

Payment forecasting

Last updated version: April 2024

Payment submission deadlines 2024/25

Period	Deadline to forecast	Payment submission date
4	Fri 10 May	Thu 27 June
5	Mon 10 June	Thu 25 July
6	Wed 10 July	Thu 29 August
7	Fri 09 August	Thu 26 September
8	Tue 10 September	Thu 24 October
9	Thu 10 October	Thu 28 November

Accurately forecasting your future project payments is a very important part of your Scotland's Public Sector Heat Decarbonisation Fund project delivery.

Each month, the forecast profile for your project should be updated in your [Monthly Monitoring Report \(MMR\)](#).

We share forecasting information with the Scottish Government up to two months in advance of payments to grantees.

Each payment period usually begins on the 10th of the month*, when your MMR is submitted.

**Please note earlier forecast periods for December due to the holiday period.*

Updating your MMR, step 3: project programme forecast

1. Update the 'date completing forecast' field (cell D11) in the format DD/MM/YYYY
2. Update all previous months with correct actual payment requests
3. Update all future months with accurate forecast of requests you expect to be able to make by the payment submission deadline
4. Provide commentary explaining any underspend or significant changes to the forecast.

How to profile your spend

There isn't a requirement to forecast a payment every period unless this is needed for cashflow.

You should only forecast a payment you are confident you can submit by the payment submission deadline.

The entire grant amount needs to be profiled out so that **the funding still to forecast should be £0 (cell P37)** unless there is underspend.

Ensuring payment request submission

We recommend you discuss invoicing with your contractors to ensure you are confident of what invoices you will have by the submission deadline.

You can achieve this by:

- Meeting with contractors prior to the forecast deadline (usually the 10th)
- Making sure your accountable officer is available to sign the payment request documents ahead of the submission deadline

This is important because:

- Payment submissions which are incomplete or not signed may not be processed and will need to wait until the next period
- Everything must be evidenced through invoices by the payment submission date
- We can only process forecasted payments. **No forecast, no payment.**

If your payment request has significant variance from the forecasted request, we may be unable to pay this. If you need to make a request which is more than 10% larger than your forecast, please discuss this with your relationship manager.

What's required for payment request submissions

By the payment submission deadline, you will need to submit:

1. Invoices
2. Proof of payment evidence
3. A signed schedule 3 payment request
4. Statement of expenditure and proof of payment – returned as **both** an excel document, and a PDF that has been signed by your authorising official

If your request amount is different from what was previously forecast, you must provide an updated forecast re-profiling the spend across the rest of the cashflow.

Invoices clearly linked to your Scotland's Public Sector Heat Decarbonisation Fund project are required as evidence for the payment request to be approved. Other supporting evidence may be provided including purchase orders. However, purchase orders alone are not sufficient evidence.

Scotland's Public Sector Heat Decarbonisation Fund



We would request that the invoices note all the following:

- Reference to "*Scotland's Public Sector Heat Decarbonisation Fund*",
- The name of your public sector body,
- The site of the works, and
- The type of works completed.

If you have any questions about this process or any of the steps, please contact your relationship manager.