

# Public Sector Decarbonisation Scheme Guidance: Accruals payments

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## Introduction

We acknowledge that Public Sector Decarbonisation Scheme (PSDS) funded works that complete by the grant period end date of 31 March may not have invoices to evidence this spend until after the eligible grant period. To enable you to draw down this spend, you may claim payments through our accruals process. This allows you to make payment claims for works that have occurred within the eligible grant period, in the financial year after the works have occurred.

## How to claim an accruals payment?

If you need to claim after period 12, an accruals claim must be correctly forecasted through our accrual forecasting process to be able to claim payment. Any accrual claims which have not been forecasted through this process will not be able to claim. You must submit an accruals forecast statement on both the 13 February and 13 March along with your monthly monitoring report submission. These forecasts should list every invoice you expect to claim PSDS funding for. The statement must be submitted on both dates for you to be eligible to claim grant funding in the accruals periods. The second submission is an opportunity to revise your forecast, but we request that both submissions are as accurate as possible. Accruals forms must be signed by your authorising official via DocuSign.

## Step 1

When we approach financial year end, we will issue the accruals forecast statement and your first draft must be completed and submitted with your monthly monitoring report no later than 13 February.

This should list all invoices you expect to claim through the accruals process and will be validated by your relationship manager. The form will then be issued to your authorising official, or delegated signatory, for signature via DocuSign.

## Example: accruals forecast statement:

You are expecting to receive an invoice for the commissioning of a heat pump at Site A on 5 April 2026. The invoice total is expected to be £15,000 and you intend to claim the full value from your PSDS funding allocation.

| Accruals forecast   |   |                                 |                    |               |                     |
|---|---|---------------------------------|--------------------|---------------|---------------------|
| This section must be completed with all evidence you expect to submit as part of a full payment claim on:   |   |                                 |                    |               |                     |
| - 20 March 2026   |   |                                 |                    |               |                     |
| - 16 April 2026   |   |                                 |                    |               |                     |
| Please use a new line for each invoice or other evidence item you expect to submit and the date you expect to submit this as part of a full and valid payment request to Salix. To be considered a full and valid payment request you will need to provide Salix with a signed schedule 5 and statement of expenditure, fully evidenced with supporting documents such as invoices by the deadlines stated. Final payments are also subject to fulfilling all other requirements of your grant funding. Please note invoices dated after 31 March need to clearly state that they are for works that took place within the grant period (from 1 April 2025 to 31 March 2026). |   |                                 |                    |               |                     |
| Milestone   | Description                               | Amount to be claimed from Salix | Date to be claimed | Evidence type | Internal checks Y/N |
| Final commissioning   | Commissioning of 15kW heat pump at site A | £15,000.00                      | 16/04/2026         | Invoice       |                     |

## Step 2

A revised accruals forecast statement will be completed and submitted with your monthly monitoring report submission a month later, on 13 March 2026. The form will be validated and must be signed by your authorising official again. If there has been no change to the 13 February submission, please confirm to your relationship manager in writing that there has been no change.

## Step 3

You can then submit your payment claims as normal prior to the payment request deadlines. This should align with the dates indicated in the accruals forecast statement. If this is your final payment claim, you must have resolved all grant conditions including technical conditions. Please refer to the [‘Completing your project’](#) and [‘Conditions of funding’](#) pages on our website for further guidance.

### What are the accruals payments dates?

The table below lists the two dates you can submit an accruals payment claim. To claim a payment on any of these dates, you must have submitted an accrual forecast and must submit a full payment request on or prior to the deadline to submit a payment request to us.

A full payment request must include a signed schedule 5, statement of expenditure and supporting evidence. Prior to final payment, all grant conditions must be fulfilled.

If we receive a large volume of payment claims shortly before 16 April, or where it is not possible to resolve all remaining checks in time, Salix may stagger payments between May and June. Any adjustment to the timeline of claims will be communicated to you.

| Deadline to submit payment request to Salix | Deadline to forecast          | When will the funds be received? * |
|---|-------------------------------|------------------------------------|
| <b>20 March 2026</b>                        | <b>13 February <i>and</i></b> | <b>15 April 2026</b>               |
| <b>16 April 2026</b>                        | <b>13 March 2026</b>          | <b>27 May 2026 / 24 June 2026</b>  |

*\*Subject to satisfactory information and documentation being received*

### Further guidance

Please see the [‘Requesting final 2025-26 payment from Salix’](#) page on our website for more information, including:

- Webinar slides
  - Phase 3c multi-year and Phase 4 single year projects – final payment and completions process
  - Phase 4 multi-year projects – final 2025-26 payment process
- Vesting certificates and equipment orders guidance
- Distribution Network Operator costs guidance
- Retention guidance
- Payment claim evidence and breakdown of works guidance