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## Diocesan Support Scheme

### GUIDANCE NOTE 2

#### PAYMENT PROCEDURES FOR SCHOOLS' BUILDING PROJECTS

##### Main Contractor Interim Claims for Payment

1. Contract conditions must state **“Payment to be made within 28 days of the date of the Certificate”**. This is to allow sufficient time for the grant to be claimed and paid by the DCSF, without which, there will be insufficient funds for the Diocese to pay the Contractor on the Governors' behalf (should this funding not be received on time the Diocese will be unable to honour certificates on behalf of the School thereby leaving the **School Governors** in breach of contract).
2. Projects are often funded through more than one funding stream, where appropriate Form CA1 (attached) should be issued with the valuation for the works. Following issue of interim certificate(s) the Lead Consultant should **complete Sections 1, 2, 3 and 4 of DfES grant claim form APGC.TA for the LCVAP portion of the payment** on behalf of the School Governors, and forward to the Diocesan Finance Office for completion and onward transmission to the DCSF. Section 5 of the form should be completed to state that the DCSF notification of payment should be sent to the Diocese.
3. All applications to the Diocese for grant claims should be accompanied by duplicate copies of the **interim certificate(s) and Form CA1. Note: interim certificates and Form CA1 MUST be sent to the Diocesan Finance Office without delay to ensure funds are in place prior to payments being made. Supporting original invoices** from the Contractor (addressed to the Board of Governors of the School) should be forwarded to the Diocesan Finance Office prior to the due date.
4. At the same time as making the grant claim, the Diocesan Finance Office will invoice the Governors for the 10% of the DFC portion of any payment and provide details of all payments relative to the project..
5. Where **other** funding is included, the Consultant will have to ensure that the School makes the payment indicated on Form CA1 to the Diocesan Finance Office **prior to the expiry of the 28 day payment period** (should this funding not be received on time the Diocese will be unable to honour certificates on behalf of the School thereby leaving the **School Governors** in breach of contract).
6. Consultant to ensure that Form CA1 is receipted by the Contractor on receipt of payment and returned to the Diocesan Finance Office. **Failure to do so will result in a delay in processing final claims and payments.**

### **Consultant Fee Claims**

7. Consultants wishing to make an interim fee claim should forward their fee invoice(s) split as appropriate on a Form CA2 (attached) (addressed to the Board of Governors) to the Lead Consultant.
8. The Lead Consultant will enter the fee claim on the grant claim form and submit in accordance with the above procedures for Main Contractor interim claims.
9. Form CA2 must be receipted by the Consultant on receipt of payment and returned to the Diocesan Finance Office. **Failure to do so will result in a delay in processing final claims and payments.**

### **Other Fee Claims**

10. Claims for payment of planning and building control charges, asbestos surveys, insurance premiums, etc should all be forwarded to the Lead Consultant for submission in accordance with the above procedures.

### **Final Claims**

11. It is essential that final claims are dealt with in a timely fashion. Penultimate claims should take project finances to 97.5% of the anticipated final account, with penultimate fee claims being held at 95%. This should ensure minimal bankrolling of final payments. Final cost form M should accompany all claims for final payment and receipted copies of all CA1's and CA2's should also be submitted along with final invoices for both construction costs and fees.
12. Payments will be made once **all** appropriate paperwork has been received – receipted invoices should be returned to the Diocesan Finance Office without delay in order to facilitate submission to the DCSF.