

# Public Sector Decarbonisation Scheme (PSDS) – Phase 3 payments

July 2022



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# Welcome - format

- The slides used in this webinar will be made available to attendees and other relevant Salix Finance clients via the Salix Finance website
- These slides will be supported by an FAQ document and other published details
- Questions – please add questions in the chat and we will answer these at the end of the presentation, as well as accepting 'hands up'



# Key information

- **Accurate forecasting is essential – over-forecasting leads to fines from HM Treasury**
- Each payment period starts on the 15th with the forecast
- Updated payment forecasts should be submitted within every monthly monitoring report
- No forecast, no payment
- Payments will typically be aligned with key delivery milestones
- Payment of funds to clients will be on an 'evidence of need' basis e.g. on provision of invoice

# Payment timelines



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# Payment timelines

<b>Deadline to submit forecast (MMR)</b>	15th Jun (Period 4)	15th Jul (Period 5)	15th Aug (Period 6)	15th Sep (Period 7)	15th Oct (Period 8)	15th Nov (Period 9)	15th Dec (Period 10)	15th Jan (Period 11)
<b>Deadline to submit payment request to Salix</b>	28th July	25th Aug	29th Sep	27th Oct	24th Nov	5th Jan	26th Jan	23rd Feb
<b>Date funds received</b>	17th Aug	14th Sep	19th Oct	16th Nov	14th Dec	25th Jan	15th Feb	22nd Mar



# Forecasting payments



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# Forecasting payments

- Payment period starts on 15th with MMR submission
- What is forecast should be what is paid
- If there is consistent variance in forecast vs. actuals we may not be able to include your forecast in the next payment period
- Salix shares information with HM Treasury up to two months in advance of payment to grant recipients



# Guidelines

- Meet with contractors and suppliers to agree invoicing dates and values
- Ensure your Accountable Officer will be available to sign the payment request documents
  - Email confirmation from the AO required to appoint authorised personnel
- Payment document templates and video guides for completing these available on the Salix website
- Your Salix Relationship Manager is here to help with any queries





Organisation ame	ABCD School
Submission ID:	ABCD011234V01
Date completing forecast:	11/07/2022
Name of person completing forecast:	Joe Bloggs
Position in the organisation:	Facilities Manager

Grant allocation	£ 525,000	
Year to date actual	10,000	2%
Remaining forecasted grant	£515,000	98%
Funding still to forecast	£0	0%

- The forecast should be updated each month to reflect invoices expected for future periods
- *Date completing forecast* should be updated
- *Year to date actual* + *Remaining forecasted grant* need to equal the grant allocation
- *Funding still to forecast* should be £0



The table below shows the last day to submit a payment request to Salix to secure payment on the corresponding payment date. Please update the table with the forecasted payment values you expect to submit to Salix each month. The expected month of payment should be one month post the completion of each milestone, if multiple payments are required per milestone please provide supporting commentary for this below.

Forecast vs Claimed vs Actual:	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12		
	Actual	Actual	Claimed	Claimed	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast		
<b>Last day to submit payment request:</b>	28/04/2022	26/05/2022	30/06/2022	28/07/2022	25/08/2022	29/09/2022	27/10/2022	24/11/2022	05/01/2023	26/01/2023	23/02/2023	TBC	<b>Total</b>	<b>Actual payments made per milestone</b>
<b>To receive payment from Salix on:</b>	18/05/2022	22/06/2022	20/07/2022	17/08/2022	14/09/2022	19/10/2022	16/11/2022	14/12/2022	25/01/2023	15/02/2023	22/03/2023	TBC		
Project approval													£0	£0
Pre-design stage													£0	£0
Designs complete		10,000.00											£10,000	£10,000
Out to tender			15,000.00										£15,000	£0
Tenders complete													£0	£0
Orders placed				100,000.00		100,000.00							£200,000	£0
Works in progress on site						100,000.00	50,000.00	50,000.00					£200,000	£0
Completed on site										50,000.00			£50,000	£0
Final commissioning											50,000.00		£50,000	£0
<b>Total</b>	<b>£0</b>	<b>£10,000</b>	<b>£15,000</b>	<b>£100,000</b>	<b>£0</b>	<b>£200,000</b>	<b>£50,000</b>	<b>£50,000</b>	<b>£0</b>	<b>£50,000</b>	<b>£50,000</b>	<b>£0</b>	<b>£525,000</b>	
<b>% of total grant</b>	0%	2%	3%	19%	0%	38%	10%	10%	0%	10%	10%	0%	100%	
													<b>ON FORECAST</b>	<b>£0</b>

#### Reasons for changes to forecast:

Main Reason

Details

- Forecasted amounts should reflect what you expect to be able to submit as a payment request by the last day to submit date
- Payments should align with key project milestones
- This forecast needs to be as accurate as possible
- Commentary should be provided for any underspend or significant changes



# Submitting payment requests



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# Submitting payment requests

- Payment is subject to accurate forecasting in line with BEIS and HM Treasury process
- Deadline is the last day payment requests can be submitted
- Submit prior to deadline where possible
- Documents required:
  - Schedule 5 Payment Request
  - Statement of Expenditure
  - Evidence e.g. invoices
- If you have submitted a payment request less than the forecasted claim, you must submit a revised forecast

# Payment request documents

- Schedule 5 Payment Request
  - Template found in your Grant Offer Letter
  - Details value and bank details
  - Signed by Accountable Officer (can be done via DocuSign)
- Statement of Expenditure
  - Excel document to summarise the evidence provided in each submission
  - Signed by Accountable Officer in PDF format (not a typed signature, you can insert signature to the excel before saving as PDF, or we can send via DocuSign)
  - All fields must be completed
- Evidence (invoices)
  - Clearly states what work has been completed and when this took place
  - Includes your PSDS project reference and the site name(s)
- **Check that all of the above are consistent**

# Schedule 5

## Schedule 5 : Payment Request

To: Salix Finance Limited 6th Floor  
75 King William Street  
London  
EC4N 7BE

For the attention of: Phase 3 Public Sector Decarbonisation Scheme Team  
Email: phase3PSDSgrants@salixfinance.co.uk

**From:**

**Date:**

**Submission ID:**

**Description of Project:**

Dear Sirs/Madams,

Phase 3 PSDS Grant Offer Letter dated **DATE** entered into between Salix and the Recipient

1. We refer to the Phase 3 PSDS Grant Offer Letter. This is a Payment Request. Words and expressions defined in the Phase 3 PSDS Grant Offer Letter have the same meaning in this Payment Request unless given a different meaning in this Payment Request.

2. We hereby request part payment of the grant as follows:

**Amount:**

**Payment date:**

3. The bank details into which the PSDS grant is to be paid are as follows:

**Name of Account:**

**Sort Code:**

**Account Number:**

4. We confirm that as at the date of this Payment Request and on each payment date:

- each payment of the Phase 3 PSDS grant that has been received to date has been used for the Phase 3 PSDS grant purpose;
- each payment of the Phase 3 PSDS grant that has been received to date has been spent on those items of expenditure listed in the Phase 3 PSDS grant application and such items have not exceeded the forecasted amounts listed in the Phase 3 PSDS grant application (without

.....

The Accountable Officer

Date

.....

Print name

Job title

For and on behalf of





# Statement of Expenditure



## PHASE 3 - PSDS STATEMENT OF EXPENDITURE

**Cerfication Clause:** I certify that the amounts detailed below have been actually, properly and necessarily expended in accordance with the provisions of the PSDS Grant terms and conditions

Organisation Name	<input type="text"/>
Submission ID	<input type="text"/>
Project Reference	<input type="text"/>
Authorising Official (Name)	<input type="text"/>
Position	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

Column Total	Column Total	Column Total
0.00	0.00	0.00

Please detail the spend incurred on your PSDS project to date, this should be fully evidenced with supporting documents such as invoices.

Description of Expenditure (this can be found on your application form in 'Step 4 Support Tool')	Milestone	Type of Expenditure	Date of Document	Document number (if applicable)	Supplier/ Contractor Name	Type of supporting evidence provided e.g. Invoice	Value (£)	Value (inc. VAT) (£)	Can you reclaim VAT from HMRC for this expenditure?	Payment amount to be claimed	Building Name	Postcode	Comments



# DNO works

- DNO works may need to be paid upfront
- In these cases we can accept:
  - DNO agreement (including summary of the works and explanation of why costs are needed up front)
  - PO if available or reason as to why not
- DNO works are an **exception** to the need for invoices for payment
- Invoices should be provided once available

# Q&A session



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## **Key message:**

**The next Monthly Monitoring Report is due on the 15<sup>th</sup> July, this is the start of payment period 5.**

**The payment claim deadline for period 5 is the 25<sup>th</sup> August, so between now and the 15<sup>th</sup> you need to speak to you contractors and suppliers to find out the value of invoices they will have by 25<sup>th</sup> August. This will determine your forecasted claim for period 5.**

**Any invoices you will have after the 25<sup>th</sup> August should be forecasted in the period 6 claim (or later).**



# Thank you

Email: [info@salixfinance.co.uk](mailto:info@salixfinance.co.uk)

Call: 020 4542 6439

Your Salix Relationship Manager is also on hand to support with any queries you may have on the payments process for your project



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