

Glasgow Kelvin College

2021/22 Student Support Funds

Internal Audit report No: 2022/12

Draft issued: 11 November 2022

Final issued: 14 November 2022



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Management Summary

Introduction

Colleges receive **Discretionary Funds** from the Scottish Funding Council (SFC) and the Student Awards Agency for Scotland (SAAS) to provide financial help for students where access to, or continuance in, further or higher education would otherwise be denied due to financial hardship. The maximum payable from both the Further Education Discretionary Fund and the Higher Education Discretionary Fund is normally £4,000 however, as in 2019/20 and 2020/21, this limit was relaxed for 2021/22 to allow additional support to be given to students financially impacted by COVID-19.

Childcare Funds sit alongside the Discretionary Funds to provide assistance with the cost of formal childcare expenses. From academic year 2011/12, childcare funds for higher education students formerly allocated to colleges by SAAS, were transferred to the SFC who now allocates childcare funding direct to colleges for all eligible further and higher education students. No limit is placed on the amounts individuals can access and colleges have the flexibility to determine award levels themselves. Priority must however be given to lone parents, part-time students and mature students when allocating funds from the Further Education Childcare Fund.

The Discretionary and Childcare Funds must be administered, and payments made, in accordance with SFC and SAAS guidelines.

Bursary funds are given to students at the discretion of a college to help maintain that student in their education beyond their compulsory school leaving date. An award can include allowances that cover a student's maintenance, travel and study costs. Colleges can also use bursary funds for allowances to cover costs incurred by a student due to an additional home, their dependants and / or special education needs.

Colleges must apply the terms of the National Policy for Further Education Bursaries, together with applicable legislation and supplementary letters issued by the SFC, when using the funds allocated to them for bursary purposes. The policy sets out the minimum criteria, maximum rates and minimum contribution scales that a college must apply in allocating bursary funds, however, a college may vary the terms of the policy by imposing additional eligibility criteria or conditions. Figures used within the policy to calculate a student's award may be varied, but only in order to reduce the value of an award, although where a college chooses to supplement bursary funds from its own resources it may use the additional resources as it sees fit.

Education Maintenance Allowances (EMAs) provide financial support for 16 to 19 year-olds from low income households who are attending non-advanced full-time education at school, college or are home educated. Eligible students receive £30 per week, which is targeted at young people from the lowest income families.

EMAs must be administered, and payments made, in accordance with SFC and Scottish Government guidelines

Audit Scope

For the 2021/22 academic year three specific fund statements were required for audit:

- Further Education Discretionary Fund, Further and Higher Education Childcare Fund and Bursary Return;
- Higher Education Discretionary and Childcare Fund; and
- Education Maintenance Allowance Return.

Audit Objectives

The audit objectives were to ensure that:

- The College complies with the terms, conditions and guidance notes issued by SFC, SAAS and the Scottish Government;
- Payments to students are genuine claims for hardship, bursary or EMA, and have been processed and awarded in accordance with College procedures; and
- The information disclosed in each of the returns for the year ending 31 July 2022, is in agreement with underlying records.

Audit Approach

The audit approach included:

- Reviewing new guidance from SFC, SAAS and the Scottish Government, including additional guidance issued in response to the COVID-19 pandemic, and identifying internal procedures;
- Agreeing income to letters of award;
- Reconciling expenditure through the financial ledger to returns, investigating reconciling items;
- Reviewing College analysis spreadsheets for large or unusual items, obtaining explanations where necessary; and
- Carrying out detailed audit testing, on a sample basis, on expenditure from the funds.

Audit guidance issued by the SFC was utilised.

Findings and Conclusions

We were able to certify all fund statements for the year and submit these to the appropriate bodies, without reservation.

In our covering letter to SAAS enclosing the audited HE Discretionary and Childcare Fund Return we noted one observation arising from our audit work. The College does not operate a separate interest bearing bank account for the HE Discretionary Fund and all transactions are through the College's main bank account. The College uses the Government banking service for all of its financial transactions, on instruction from the Scottish Funding Council, and this account does not pay interest.

In our covering letter to the SFC enclosing the audited EMA Return we made one minor observation. As notified to the SFC by the College on the monthly return for August 2022, there was an overclaim for administration of four students (£60.00) on the monthly return for July 2022. The total number of EMA students in 2021/22 was 213 giving rise to an administration claim of £3,195.00 and not £3,255.00 as noted on the year-end statement. A deduction of £60.00 was made to correct this on the August 2022 return.

In addition, the following points were noted during the course of our audit:

HE COVID-19 Discretionary Fund

The SAAS Coronavirus Discretionary Fund Guidance 2021-22 notes that priority should be given to those students who are unable to secure employment because of the pandemic, but all eligible students impacted financially by COVID-19 can apply. A balanced approach should be taken when considering each application in regards to evidence submitted / assessed. However, it remains at the discretion of each institution as to what evidence is permitted. The FAQs in the Guidance noted that funds could not be used to support groups of students at one time without undertaking individual assessments. The fund was available to individual students where institutions had established that the students were facing financial hardship.

Findings and Conclusions (continued)

HE COVID-19 Discretionary Fund (continued)

We established that the College had utilised the COVID-19 discretionary funding by largely making additional one-off payments to students who had previously applied for assistance from the HE Discretionary Fund, to help with cost-of-living crisis and rising energy costs. We gave further consideration as to whether this approach complied with the above SAAS guidance, particularly in relation to conducting individual assessments.

The College provided an email from the SFC Student Support Team dated 24 February 2022, which referred to similar guidance issued by the Scottish Government in relation to the HE Discretionary Fund. This noted that *'where you have established already that the student is from a low income household, a 'light touch' approach to evidence makes most sense. As set out in the attached email from November, we would still expect you to make funding allocations on the basis of evidence, but this can be evidence previously submitted by the student showing low household income (e.g. information already collected as part of the bursary means test or a previous Discretionary Fund application). The only additional evidence we suggest you collect in these circumstances is a short verification from the student (such as a brief email, or even a tick box response) confirming that their household income remains the same and they are facing hardship because of increased costs.'* The College had followed this approach.

For the COVID-19 listing we obtained a report from the funding system TQ, which the College used to track that student confirmations had been received re no change in household incomes. We then checked a sample and confirmed that they were in receipt of a main HE Discretionary Fund award and that there was some correspondence showing that the College had confirmed with the student that there were no changes in circumstances. It was accepted that this was not a group award in that there was no automatic entitlement or payment made to all students who received a main HE Discretionary Fund award. As part of the fund management of the COVID-19 monies the College funding team agreed that students could either receive amounts of £500 or £1,221 depending on the student circumstances. The greater the hardship being experienced, the higher the amount they would receive, although most were awarded £1,221. Some students received £1,721 or £2,221 as they were initially awarded £1,221 but were given further amounts after showing that their financial hardship was greater. Some other smaller awards were made to students that applied late (typically to cover rent or utilities).

Copies of the fund statements and audit certificates are provided at appendices I to III of this report.

Acknowledgments

We would like to take this opportunity to thank the staff at the College who helped us during our audit

**Appendix I – Further Education Discretionary Fund, Further
and Higher Education Childcare Fund and Bursary Return and
Audit Certificate**

**Appendix II – Higher Education Discretionary and Childcare Fund
Return and Audit Certificate**

Appendix III – Education Maintenance Allowance Return and Audit Certificate



Aberdeen 45 Queen's Road AB15 4ZN
Dundee The Vision Building, 20 Greenmarket DD1 4QB
Edinburgh Ground Floor, 11-15 Thistle Street EH2 1DF
Glasgow 100 West George Street, G2 1PP

T: 01224 322 100 **F:** 01224 327 911
T: 01382 200 055 **F:** 01382 221 240
T: 0131 226 0200 **F:** 0131 220 3269
T: 0141 471 9870

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Our ref: GLAS362/DA/STI

Your ref:

Scottish Funding Council
Apex 2
97 Haymarket Terrace
Edinburgh
EH12 5HD

25 October 2022

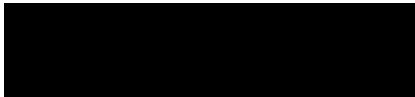
Dear Sirs

**Glasgow Kelvin College
Discretionary Fund, Childcare Fund and Bursary Return 2021/22**

On behalf of our above named client, we attach the audited Discretionary Fund, Childcare Fund and Bursary Return for the academic year 2021/22.

Should you have any queries regarding the attached please do not hesitate to contact us.

Yours faithfully



Stuart Inglis
Director
For and on behalf of Henderson Loggie LLP
Chartered Accountants
Dundee Office
stuart.inglis@hlca.co.uk

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The SAS System

10:38 Friday, September 30, 2022

college=1003151 - Glasgow Kelvin College report=Student Support Funding

College Name: Glasgow Kelvin College

College Contact: Andrea Daly

College Number: 1003151

Phone Number: 0141 550 5187

1st August 2021 - 31st July 2022

(AAC 1)	(AAC 2)	(AAC 3)	(AAC 4)	(AAC5)	(AAC6)	(AAC 7)												
Bursary Funds		Student		Parentally		Parentally		Self-		Care-		Universal		Non-				Totals
Expenditure		under 18		Supported		Supported		supporting		experienced		Credit		maintenance				
(At home)	(Away from home)																	
Headcount	(£)	Headcount	(£)	Headcount	(£)	Headcount	(£)	Headcount	(£)	Headcount	(£)	Headcount	(£)	Headcount	(£)			
Maintenance Costs		1	1855	277	784583	9	34710	312	1184904	130	864300	277	274628	2	947	1008	3145927	
Dependents Allowance		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Approved Residence Costs		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Personal Residence Costs		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Study Expenses		1	127	241	29290	8	1537	303	28155	118	13778	262	27592	316	40580	1249	141059	
Travel Expenses		1	758	173	100290	8	4800	248	167596	79	39883	204	120785	235	130752	948	564864	
Special Educational Needs		0	0	15	17075	0	0	0	0	2	3590	3	3029	5	4265	25	27949	
Total Bursary		1	2741	277	931238	9	41048	312	1380650	130	921534	277	426034	337	176544	1343	3879789	

(AAC 1)	(AAC 2)	(AAC 3)	(AAC 4)	(AAC5)	(AAC6)	(AAC 7)												
Discretionary Funds		Student		Parentally		Parentally		Self-		Care-		Universal		Non-				Totals
Expenditure		under 18		Supported		Supported		supporting		experienced		Credit		maintenance				
(At home)	(Away from home)																	
Headcount	(£)	Headcount	(£)	Headcount	(£)	Headcount	(£)	Headcount	(£)	Headcount	(£)	Headcount	(£)	Headcount	(£)			
FE Discretionary		0	0	72	137255	7	14455	188	370437	48	69612	193	179544	335	336578	843	1107881	

Childcare Fund Expenditure

Headcount Expenditure (£)

Total FE Childcare Fund 161 531155

Total HE Childcare Fund * 40 145257

* UHI partner colleges to manually enter data on the CSV version of this report.

The SAS System

10:38 Friday, September 30, 2022

Part-time		Full-time		Totals			
Headcount	Expenditure (£)	Headcount	Expenditure (£)	Headcount	Expenditure (£)		
FE childcare, lone parent		10	25284	88	320099	98	345383
FE childcare, other		16	42442	47	143330	63	185772
HE childcare, lone parent		1	392	22	70004	23	70396
HE childcare, other		0	0	17	74861	17	74861

We have examined the books and records of the above college and have obtained such explanations and carried out such tests as we consider necessary. On the basis of our examination and the explanations given to us, we report that the information set out in these forms is in agreement with the underlying records.

We also report that in our opinion, the college used these funds in accordance with the Scottish Funding Council conditions.

We are satisfied that the systems and controls of the administration and disbursement of these funds are adequate. * Delete if not applicable.

PLEASE RETURN AN ELECTRONIC AND SIGNED PAPER COPY OF THIS FORM TO THE SCOTTISH FUNDING COUNCIL.

Principals Signature .

Auditors Name (in printed capitals) HENDERSON LOGGIE LLP

Auditors Signature.....

DIRECTOR
FOR AND ON BEHALF OF HENDERSON LOGGIE LLP, CHARTERED ACCOUNTANTS

Date of Signature.....

(COLLEGE)

(HL)

Our ref: GLAS362/DA/STI

Your ref:

Student Awards Agency for Scotland
Saughton House
Broomhouse Drive
Edinburgh
EH11 3UT

28 October 2022

Dear Sirs

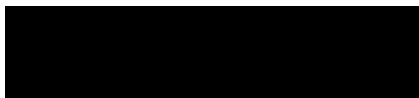
**Glasgow Kelvin College
Higher Education Audited Fund Accounts Return 2021/22**

On behalf of our above named client, we attach the audited HE Fund Accounts Return for the academic year 2021/22.

Although we have not raised any reservations in our Auditor's Report we have one observation to make arising from our audit work. The College does not operate a separate interest bearing bank account for the HE Discretionary Fund and all transactions are through the College's main bank account. The College uses the Government banking service for all of its financial transactions, on instruction from the Scottish Funding Council, and this account does not pay interest.

Should you have any queries regarding the attached please do not hesitate to contact us.

Yours faithfully



Stuart Inglis
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For and on behalf of Henderson Loggie LLP
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AUDITED FUND ACCOUNTS RETURN 2021/22

DISCRETIONARY FUND AND/OR CHILDCARE FUND (if appropriate)

Income and Expenditure

Name of institution: Glasgow Kelvin College

	Undergraduate Discretionary Fund	Postgraduate Discretionary Fund	Childcare Fund (HE only)	COVID-19 Discretionary Fund	TOTAL	ADVICE NOTES
	£	£	£	£	£	
INCOME						
a Funding carried over from previous academic year 2020/21	-	-	-	-	-	
b New allocation received for the academic year 2021/22	175,548.00	-	-	-	175,548.00	Received in two payments 70% (Jul 21) and 30% (Feb 22)
c Coronavirus Fund Received	-	-	-	132,090.00	132,090.00	Received June 2021
d Bank interest received in the academic year 2021/22	-	-	-	-	-	
e Virement/transfer from other funds (HE only) (Enter positive and negative amounts to show transfer between relevant funds)	-	-	-	-	-	
f Total funds available for disbursement (a+b+c+d+e)=m	175,548.00	-	-	132,090.00	307,638.00	

Validity Checks

EXPENDITURE

g Funds disbursed (= grand total of k from Report on Funds Expenditure)	157,031.00	-	-	132,090.00	289,121.00	
h Winter COVID funds previously returned in March 2022	-	-	-	-	-	
i Unspent COVID-19 additional support to be returned to SAAS by 31 October 22	-	-	-	-	-	
j Remaining allocation from 2021/22; funds to be returned to SAAS by 31 October 2022	18,517.00	-	-	-	18,517.00	
k Total disbursement of funds (g+h+i+j)=f	175,548.00	-	-	132,090.00	307,638.00	Provide breakdown on Funds Expenditure tab

NAME: D SMYTH
(Principal)

SIGNED:

DATE: 27/10/22

AUDITOR'S REPORT

We have examined the books and records of the above institution and have obtained such explanations and carried out such tests as we considered necessary. On the basis of our examination and of the explanations given to us we report that **[subject to the reservations set out in our letter dated which is attached]* the information set out above is in agreement with the underlying records and in our opinion is in accordance with the relative statutory requirements. We are satisfied that the systems and controls of the administration and disbursement of these funds are adequate, and that an interest bearing account or accounts was in operation for the Funds which are separate from the Institution's account.

* Delete if not applicable

APPOINTED AUDITOR:

HENDERSON
LOGGIE LLP

SIGNED:

DATE:

28 OCTOBER
2022

DIRECTOR
FOR AND ON BEHALF OF HENDERSON LOGGIE LLP, CHARTERED ACCOUNTANTS

AUDITED FUND ACCOUNTS RETURN 2021/22

REPORT ON FUNDS EXPENDITURE

Name of institution: Glasgow Kelvin College

	Undergraduate Discretionary Fund		Postgraduate Discretionary Fund		Childcare Fund	COVID-19 Fund	TOTAL
	Full Time	Part Time	Full Time	Part Time	Full Time		
	£	£	£	£	£	£	
a General living expenses	113,463.00	4,462.00	-	-		131,841.60	249,766.60
b Travel	-	578.00	-	-		248.40	826.40
c Childcare	23,022.00	3,176.00	-	-	-	-	26,198.00
d Bursary /scholarship	-	-	-	-		-	-
e Short-term loans not repaid in the academic year	-	-	-	-		-	-
f Disability diagnosis costs	3,300.00	-	-	-		-	3,300.00
g Equipment	8,051.00	979.00	-	-		-	9,030.00
h Audit	-	-				-	-
i Advertising and publicity	-	-				-	-
j Other administration costs	-	-				-	-
k Total (= grand total of (i) from the Income & Expenditure accounts return)	147,836.00	9,195.00	-	-	-	132,090.00	289,121.00

Validity Checks

NAME:
(Principal)

D. SMOAN

SIGNED:

DATE:

27/10/22

AUDITED FUND ACCOUNTS RETURN 2021/22

REPORT ON STUDENT NUMBERS

Name of institution: Glasgow Kelvin College

	Undergraduate Discretionary Fund		Postgraduate Discretionary Fund		Childcare Fund (HE only)	COVID-19 Fund	TOTAL
	Full Time	Part Time	Full Time	Part Time	Full Time		
SUMMARY OF STUDENT NUMBERS							
a Total number of students applying for assistance ($= b+c$)	180	13				105	298
b Total number of students assisted	138	8				105	251
c Total number of students refused assistance ($= a-b$)	42	5				-	47

For COVID Fund only: of the students in b above, how many were:

COVID Fund only, was made also made available to both international and nursing students

d International Students						-	-
e Nursing Students						-	-

DETAIL OF STUDENT NUMBERS

f General living expenses	117	3	-	-		105	225
g Travel	-	3	-	-		1	4
h Childcare	6	2	-	-		-	8
i Bursary /scholarship	-	-	-	-		-	-
j Short-term loans not repaid in the academic year	-	-	-	-		-	-
k Disability diagnosis costs	11	-	-	-		-	11
l Equipment	18	2	-	-		-	20

Validity Checks

NAME: D SMOALL
(Principal)

SIGNED: [Signature]

DATE: 27/10/22

Please note, a student may be assisted in more than one category therefore the total number of students assisted may not equal the sum of students shown in individual categories.

Our ref: GLAS362/DA/STI

Your ref:

Scottish Funding Council
Apex 2
97 Haymarket Terrace
Edinburgh
EH12 5HD

17 October 2022

Dear Sirs

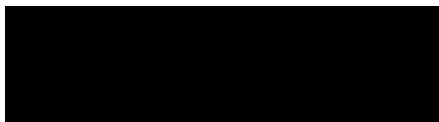
**2021/22 Education Maintenance Allowance
Glasgow Kelvin College**

In accordance with the Scottish Funding Council's EMA audit guidance we attach an 'Auditors' Report' in relation to the above College's EMA Academic year-end statement for 2021/22 (copy attached).

Although we have not raised any reservations in our Auditors' Report we have one minor observation to make arising from our audit work. As notified to the SFC by the College on the monthly return for August 2022, there was an overclaim for administration of four students (£60.00) on the monthly return for July 2022. The total number of EMA students in 2021/22 was 213 giving rise to an administration claim of £3,195.00 and not £3,255.00 as noted on the year-end statement. A deduction of £60.00 was made to correct this on the August 2022 return.

Should you have any queries regarding the attached please do not hesitate to contact us.

Yours faithfully



Stuart Inglis
Director
For and on behalf of Henderson Loggie LLP
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Our ref: GLAS362/DA/STI

Your ref:

Scottish Funding Council
Apex 2
97 Haymarket Terrace
Edinburgh
EH12 5HD

17 October 2022

Dear Sirs

**Glasgow Kelvin College: Education Maintenance Allowance Return
Auditors' Report to the Scottish Funding Council (SFC) for the period from 1 August 2021
to 31 July 2022**

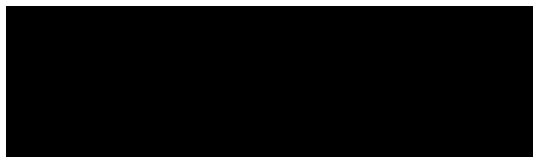
We have examined the books and records of the above College, including evidence of checks of five per cent of applications and payments, with a sample size appropriate to the total number of applications, and have obtained such explanations and carried out such tests as we considered necessary.

On the basis of our examination and of the explanations given to us we report that the information set out in these forms is in agreement with the underlying records.

We also report that, in our opinion, the College used these funds in accordance with the SFC's conditions and the principles of the Education Maintenance Allowance programme.

We are satisfied that the systems and controls of the administration and disbursement of these funds are adequate.

Yours faithfully



Stuart Inglis
Director
For and on behalf of Henderson Loggie LLP
Chartered Accountants
Dundee Office
stuart.inglis@hlca.co.uk

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College: Glasgow Kelvin
AY 2021-22

College	Full Time students		Part Time Students						Maintenance	
	No of claims FT	Total maintenance FT	No of claims PT	Total maintenance PT	Total Maintenance	Admin Claim (Jan, Feb, July)	Headcount (Oct)	Notes	College Maintenance Adjustment	SubTotal Maintenance (=F+K)
August 2021	0	£0	0	£0	£0	£0	0		£0	£0
September 2021	288	£8,640	1	£30	£8,670	£0	114		£0	£8,670
October 2021	720	£21,600	4	£120	£21,720	£0	167		£0	£21,720
November 2021	494	£14,820	7	£210	£15,030	£0	181		£0	£15,030
December 2021	446	£13,380	5	£150	£13,530	£0	189		£0	£13,530
January 2022	240	£7,200	0	£0	£7,200	£0	201		£0	£7,200
February 2022	433	£12,990	1	£30	£13,020	£3,090	206		£0	£13,020
March 2022	393	£11,790	4	£120	£11,910	£0	£208		£0	£11,910
April 2022	365	£10,950	0	£0	£10,950	£0	212		£0	£10,950
May 2022	309	£9,270	0	£0	£9,270	£0	213		£0	£9,270
June 2022	321	£9,630	1	£30	£9,660	£0	£0		£0	£9,660
July 2022	1	£30	0	£0	£30	£165	213		£0	£30
Totals	4,010	£120,300	23	£690	£120,990	£3,255	1904		£0	£120,990

Administration			
College Admininstratio n Adjustment	Annual Admin payment to be made 2022	Total EMA Admin (=G+S+T)	Total EMA Spend (=L+U)
£0	£0	£0	£0
£0	£0	£0	£8,670
£0	£0	£0	£21,720
£0	£0	£0	£15,030
£0	£0	£0	£13,530
£0	£0	£0	£7,200
£0	£0	£3,090	£16,110
£0	£0	£0	£11,910
£0	£8,000	£8,000	£18,950
£0	£0	£0	£9,270
£0	£0	£0	£9,660
£0	£0	£165	£195
£0	£8,000	£11,255	£132,245

Payments made to College				
Month	Adminstration	Maintenance	Total	Balance
September 2021	£0	£0	£0	£0
October 2021	£0	£8,670	£8,670	£0
November 2021	£0	£21,720	£21,720	£0
December 2021	£0	£15,030	£15,030	£0
January 2022	£0	£13,530	£13,530	£0
February 2022	£0	£7,200	£7,200	£0
March 2022	£3,090	£30,020	£33,110	-£17,000
April 2022	£0	£0	£0	£11,910
May 2022	£8,000	£5,860	£13,860	£5,090
June 2022	£0	£9,270	£9,270	£0
July 2022	£0	£9,660	£9,660	£0
August 2022	£165	£30	£195	£0
	£11,255	£120,990	£132,245	£0

Principal's declaration

I certify that the funds claimed by this college throughout the academic year, as detailed above, have been used in line with the requirements of the EMA programme.
I confirm that 5% of applications have been checked for compliance with the programme and are enclosed as evidence in support of this return.

Principal's name (please print)

DEREK SMEALL

Principal's signature

Date

12/9/22