

<p style="text-align: center;">OXFORDSHIRE LOCAL AREA AGREEMENT POOLED FUNDING 2007/08 – GUIDANCE NOTES FOR MANAGERS</p>

(A) GENERAL ISSUES

Grants included

- 16 formerly separate grants to be pooled and paid to Oxfordshire County Council (OCC) as one Local Area Agreement (LAA) Grant
- Details in attached table
- In 2007/08 individual elements will be redistributed to previous recipients – both internal and external

Receipt of grant / Cash-flow

- Received monthly from Communities and Local Government (CLG) – 12% in April; 8% in subsequent 11 months (usually on 15th of the month)
- SAP sales orders to be created which will automatically credit relevant cost centres on a monthly basis

Monitoring & Reporting

- There is a minimum requirement to report on spending and forecasts to Government Office of the South East (GOSE)/CLG at 3 points during the financial year :
 - a Mid-year Statement of Grant Usage as at end-September (due 30th Nov)
 - a Forecast Outturn Report as at end-February (due 14th March)
 - an End-of-year Statement of Grant Usage as at end-March (due 1st June)
- An expenditure monitoring report to the Public Service Board (PSB) is planned as part of the quarterly performance monitoring of targets

Audit

- The End-of-year Statement includes a Certificate that is required to be signed by the Chief Financial Officer (Sue Scane at OCC), which in turn is dependant upon OCC's Internal Audit gaining assurance that the spending is in line with LAA conditions

Breach of Conditions

- If any conditions are not complied with, then OCC, as the Accountable Body, is liable, and future amounts can be reduced or repayments required

Carry-forward

- Generally, a carry-forward of up to 5% of the total LAA grant is allowable

(B) PASSPORTED AMOUNTS TO EXTERNAL PARTNERS

Payments over / Cash-flow

- The LAA Guidelines from CLG anticipate that any LAA grant due to partners should be paid over in the same phasing as received by OCC
- This to be automatic and monthly via SAP invoicing plan process

Monitoring & Reporting

- The 3 times-a-year process for GOSE/CLG , described above, will be required as a minimum
- It is planned that these figures will also be incorporated in the PSB's quarterly report

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