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| **Finance Report** | Lot/Service details  Contract Reference: |
| **Dates Covered** | *This should be full performance for year to date and not months or quarters in isolation* |
| **Person completing** | *Include job title, name and date written* |

**Integrated Specialist Sexual Abuse Services Finance Report Template and Guidance**

**June 2013**

1. Label your report as follows
2. Purpose of report

The audience for this report is your commissioners. The report needs to expand on the finance information contained in your quarterly monitoring spreadsheet. The content of this document can be submitted as a stand-alone finance report, or incorporated into your performance report provided this contains sufficient detail.

1. Contents

As per the monitoring requirements stipulated in your contract the report should cover:

* Detail on actual spend against projections and projections for subsequent quarter, with narrative to explain any diversion and emerging issues. To break this down further:
* Commentary on areas of greater than 10% over and under spend (actual against projected) for the quarter being reported on.
* Requests to vire between budget headings need to be clear and concise giving the to/from budget heading, the amount and the reason for the request
* Requests to carry forward funds to the next quarter should detail the relevant budget heading, the amount and reason for the request
* This may include details of planned expenditure – again, detail actual amounts and dates alongside any reference requiring agreement from commissioners, for example financial value & dates for invoices expected but not yet received.
* Any requests to reforecast your budget should show comparative detail from the payment schedule submitted with your winning tender, along with a full explanation of the reason for the reforecast.

1. This report should be submitted quarterly with:

* Monitoring worksheet
* Performance report
* Equality report
* Invoice for previous quarter that reflects actual/committed spend