

Date: 18 December 2003

Project Information

Final Quarter Monitoring Requirements March 2004

Whilst you are planning how to manage your project without Children's Fund funding I would like to remind you that the Children's Fund Team are available in January (please see attached document for details) to try and provide any information or support you may require.

During this planning stage please remember that you are contracted until March 2004 to deliver the targets agreed in your action plan, which can of course be re negotiated at a support meeting.

If at any time in the next 3 months you foresee problems in meeting targets please contact us as soon as possible.

Monitoring and financial reports will need to be produced for the final quarter as detailed below;

MONITORING REPORTS

An Exit report will be required as part of the final monitoring return this will include information on:

State of Project – Finished or continuing with alternate funds

Targets – Report on performance to targets

Staffing – To cover details on support and provision for staff and volunteers

Service users – To cover details of how children and young people were supported and advised

Information and Documents – This will include the projects strategy for handling confidential information

FINANCE REPORTS

Financial Returns - Projects will be required to submit their quarter 4 actual spend returns by the 07th April 2004.

Underspends - The balance of any funding not spent as at 31 March 2004 is to be returned to Norfolk Childrens Fund. Further guidance will follow.

Reports - A report on annual spend compared to profiled spend, with an explanation for significant variations is also required as detailed in your contract

Resource disposal/reallocation – We are currently awaiting final guidance from CYPUP regarding the use/disposal of **ALL** assets and resources purchased with Children's Fund money. We will inform you of the process as soon as we are able. In the mean time please construct an inventory of all equipment/assets (no value is required at this time) purchased with Children's Fund money .

Access to documentary evidence - please ensure that all transaction data and backing documents to your reports and returns are available for inspection as required.

A Format/template document for all the Exit Reports will be forwarded to you in the New Year.

Norfolk Children's Fund team are fully accountable to CYPUP and Norfolk Children's Fund partnership board, we therefore will only be able to commence the claim payment process once the required monitoring and finance information has been received.

Thank you for your time.

Toni Jeary – Contract Officer
James Millar – Finance Officer
Norfolk Children's Fund