated this as Form Q. A blank form will be issued with this note.

Where a report has been submitted for Q1 2005/06 we have converted this into the new Word format and included it in a zip file which will be supplied with this note so that it can be used as a basis for the Q2 report.

1. Quarterly Reports and Claims

Quarterly Reports and Claims are due with LWA within 14 days of the end of each quarter, except for Quarter 4. For Q4 Reports and Claims based on an estimate must be submitted by the end of February.

The Quarterly Report consists of a narrative report (Form Q) and an updated version of the Financial Profile workbook with the following sheets updated as necessary:

- FP4 Planned Expenditure
- FP5 The Actual Expenditure and Claims profile.
- FP7 Grant Claim 2005/06, if a claim is being made.
- FP9 Actual Performance 2004/05, if applicable (some 2004/05 reports are still outstanding)
- FP11 Actual Performance 2005/06, with relevant quarterly data entered.

2. Annual Reports for 2005/06

The Annual Report for 2005/06 will consist of the Financial Profile workbook previously used for quarterly reports with confirmed Quarter 4 and annual data entered in sheet FP11.

3. Final Claims for 2005/06

A Final Claim form will need to be completed for each project for which a quarterly claim is made during 2005/06. Subject to any exemptions which may apply this should be sent to your authority's auditors by 31 May then certified and returned to LWA by 30 June 2006. The forms and further guidance will be issued early in 2006

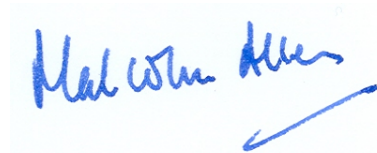
4. Final (End of Project) Reports

An end of project report (referred to in the Terms and Conditions as a "Final Project Report") must be submitted at the end of the last financial year in which a Quarterly claim is made. In the case of the year 2005/06 this should be sent direct to LWA to arrive not later than 30 June 2006.

The Final (End of Project) Report in 2006 will be similar to that used in previous years and will consist of a short textual summary report together with quantitative data on resources and outputs. Further Guidance will be issued early in 2006.

6. Further information

If you wish to discuss the reporting requirements in more detail please contact the Project Manager allocated to your authority. If you need any other information please contact me by email at the address below.



Malcolm Allen
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September 2005

A summary timetable is given in the Annex..

TIMETABLE FOR REPORTING : LRF ROUNDS 8,9,10,11

2005	31 May	Final Claims for 2004/05 due with auditors
	30 June	Annual Reports for 2004/05 due with LWA (and Final Reports where applicable)
	14 July	Q1 Reports (and claims) due with LWA
	31 August	Audited Final Claims for 2004/05 due with LWA
	14 October	Q2 Reports (and claims) due with LWA
2006	16 January	Q3 Reports (and claims) due with LWA
	28 February	Q4 Reports (and claims) based upon projection to 31 March 2006 due with LWA
	31 May	Final Claims for 2005/06 due with external auditors (where applicable).
	30 June	Audited Final Claims for 2005/06 due with LWA Annual Reports for 2005/06 due with LWA Final Reports due with LWA

Important note:

Quarterly and Annual Reports are required whether or not there is a claim for the period in question.

Quarterly and Annual Reports will be required for each year up to and including the financial year ending 31 March 2008. If LWA ceases to manage the administration of the Fund then these reports must be submitted direct to Defra.

This is specified in Conditions 29 and 38 of the LWA Terms and Conditions of Funding - dated June (Defra) and August 2004 (WRAP).