Engage • Inspire • Learn

Places for Everyone
Spend and Claim Guidance

Thank you for waiting, the webinar will begin shortly.

sustrans
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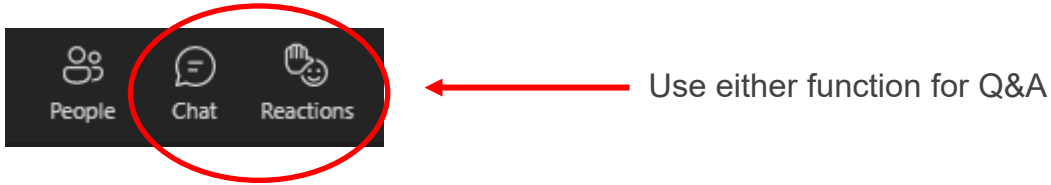
Housekeeping

- **Recording –** session will be recorded
- **Q&A –** ask questions in the chat or raise your hand



Spend and Claims profiles

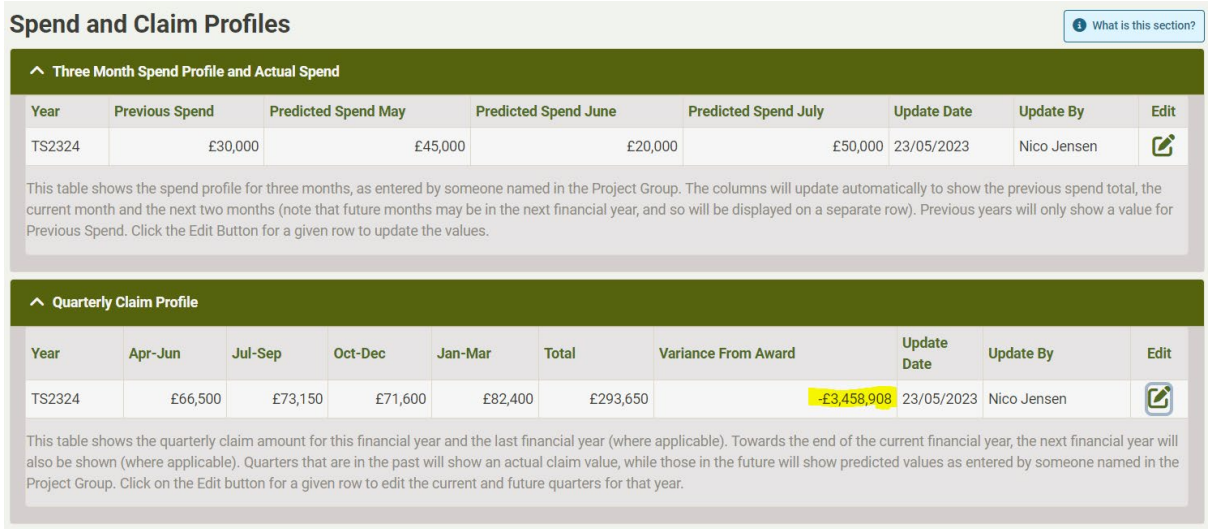
- As of Financial year 2023/24, Places for Everyone (PfE) will be requiring partners to update the portal system on a monthly basis, with predicted and actual project spend, as well as a forecast of claims to be made each quarter.

Why?

- It allows you to demonstrate that you have tight financial and budgetary control of your project(s)
- Allows the PfE team to make quicker decisions on use of that budget in year, reallocating budget as appropriate and giving assurance to TS that the full budgeted award will be spent in the year.

Where to find it?

- Partner project pages on Sustrans project portal.



Spend and Claim Profiles

What is this section?

Three Month Spend Profile and Actual Spend

Year	Previous Spend	Predicted Spend May	Predicted Spend June	Predicted Spend July	Update Date	Update By	Edit
TS2324	£30,000	£45,000	£20,000	£50,000	23/05/2023	Nico Jensen	

This table shows the spend profile for three months, as entered by someone named in the Project Group. The columns will update automatically to show the previous spend total, the current month and the next two months (note that future months may be in the next financial year, and so will be displayed on a separate row). Previous years will only show a value for Previous Spend. Click the Edit Button for a given row to update the values.

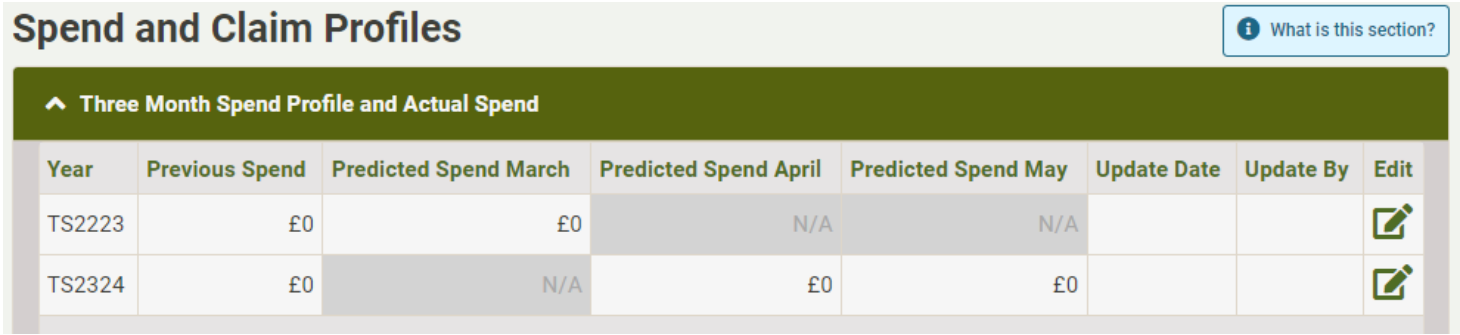
Quarterly Claim Profile

Year	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Total	Variance From Award	Update Date	Update By	Edit
TS2324	£66,500	£73,150	£71,600	£82,400	£293,650	-£3,458,908	23/05/2023	Nico Jensen	

This table shows the quarterly claim amount for this financial year and the last financial year (where applicable). Towards the end of the current financial year, the next financial year will also be shown (where applicable). Quarters that are in the past will show an actual claim value, while those in the future will show predicted values as entered by someone named in the Project Group. Click on the Edit button for a given row to edit the current and future quarters for that year.

How to update? - Spend Profile & Actual spend

- This is the total spend for the project, including spend that you will not be claiming from Sustrans, by month.



Spend and Claim Profiles

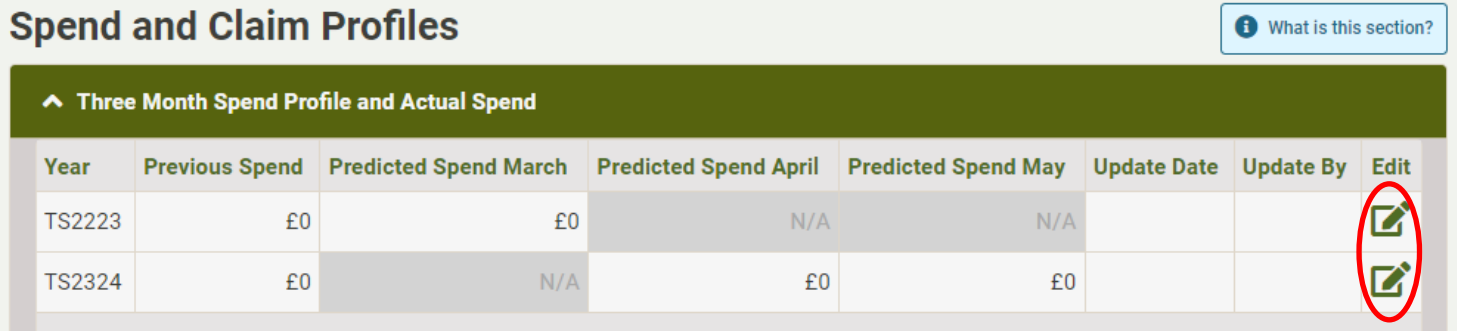
What is this section?

Three Month Spend Profile and Actual Spend

Year	Previous Spend	Predicted Spend March	Predicted Spend April	Predicted Spend May	Update Date	Update By	Edit
TS2223	£0	£0	N/A	N/A			
TS2324	£0	N/A	£0	£0			

How to update? - Spend Profile & Actual spend

- Steps:
- 1 – Click on the ‘Edit’ button for the current FY.

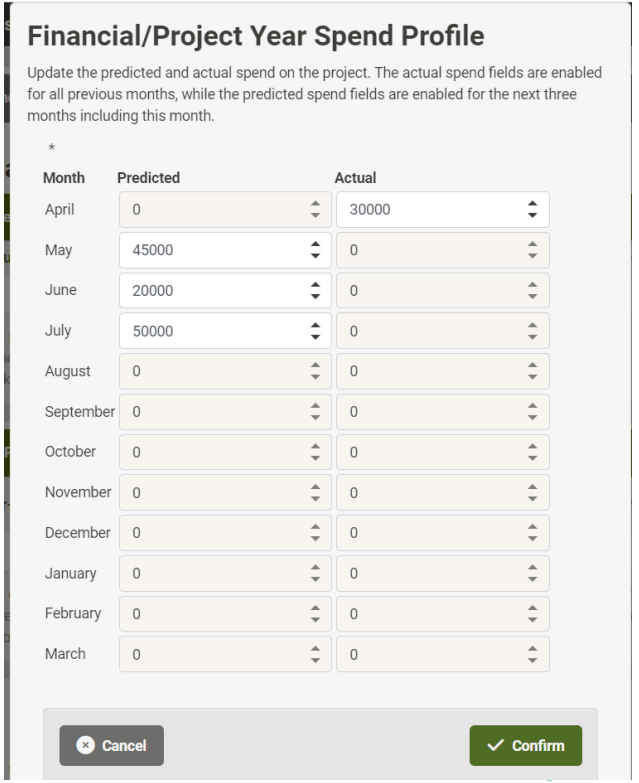


How to update? - Spend Profile & Actual spend

- Steps:
- 2 – A pop up will open.
- 3 – Update the predicted and actual spend on the project.

  ** Actual fields are enabled for all previous months, while the Predicted spend fields are enabled for the next three months, including the current one.*

- 4 – Click confirm



How to update? - Quarterly Claim Profile

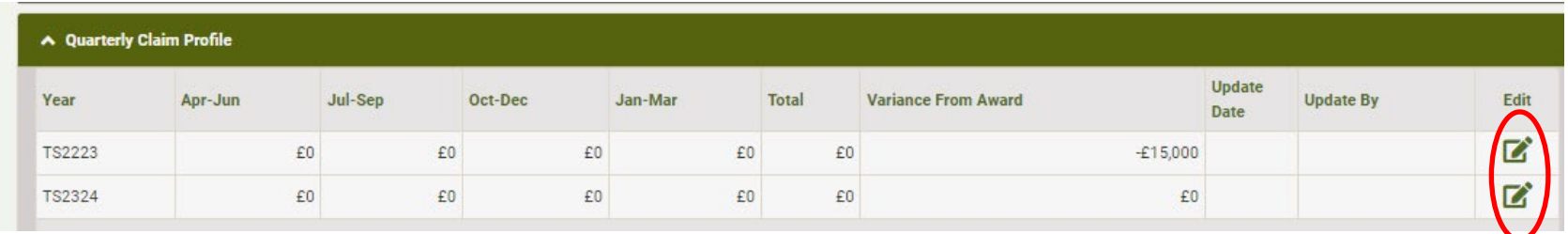
- This table shows the quarterly claim predictions amount for this financial year. Quarters that are in the past will show an actual claim value, while those in the future will need to be entered by someone in the Project Group.

Quarterly Claim Profile

Year	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Total	Variance From Award	Update Date	Update By	Edit
TS2223	£0	£0	£0	£0	£0	-£15,000			
TS2324	£0	£0	£0	£0	£0	£0			

How to update? - Quarterly Claim Profile

- Steps:
- 1 – Click on the ‘Edit’ button for the current FY.



Quarterly Claim Profile

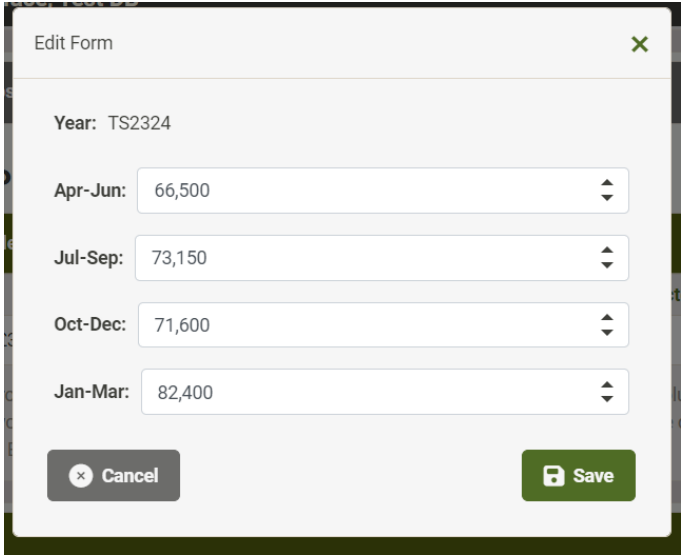
Year	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Total	Variance From Award	Update Date	Update By	Edit
TS2223	£0	£0	£0	£0	£0	-£15,000			
TS2324	£0	£0	£0	£0	£0	£0			

How to update? - Quarterly Claim Profile

- Steps:
- 2 – A pop up will then open
- 3 – The predicated claim values can be entered for the current and future quarters.

  ** Once a quarter has passed, it will not be editable, and it will show an actual claim figure as per the grant claims submitted during that quarter.*

- 4 – Click save



Questions?