



As Police and Crime Commissioner, I have a central role in the commissioning of services related to victims, community safety and crime reduction. In my Safer West Mercia Plan, I promised that I would implement an outcome based approach to commissioning and grants so that there is a clear rationale for the commissioning of services and activity, with resources allocated to need. Throughout my term I will invest in local outcome focused interventions and projects that demonstrate value for money. The completion of a quarterly financial monitoring report contributes to the scrutiny required, in making sure West Mercia's communities are safe, secure and reassured.

The below is guidance on completing the Finance form

1) Please read through the guidance on this tab before filling in the project details and budget tab

2) Only fields in blue need completing

Everything else is locked so do not worry about making mistakes.

3) PART 1 - Project Details & Budget Form

This section should be completed at the initial grant application stage with the Project Details

(i)	Partner organisation:	
(ii)	Initiative name	
(iv)	Name of person completing this form, position held and signature.	
(v)	Email and telephone number of person completing this form	
(vi)	Date form completed	
(vii)	Geographical location of project	
(viii)	Total Project Costs:	
(ix)	Total grant requested:	

4) PART 1 - Project Budget

Column [A] - Total Project Budget

(i)	Salary costs (incl overheads eg NI, Superannuation etc.)	Please enter full year salary costs and any comments (if necessary) i.e. £25,000
(ii)	Other salary costs (Training, travel professional fess etc.) - please specify	Please enter any other salary costs and any comments (if necessary)
(iii)	Accommodation costs (incl rent, utility costs etc.)	Please enter any specialist accommodation costs
(iv)	Hospitality (venue hire, catering etc.)	Please enter hospitality costs
(v)	Equipment & Materials	Please enter an amount for project equipment and material costs
(vi)	Advertising, marketing, Publicity or Communications	Please enter the advertising budget costs
(vii)	Research & Consultancy Costs	Please include any research or consultancy costs
(viii)	Third Party Payments	Please include any expected payments to collaborative partners
(ix)	Other - Premises/project relates costs (e.g. phone)	Please include expected sundry costs and include comments
(xii)	Capital Costs i.e. vehicles, Property, Computers etc.	Please enter any capital costs to the box to the right - not every project has capital costs but if applicable please break capital costs down.

Initial application is now complete and ready for assessment by the OPCC office

5) PART 2 - Finance Monitoring Form - Column [B] [C] [D] & [E] - Expenditure

At the end of each quarter of the financial year this section should be completed.

The Dates are
Q1 - 30th June
Q2 - 30th September
Q3 - 31st December
Q4 - 31st March

Part 2 - Column C - Expected Expenditure to be incurred

Relevant Quarter	Please use the drop down menu to select the quarter end that the financial return is being prepared for. This will provide a pro-rata budget for comparison to the expenditure to date to provide a budget monitoring commentary on
Quarterly Expenditure	Please update the relevant expenditure recorded in the quarter that is being reported on, against each of the budget lines recorded as part of the project plan. Complete each quarter separately, to give an overall total of expenditure for the year, which should agree back to your own finance recording system

Quarterly return is now complete and ready for checking by the OPCC office