

LOCAL TRANSPORT FUND GUIDANCE NOTE 2015-16

1 Introduction

- 1.1 The Local Transport Fund (LTF) 2015-16 Award Letter made reference to a number of templates that will be made available to Local Authorities. These are as follows:
- Annex A Performance Report Standard Template setting out minimum information required;
 - Annex B Financial Report Standard Template;
 - Annex C Standard LTF Claim Form;
 - Annex D Final Claim Form
 - Annex E Schedule of Eligible Expenditure
 - Annex F Final Claim Estimate Form
- 1.2 This Guidance Note provides further information to the Local Authority on the grant management, monitoring arrangements and payment procedures for LTF in FY2015-16, including templates. Guidance is also included on acceptable evidence in support of claims. Active Travel Mapping shall be treated as a scheme in applying these arrangements and procedures.
- 1.3 References below to Project Manager and to Welsh Government Official refer to the individuals named in Section 3 of the LTF 2015-16 Award Letter or as otherwise agreed with or notified by Welsh Government.

2 Grant Management and Monitoring Arrangements

- 2.1 The Local Transport Fund Guidance to Applicants 2015-16 advised that local authorities will be expected to deliver the schemes accepted in accordance with their applications and that reports on progress will be required throughout the financial year. Failure to demonstrate appropriate progress with delivery may result in funding offers being withdrawn and funding claimed up to that point being recovered from a local authority.
- 2.2 All of the completed template forms shall be signed by the Project Manager apart from the Final Claim Form which shall be signed by the Chief Finance officer. Reports, Claims and supporting information will be accepted only in PDF format and from the email addresses of those officers included in the Register of Signatories that is submitted by the authority when accepting the LTF Award. All forms shall be emailed to the Welsh Government Official named in the Award Letter at: transportplanning@wales.gsi.gov.uk
- 2.3 The Local Transport Fund Guidance to Applicants 2015-16 advised that local authorities will be expected to deliver the schemes accepted in accordance with their applications and that reports on progress will be required throughout the financial year. Failure to demonstrate appropriate progress with delivery may

result in funding offers being withdrawn and funding claimed up to that point being recovered from a local authority.

Performance Reporting

- 2.4 The Project Manager shall submit to the Welsh Government Official on a quarterly basis and no later than the 15th calendar day of the following month, a performance report signed by them and in PDF format showing the extent to which the scheme objectives set out in the award letter are being progressed. A Performance Report Standard Template setting out minimum information required is included at Annex A. The Performance Report enables the Project Manager to demonstrate the extent / proportion of the project / work delivered to date and early identification of any changes to the key activities/outputs.
- 2.5 The Project Manager shall complete one Performance Report for each scheme for which LTF has been awarded for 2015-16. Active Travel Mapping shall be treated as a scheme.

Financial Reporting

- 2.6 The Project Manager shall submit to the Welsh Government Official on a quarterly basis and no later than the 15th calendar day of the following month, a financial report signed by them and in PDF format. A Financial Report Standard Template is included at Annex B.
- 2.7 The Project Manager shall complete one form for all schemes, including Active Travel Mapping, for which you received funding in FY2015-16.
- 2.8 The Financial Report is designed to improve our financial monitoring and reporting to ensure effective in-year monitoring of the grant against stated objectives and budgets. The completed Financial Report will provide the following:
 - Quarterly financial profile performance;
 - Understanding of slippage and enable formal feedback and challenge;
 - Quarterly forecast spend and claim profiles required by Welsh Government financial management and the Treasury.

3 Payment Procedures

- 3.1 The Project Manager shall make a claim for payment on a quarterly basis in respect of all schemes, including Active Travel Mapping. This shall be submitted to the Welsh Government Official by no later than the 15th calendar day of the month subsequent to the quarter for which the payment is being claimed. A nil return shall be made as appropriate.
- 3.2 The Project Manager shall complete one Claim Form, signed by them and in PDF format, for all schemes for which LTF funding was received in FY2015-16, including Active Travel Mapping. Schemes shall be listed individually on the Claim Form. A template Standard LTF Claim Form is included at Annex C.
- 3.3 The Project Manager shall complete one Final LTF Claim Estimate Form per Activity Area for the financial year (date to be confirmed by the Welsh Government). The Claim estimate shall be for those LTF schemes for which you received funding in FY2015-16, including Active Travel Mapping. A

template is included at Annex F. A breakdown of the information by scheme shall also be provided as supporting information.

- 3.4 The Chief Financial Officer shall complete one Final LTF Claim Form for the final claim of the financial year (by 30 April 2016). The claim shall be for those LTF schemes for which you received funding in FY2015-16, including Active Travel Mapping. A template is included at Annex D.

Supporting Evidence

- 3.5 Each claim requires disclosure of the actual eligible expenditure in the period covered. A template Schedule of Eligible Expenditure is included at Annex E and shall accompany each claim form. A nil return shall be made as appropriate.
- 3.6 The Schedule of Eligible Expenditure shall itemise all eligible expenditure, including expenditure from match funding. In addition, supporting evidence shall be provided for items that meet the thresholds set out in Table 1 below.

3.7 **Table 1: Supporting Evidence Requirements**

Quarterly Requirement	Quarterly Requirement – Further supporting evidence (see para 3.8)
Copies of supporting evidence for items of £40,000 and over	1-3 samples per scheme per local authority

- 3.8 On a quarterly basis, each Local Authority shall provide samples of supporting information for items of eligible expenditure that are below the quarterly requirement threshold. These will be specified by the Welsh Government Programme Office Manager.
- 3.9 Eligible expenditure incurred in the period includes:
- Eligible:
 - Incurred within FY2015-16 for the delivery of the schemes agreed in the Award Letter,
 - Within the definition of capital in the offer letter for capital claims;
 - Excluding VAT unless irrecoverable.
 - Incurred:
 - Goods or services have been received in the period for which the claim is being made;
 - The accruals basis applies.

3.10 Examples of appropriate evidence:

- Goods or services supplied by a third party –Hard or E-copy of invoice, cross referenced clearly to the schedule of eligible expenditure, showing date, gross / net and VAT elements, description of goods or services.
- Internal staff time – basis of staff time charging should be explained i.e. if hourly rate x number of hours worked, or % of full time salary charged etc. This should be consistent with the basis that would be used for Internal Works by the Authority. The Schedule of Eligible Expenditure that

accompanies the claim form is worded to this effect. If sampled for testing, timesheets should be provided to support expenditure included as eligible.

- Retentions – are incurred eligible expenditure forming part of the overall project cost as outlined in the application. Retentions can be claimed as part of the eligible spend in year as long as they can be evidenced i.e. completion certificate or similar and evidence of agreed retention value (contract extract or similar).
- Where costs are part funded by LTF – calculations should be provided cross referenced to the invoices / supporting documents and the eligible expenditure schedule showing what proportion of costs have been charged.

4 Summary of Local Authority Reporting and Claiming Requirements

4.1 Table 2 below summarises the quarterly requirements for all Local Authorities, the date by which the information is required and where the information should be sent. Contact details for the recipients are available in Section 5.

Table 2: Requirements for all Local Authorities

Date	Requirement	Send to (can be sent electronically)
15 July 2015 15 October 2015 15 January 2016 30 April 2016	One Financial Report for all Local Transport Fund schemes for previous quarter, including Active Travel Mapping.	Welsh Government Principal Transport Planner
15 July 2015 15 October 2015 15 January 2016 30 April 2016	One Claim Form* and Schedule of Eligible Expenditure for all Local Transport Fund schemes, including Active Travel Mapping, for previous quarter including nil return where applicable.	Welsh Government Principal Transport Planner
15 July 2015 15 October 2015 15 January 2016 30 April 2016	One Performance Report for all Regional Transport Plan Capital schemes for previous quarter	Welsh Government Principal Transport Planner

*Final Claim Form shall be used for final claim by 30th April 2016

5 Contact Details

5.1 The following contact details are to be used when submitting the information required, as set out in this Guidance Note.

[illegible]

[REDACTED]

[REDACTED]

[illegible]

[REDACTED]

[REDACTED]

