

**Use of Funds Statement**

**Reconciliation of Expenditure and Declaration of the Use of Capital Funds**

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| **College/training organisation name** |  |

**Please read the below information before completing this form**

The purpose of this document is for colleges and training organisations to confirm that the grant funding they have received from the Skills Funding Agency (the SFA) for their approved capital project has been spent in accordance with the terms agreed in the acknowledgement form or conditions of grant funding letter.

This form must be completed fully and correctly and signed by the college principal or chief executive of the training organisation and returned in pdf electronic format to: [propertyservices@sfa.bis.gov.uk](mailto:propertyservices@sfa.bis.gov.uk). We will also accept forms signed by an appropriate delegated authority if the principal/chief executive is absent. Please indicate in section 5 that delegated authority has been given. **Incomplete or incorrectly completed forms will be returned and asked to be resubmitted correctly.**

When completing this document, please refer to the original acknowledgement form or the signed conditions of grant funding letter returned to the SFA. The conditions of grant letter will also inform you when interim and final use of funds statements are due.

If you have withdrawn your approved capital project. Please notify the SFA at [propertyservices@sfa.bis.gov.uk](mailto:propertyservices@sfa.bis.gov.uk) and we will send you a use of funds statement to complete. If you have received SFA funds into your account, you are still required to complete a use of funds statement, regardless of whether the project was withdrawn.

For any projects that are running behind, or ahead of profiled expenditure, please submit a revised monthly expenditure profile with this form (see capital project monthly spend profiles on the GOV.UK website at: <https://www.gov.uk/government/publications/sfa-capital-funding-ccif-payments>. Please sends this revised expenditure profile to [property.services@sfa.bis.gov.uk](mailto:property.services@sfa.bis.gov.uk) **and** to [provider.capitalclaims@sfa.bis.gov.uk](mailto:provider.capitalclaims@sfa.bis.gov.uk).

**Projects with combined funds**

Colleges who have combined capital funds towards one project, e.g. Renewal Grant Phase 3 (RG3) funds have been combined with an Enhanced Renewal Grant Phase 3 (ERG3) funds, or Project Development Fund (PDF) has been combined with funds from the College Capital Investment Fund (CCIF), only need to return **one** use of funds statement as follows.

* If RG3 has been combined with ERG3, then the college only needs to complete an ERG3 return (please put an ‘X’ in the appropriate ERG box in section 1.
* If PDF has be combined with CCIF, then the college only needs to complete a CCIF return (please put an ‘X’ in the appropriate CCIF box in section 1.

When completing section 4, please ensure that you include the RG or PDF monies as part of the SFA grant you received.

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| **Section 1: Capital Fund Identification** |

Please identify below which capital fund this form is being completed for **(only one reference can be selected for each form returned)**.

Note 1: where colleges have received more than one capital fund allocation/approval a separate form should be completed for each relevant capital fund.

Note 2: Final reconciliation returns should be provided following project completion. Project completion is defined as ‘all aspects of works have been fully completed and actual project spend fully incurred’. Where there is a retention outstanding, this should be confirmed as due by the college’s cost advisor and included within the final actual project spend in Section 4. Following final reconciliation of retained project costs at the end of the retention period, if the total project spend incurred is different to the amount advised, then the college should notify the Agency by submitting an updated final Use of Funds form.

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| **Capital Fund Reference** | | **Insert project reference number** | **Select only one reference and mark with an ‘X’** |
| E.g. CCIF-DA-R5-001/WM/2013 |
| **Renewal Grant Phase 3 (RG3) Final Reconciliation** | | |  |
| **Enhanced Renewal Grant Phase 3 (ERG3) Final Reconciliation** | | |  |
| **College Capital Investment Fund (CCIF) Interim Reconciliation** | | |  |
| **College Capital Investment Fund (CCIF) Final Reconciliation** | | |  |
| **Project Development Fund (PDF) (non-CCIF)** | | |  |
| **Skills Infrastructure Capital Fund (SICF) Final Reconciliation** | | |  |
| **College Condition Fund (CCF)** | | |  |
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| **Section 2: College Contact Details** | | | |
| **College/training organisation address:** |  | | |
| **College/training organisation contact name and job title:** |  | | |
| **Contact telephone:** |  | | |
| **Email:** |  | | |

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| **Section 3: Use of Capital Grant Details** | |
| **Please provide a summary of capital works undertaken:** |  |

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| **Section 4: Project Cost and Grant Expenditure Details** | |
| Total project cost (as per Agency funding letter or acknowledgement form) or approved application**1**: | £ |
| Total grant (as per Agency funding letter or acknowledgement form) or approved application**2**: | £ |
| **For CCIF projects only**: does this include PDF? | Yes/No |
| **For ERG3 projects only:** does this include RG3? | Yes/No |
| Actual project spend incurred**3**: | £ |
| Actual project spend incurred up to: (insert date)**4** |  |
| Total grant paid to college**5**: | £ |
| Anticipated date of project completion**6 or** |  |
| Date of project completion**6** |  |

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| **Section 5: Declaration** | |
| **Declaration:** | **I certify that to the best of my knowledge and belief that:**   * **the information in sections 3 and 4 above reflects a true and fair position of the project expenditure** * **the Skills Funding Agency’s funds have been solely used to meet the costs of delivering the agreed capital project** * **the college has exercised proper control over those funds that it has received from the Skills Funding Agency.**   **As set out in the college’s grant allocation/funding letter with the Skills Funding Agency.** |
| **Signature:**  **(College Principal /Chief Executive)** |  |
| **Print Name:** |  |
| **Date:** |  |