

Big Local spend reports

Information for locally trusted organisations

Overview of the reporting process

Spend report forms are sent to you to fill in according to your payment schedule, which is in your offer letter – usually every five to six months. They allow you to report on the spend of your most recent payment. Once we receive the report we let you know by email whether we will release or hold the next payment. This depends upon different factors, including: whether payment has been requested, how much underspend you are holding, what your commitments are for the coming period, and whether conditions have been met.

At the end of a grant, and once the first payment of your next grant has been made, we will send an End of Spend report form. This allows us to confirm the total spend of the grant. Once we receive this we calculate how much is either underspent (which we ask you to return to us for the partnership's future use) or overspent/committed (which we can pay to you if the partnership has not drawn down all of the grant amount). We'll inform you by email and will close the grant once the outstanding funding has been settled. We do not cover any spend above the amount of a grant.

How to complete a spend report

1. Find the link to the report and log into Big Local Community

- In the month before the next payment is due, you will receive an email with a request to complete a spend report. This will be copied to the chair of your Big Local partnership and your rep. If you click on the link in the email it will take you to Big Local Community where you will be asked to log in. Enter your username and password as normal.
- Alternatively, you can log into Big Local Community (BLC), search for your area, click on Proposals, and then click on Reports and Reviews next to the relevant grant.

If you do not have an account but should have one, please register yourself on BLC and then get in touch with us so that we can give you the correct permissions.

programmes@localtrust.org.uk or 020 3588 0565.

2. Find the report that you need

Here you'll find a list of reports and reviews related to the Plan. Look down the list for an entry named Spend report — (Monitoring)', with a recent date. A new form should have 'complete' next to it. Click 'Complete form' to open the spend report form.

Name	Date due	Assigned to	Status	Date submitted	Submitted by	
Spend report - (Monitoring) Payment 2	31/03 /2019	Zoe Sykiotis	Accepted	29/03/2017	Zoe Sykiotis TEST ACCOUNT	View Form
Spend report - (Monitoring) Payment 1	06/05 /2017	Rachel Roberts	Not started			View Form Complete Form
Spend report - (Monitoring) Payment 3	31/03 /2017	Rachel Roberts	Accepted	29/03/2017	Nicola Birch-Wilson	View Form

TIP: Any past spend reports might also be listed on your screen, but there won't be a 'Complete form' option next to those.

3. Enter the reporting dates

At the start of the form you will be asked to enter the dates of the reporting period. Your report should start the day after your last report ended, so that there are no gaps. There is only one exception to this, in the box below. For the end date, you can choose a recent convenient date.

Sometimes an area may spend one payment over a long period, which means that we ask you to report numerous times on the same payment. In this case, please go back and report from the beginning of the payment each time. We want to know the full spend of the payment up to that date. (This will override previous partial reports in our system).

For example, your area received £90,000 as payment 2. You reported on payment 1 up to 30 May 2019. Your next report should start on 31 May 2019. In 12 months, if they are still using these funds rather than a new payment, you would still report from 31 May 2019. Even if they were still spending this 18 months later, you'd report from 31 May 2019.

When looking at the spend report list you'd then see two or three reports for Payment 2. The most recent one will be the most up to date.

4. Enter spend figures

Tell us how much has been spent against the budget during the period in question. The payment you will be reporting on will be highlighted in blue. You'll see the amount which was originally awarded, the amount that was paid and a box to add the spent figure. You'll also see a 'variance' column that displays how much has been over or under-spent.

● *If you are reporting on the first payment, your screen will look like this:*

Budget heading		Payment 1	Payment 2
Priority 1 - Strengthening the Community	Awarded	£14,261.00	£14,260.00
	Amount Paid	£14,261.00	£14,260.00
	Spent	£11,674.00	
	Variance	£14,261.00	£14,260.00
Priority 2 - Improving Life Skills	Awarded	£42,861.00	£42,859.00
	Amount Paid	£42,861.00	£42,859.00
	Spent	£41,562.00	
	Variance	£42,861.00	£42,859.00
Priority 3 - Creating Opportunities for Training & Employment	Awarded	£8,242.25	£8,242.25
	Amount Paid	£8,242.25	£8,242.25
	Spent	£8,030.00	
	Variance	£8,242.25	£8,242.25
Miscellaneous Costs / Project Support etc	Awarded	£7,237.50	£7,237.50
	Amount Paid	£7,237.50	£7,237.50
	Spent	£6,580.00	
	Variance	£7,237.50	£7,237.50
Total	Awarded	£72,601.75	£72,598.75
	Amount Paid	£72,601.75	£72,598.75
	Spent	£67,846.00	£0.00
	Variance	£72,601.75	£72,598.75

- If you are reporting on a second or subsequent payment, you will see the the information submitted for previous reports summarised under the grey 'Total to date' column.

Budget heading		>Total to date	Payment 4
Improving health and wellbeing	Awarded	£41,048.00	£8,382.00
	Amount Paid	£41,048.00	£8,382.00
	Spent	£38,770.75	£12,469.15
	Variance	£2,277.25	£8,382.00
Creating a more attractive environment	Awarded	£46,265.00	£24,765.00
	Amount Paid	£46,265.00	£24,765.00
	Spent	£40,750.00	£11,500.00
	Variance	£5,515.00	£24,765.00
Building Community Spirit	Awarded	£60,923.00	£15,107.00
	Amount Paid	£60,923.00	£15,107.00
	Spent	£43,596.44	£35,156.63
	Variance	£17,326.56	£15,107.00
Encouraging Enterprise	Awarded	£24,023.00	£8,007.00
	Amount Paid	£24,023.00	£8,007.00
	Spent	£21,448.02	£10,579.18
	Variance	£2,574.98	£8,007.00
Miscellaneous Costs	Awarded	£14,490.00	£4,990.00
	Amount Paid	£14,490.00	£4,990.00
	Spent	£11,143.31	£7,046.44
	Variance	£3,346.69	£4,990.00
Total	Awarded	£186,749.00	£61,251.00
	Amount Paid	£186,749.00	£61,251.00
	Spent	£155,708.52	£76,751.40
	Variance	£31,040.48	£61,251.00

TIP: You can click the top of the column (> Total to date) to expand the table and see the previous payments individually.

5. Answer the three questions that follow the budget

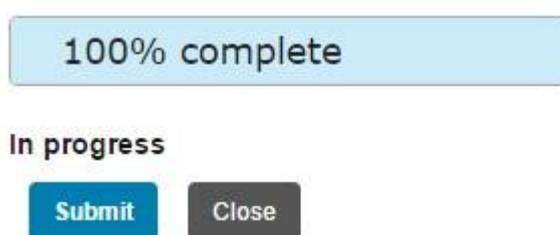
Answer the three questions that follow the budget. If you have any supporting information, you can upload these at the end of the form.

Please state clearly in question 6 if you would like us to agree a significant variation to your budget and we will get in touch. This includes: moving large amounts between budget headings, adding a new budget heading, requesting additional funding or extending the funding period by up to six months. We will check that the change is in line with your plan, ask

for evidence that the partnership has agreed (such as minutes from a Partnership meeting or an email from the Chair) and ask how we should reflect the change in your payment schedule.

6. Save and submit

- You can save and return to the report at any time by clicking 'Save page' at the top of the page. Note that you will be automatically logged out of Big Local Community if you've been inactive for over two hours.
- Once you have answered all the questions, the progress bar at the top of the page will show '100% complete' and the 'Submit' button will appear. Click 'Submit' when you are ready to send us the report.



What happens next?

When we receive your report we'll get in touch with you with any questions and to discuss making the next payment. If you find that you need the next payment earlier than scheduled, please let us know. We'll send you a spend report form to fill out. You should allow at least a couple of weeks for the payment to be processed, but this may take longer. You should flag it with us if a payment is urgently needed.

If you have any questions about the new reports, please contact Karen Keenan, Senior finance administrator, on karen.keenan@localtrust.org.uk or 020 3588 0571.

If you have any ideas on how we can make this guidance more useful for you, particularly if you live in one of the Big Local areas, please let us know. We will use your input to improve it.

Local Trust

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www.localtrust.org.uk

The endowment for the Big Local programme is held by the Big Local Trust and overseen by Local Trust. The Big Local Trust was established by the National Lottery Community Fund with a National Lottery grant of £196,873,499.

If you need this document in other formats or a community language please get in touch with Local Trust and we will help you.

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