



Your partner for  
a low carbon future

# Phase 3b Public Sector Decarbonisation Scheme: Year end payments for multi-year projects

January/February 2024



| [salixfinance.co.uk](https://salixfinance.co.uk)

# Welcome - format

- The slides used in this webinar will be made available to attendees and other relevant Salix clients via the Salix website. Please see the Public Sector Decarbonisation Scheme Phase 3b area, [here](#).
- These slides will be supported by FAQs and further information that will be available on our website shortly.
- This presentation is for multi-year Public Sector Decarbonisation Scheme Phase 3(b) grant recipients.
- Questions – please note down questions in the chat and we will answer these at the end as well as accepting verbal questions from the audience.



# Contents

- Forecasting, payments and accruals
- Evidencing spend
- Guidance and templates
- Any questions?

## **Please note:**

This presentation is relevant for  
Phase 3b Public Sector  
Decarbonisation Scheme grant  
recipients with multi-year projects



# Forecasting, payments, accruals and evidencing spend



# Key dates

Forecast and accruals submission deadline	Payment request submission deadline	Date funds will be received by grant recipient
15 January (Period 12)	22 February	20 March
15 February & 15 March	21 March	17 April
15 February & 15 March	18 April	15 May/19th June*

# Forecasting, accruals and underspend

**Thursday 15 February 2024**

If you intend to submit payment claims after period 12 (22 February 24):

- You must complete and submit the first draft of the accruals forecast statement form to forecast any accruals claims for payments to be made in April and May 2024
- Each invoice you have left to claim should be forecasted
- The forecast should only include costs expected to be incurred by 31 March 2024
- The forecast must be as accurate as possible
- The forecast must be signed by your Authorising Official

## PSDS Accruals Forecast Statement 23/24

This document must be used if you wish to claim a PSDS Grant Payment from Salix through the 23/24 accruals process. A list of the accruals claim dates can be found in the table below.

A signed copy of this document must be sent to your Salix Relationship Manager on the following dates:

- 15th February
- 15th March

This document is intended to provide Salix with a forecast of your accruals submissions. You may revise your forecast in the second submission, however each submission should be accurate to the best of your knowledge to ensure Salix can draw down appropriate funds to make payment to you.

Organisation				<i>This table auto-populates</i>		
Submission ID				Total to be claimed	£0.00	
Name				Date to submit claim		
Position				21st March 2024		Payment claims submitted on this date will receive funds by 17th April 2024 subject to satisfactory information being submitted
Signature				18th April 2024		Payment claims submitted on this date will receive funds on 15th May 2024 subject to satisfactory information being submitted

### STEP 1 - ACCRUALS FORECAST

This section must be completed with all evidence you expect to submit as part of a full payment claim on:

- 21st March 2024
- 18th April 2024

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, and be 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.

Milestone	Description	Amount to be claimed from Salix	Date to be claimed	Evidence Type
<i>Please select the milestone which these costs relate to</i>	<i>Please provide a brief description of the works intended to be claimed for e.g. Commissioning of heat pump, installation of LED, Project Management fees</i>	<i>Please state the total amount you intend to claim from Salix for this invoice</i>	<i>Please state the date you will submit this invoice to Salix as part of a payment claim</i>	<i>Please state the invoice number if you know it Other evidence may be accepted on a case by case basis - please state the type below e.g. timesheets</i>





# Forecasting, accruals and underspend

## Friday 15 March 2024

- An opportunity to revise your 15 February submission based on up-to-date information
- *The accruals forecast statement must be submitted on both 15 February and 15 March 2024*
- If there have been no changes since your 15 February submission you should notify your Salix relationship manager
- Thursday 18 April 2024 is the final date to submit a payment request and claim any remaining 2023-24 Public Sector Decarbonisation Scheme funding
- This must only include eligible project costs incurred by 31 March 2024



# Final payment for 2023-24

**Thursday 18 April 2024**

- This is the final date to submit payment requests for PSDS 3b grant funding allocated for financial year 2023-24
- Payment requests must be accompanied by all supporting evidence for costs which have been incurred by 31 March 2024
- All invoices and any other supporting evidence must clearly show when the works were undertaken
- Documents required:
  - ***Schedule 5: payment request***
  - ***Invoices***
  - ***Statement of expenditure form*** - includes breakdown of your final PSDS payment request



# Evidencing spend

- Year 1 PSDS funding can only be claimed for works that take place on or before **31 March 2024**
- Costs incurred for any works that take place from **1 April 2024** can only be claimed from year two of your grant allocation
- All invoices and any other supporting evidence must clearly show when the works were undertaken
- Evidence dated after 31 March 2024 will only be accepted if it states the works were completed by 31 March 2024
  - *Location, technology, type of expense, dates of work*
  - *e.g. 'Head office heat pump – Contractor fees for 01/03/23 to 31/03/23'*
- All evidence must clearly state the exact works broken down by measure and site
  - Supporting evidence such as breakdown of works can be used if this information is not stated on the invoice

# Guidance and templates



| [salixfinance.co.uk](https://salixfinance.co.uk)



# Final payment guidance

**Website link:** [Requesting final 2023-24 payment from Salix](#)

## Guidance PDFs:

- Retention guidance
- Accruals 2023-24 guidance
- Like-for-like costs guidance
- Commissioning costs guidance
- Distribution Network Operator costs guidance
- Breakdown of works guidance
- Vesting certificates guidance
- Permitted spend guidance

## Excel templates:

- Accruals forecast statement form



# Any questions?

Frequently asked questions website link: [Final payment and completion FAQs](#)

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

Call: [020 4542 6439](tel:02045426439)

Your relationship manager is also on hand to support with any queries you may have on the completions process for your project



| [salixfinance.co.uk](http://salixfinance.co.uk)

