Spend and Claim profiles: Partner Guidance

Introduction

Places for Everyone (PfE) requires partners to update the portal system monthly with predicted and actual project spend, as well as a forecast of claims to be made each quarter.

These are important datasets that indicate the likely cashflow on the project allowing a more accurate prediction of grant claim drawdown and project progression against programme and predicted spend.

Claims must be submitted a minimum of:

- Twice annually
- Quarterly against construction projects once construction is underway
- At the end of each project stage following stage review
- At the end of each financial year

Why is Sustrans asking for this

There are two drivers for the PfE programme to be asking for this information.

1. It allows you to demonstrate that you have tight financial and budgetary control of your project(s), ensuring that anticipated issues are escalated at the earliest possible date which is a core element of effective project management.
2. The PfE programme is funded on an annual basis by Transport Scotland (TS). As such, being able to provide an accurate overview of the predicted use of the budget will allow the PfE team to make quicker decisions on use of that budget in year, reallocating budget as appropriate (to allow further grant awards and/or change requests to be progressed) and giving assurance to TS that the full budgeted award will be spent in the year.

How will Sustrans use this information

The PfE team will use this information to provide monthly reporting to TS, broken down by partner, project or geographical area, detailing:

- Predicted in year budget utilisation.
- Actual in year budget utilisation to date.
- Comparison of spend vs. total award.
- Which projects and partners' financial information hasn't been updated and for how long.

Your Grant Advisor will also use this information to discuss progress against plan and whether a change control is required to extend your existing completion date or increase your grant award.

How to update

The identified project lead at the end of the month will be sent a reminder by email to update predicted spend, actual spend and the forecast grant claim by quarter. The project lead will be directed to the project page on the Sustrans Project Portal.

Spend Profile & Actual spend – this is the total spend for the project, including spend that you will not be claiming from Sustrans, by month.

Quarterly Claim - This is the anticipated grant claim for the financial year by quarter.

Spend Profile

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 displaced 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.

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			✎

A pop up will then open on the screen as below. Now you can update the predicted and actual spend on the project. The Actual fields are enabled for all previous months, while the Predicted spend fields are enabled for the next three months, including the current one.

Month	Predicted	Actual
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0
January	0	0
February	0	0
March	0	0

❌ Cancel ✔ Confirm

sus**trans**

Quarterly Claim Profile

This table shows the quarterly claim predictions amount for this financial year. Towards the end of the current financial year, the following 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 in the Project Group. Click on the Edit button for a given row to edit the current and future quarters for that year.

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			✎

A pop up will then open on the screen as below where 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.

Edit Form

Year: TS2223

Apr-Jun: 0

Jul-Sep: 0

Oct-Dec: 0

Jan-Mar: 0

Cancel | Save

For any queries or questions regarding the update process please contact your relevant Sustrans advisor for advice and for any technical portal issues, please contact projectportal@sustrans.org.uk.

sus**trans**