

# **Breakdown of Works: Guidance**

*Last updated version: February 2024*

Public Sector Decarbonisation Scheme (PSDS) grant funding can only be drawn down on an evidence of need basis and must be for works related to measures within the agreed scope set out in a project's original application form or subsequently approved change request(s).

In order to provide this assurance and for Salix to complete these checks, we ask Public Sector Decarbonisation Scheme grant recipients to provide sufficiently detailed invoices or supporting evidence in the form of a breakdown of works for each payment request submitted to Salix.

Grant recipients must evidence each payment request with either:

- i) An *invoice* where a breakdown of works is directly itemised and specified, or
- ii) An invoice and accompanying *supporting documentation* where the works are itemised, and the supporting documentation can be clearly linked to the invoice

If the level of detail provided is not sufficient, we may ask grant recipients to provide further supporting information before we can make payment.

## **What is required?**

To claim Public Sector Decarbonisation Scheme payment from Salix, grant recipients will need to provide supporting information to evidence the payment request (in most cases this should be invoices) with the following detail:

- Addressed to the public sector body as the grant recipient
- Dated within the grant scheme start and end date (the financial year 01 April – 31 March)
- Reference the Public Sector Decarbonisation Scheme and/or Public Sector Decarbonisation Scheme Submission ID
- The exact site or building where the works took place - where costs for more than one site are included in the invoice, the costs should be broken down by site
- Detailed description of the exact works the costs relate to, linked to a specific measure in the application form  
*e.g. installation fees for 125Kwp Solar PV, orders placed for 2x 12kw Mitsubishi ASHP*
- Each measure or work type should be a separate line so that the cost of each measure can be clearly identified  
*e.g. If claiming for design costs and installation costs in the same invoice, each will need to be entered on a new line*
- For orders placed, the technology, manufacturer and number of technologies should be specified  
*e.g. Supply of 2x 11.2kW Mitsubishi Air Source Heat Pumps*

*Design Fees for the installation of Solar PV at Site A **£2,000***  
*Installation of LED Lighting at Site B (please see schedule for details)*  
***£3,000***  
*Orders placed for 1x 12kw Mitsubishi heat pump (50% deposit) **£10,000***  
**Invoice Total **£15,000****



*Orders Placed, Design and Installation works for PSDS **£15,000***



Salix advises grant recipients to share these requirements with their consultants and contractors from the start of the project, to ensure evidence is correctly detailed for the first claim and all future payment requests

**If** an invoice does not clearly show the required detail, grant recipients must provide accompanying supporting information which details the information listed above in a separate Excel document.

**If** grant recipients are unable to provide sufficient detail through invoices or additional supporting documentation, Salix may request the following [Breakdown of Works Template](#), which will help grant recipients to provide the level of detail needed for payment.

Payment requests may be rejected if Salix does not receive satisfactory evidence by the payment deadline. Further details on the payment deadline for each month can be found in your monthly monitoring report (MMR).

## Examples:

### Invoice:

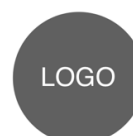
An invoice can be submitted on its own if it clearly describes the type of works and associated costs linked to the Public Sector Decarbonisation Scheme project.

#### Invoice Name

<123 Street Address, City,  
Region, Post code>  
<Website, Email Address>  
<Phone Number>

Company details invoicing grant recipient  
(contractor/sub-contractor/consultant/supplier...)

## INVOICE



#### Addressed to Public Sector Body Grant Recipient

##### BILL TO

<Contact Name>  
<Client Company Name>  
<Address>  
<Phone, Email>

##### SHIP TO

<Name / Dept>  
<Client Company Name>  
<Address>  
<Phone>

Invoice number  
Invoice date within grant  
start and grant end date

Invoice No: #INV00001  
Invoice Date: 01/11/2023  
Due Date: 01/12/2023

	DESCRIPTION		QTY	UNIT PRICE	TOTAL
<b>School A:</b>	Reference to site. Works should be attributed to relevant site				
Design Works	Heat Pump	Pipework and emitter surveys	1	10,000.00	10,000.00
	Solar PV	Planning application Solar PV	1	4,000.00	4,000.00
		Roof Structural Survey	1	1,000.00	1,000.00
Orders Placed	ASHP	10.2kW Mitsubishi	2	4,000.00	8,000.00
<b>School B:</b>					-
Installation	ASHP	6th stage payment for pipework and electrical installations	1	9,500.00	9,500.00
All works above in association with (Grant Recipient)'s PSDS3(x) (Submission ID) Scheme					Mention of PSDS Scheme and Submission ID#
					-
					-
					-
					-
<b>SUBTOTAL</b>					<b>32,500.00</b>
<b>DISCOUNT</b>					<b>0.00</b>
<b>SUBTOTAL LESS DISCOUNT</b>					<b>32,500.00</b>
<b>TAX RATE</b>					<b>20.00%</b>
<b>TOTAL TAX</b>					<b>6,500.00</b>
<b>SHIPPING/HANDLING</b>					<b>0.00</b>
<b>Balance Due £</b>					<b>39,000.00</b>

#### Terms & Instructions

<Add payment instructions here, e.g: bank, paypal...>

<Add terms here, e.g: warranty, returns policy...>

- Itemised breakdown by technology and the exact works
- Technology, Manufacturer, and number of technologies should be specified
- Each measure or work type is a separate line

### Supporting documentation:

Where limited detail is provided in an invoice, grant recipients are expected to provide further detail in supporting documentation such as application for interim payments (where this lists the specific works and associated costs), valuations and breakdown of works. Other evidence may be accepted on a case-by-case basis and should be discussed with your Salix relationship manager. Any form of supporting evidence must be able to be clearly linked to the invoice. Where the breakdown of works or other supporting documents provided total a different amount to the invoice amount, then the comments cell on the statement of expenditure should be used to clearly indicate which lines are relevant to the invoice being claimed. If this is not completed, Salix may request grant recipients to add this detail and re-submit the revised statement of expenditure.

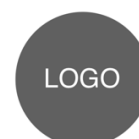
Supporting information in an email format will **not** be accepted.

### Example:

#### Invoicer Name

<123 Street Address, City,  
Region, Post code>  
<Website, Email Address>  
<Phone Number>

#### INVOICE



#### BILL TO

<Contact Name>  
<Client Company Name>  
<Address>  
<Phone, Email>

#### SHIP TO

<Name / Dept>  
<Client Company Name>  
<Address>  
<Phone>

Invoice No: #INV00001

Invoice Date: 01/11/2023

Due Date: 01/12/2023

	DESCRIPTION		QTY	UNIT PRICE	TOTAL
School A:	Council PSDS 3b Programme	Milestone 5	1	21000.00	21000.00
					-
					-
					-
					-
					-

SUBTOTAL	21,000.00
DISCOUNT	0.00
SUBTOTAL LESS DISCOUNT	21,000.00
TAX RATE	20.00%
TOTAL TAX	4,200.00
SHIPPING/HANDLING	0.00

**Balance Due £ 25,200.00**

#### Terms & Instructions

<Add payment instructions here, e.g: bank, paypal...>

<Add terms here, e.g: warranty, returns policy...>

Exact site specified			Milestone 1	Milestone 2	Milestone 3	Milestone 4	Milestone 5
School A	Unit	QTY					
Solar PV							
Design Works			£ 1,000.00				
Asbestos Survey			£ 2,000.00				
Orders Placed	3kw	10			50000		
Installation						3000	3000
Commissioning							
LED Lighting							
Design Works				£ 40,000.00			
Orders Placed	LUX 12	2000					
Installation					£ 10,000.00	£ 10,000.00	£ 10,000.00
Commissioning							
ASHP							
Thermal Design			£ 2,500.00				
DNO application					£ 10,000.00		
Orders Placed	10.2kW Mitsubishi	2					£ 8,000.00
Installation							
Commissioning							
			£ 5,500.00	£ 40,000.00	£ 70,000.00	£ 13,000.00	£ 21,000.00
Costs broken down by work type and technology Quantity, manufacturer and number of technologies specified							
							Milestone total matches invoice total

