



1. Financial return process and next steps

Complete data (Grant Recipient)

- Upload final data report in DMS
- Returned signed data declaration form

Financial return comms issued (DESNZ)

- Using final data from DMS and section 2 of the data declaration form, DESNZ will calculate the GR final financial position including amounts for financial returns.
- Annex A letter will be generated by DESNZ and issued to GR (example on slide 5)

Clarification period

- Where recovery amounts exceed £X DESNZ will arrange a meeting with GRs to discuss any questions
- Where recovery amounts are below £X, GRs can request a meeting if needed.

Returns period

- GR returns funding

Confirmation and closure

- GR returns Annex A letter signed by Chief Executive and Chief Internal Auditor to DESNZ
- DESNZ issue a letter confirming the GR HUG2 project closed