

original sent to G. Coff steady,
Audit Commission, signed by IAW
217

signed copy to D of T. 2/7 Form FPNH 1 (02/03)

FIXED PENALTY NOTICES HYPOTHECATION: Final claim form for pilot authorities in England and Wales for the period to 31 March 2003

This form should be completed in duplicate by the local authority acting as treasurer for the partnership. The original should be sent to the authority's Audit Commission appointed auditor by 30 June 2003 and a copy sent simultaneously to the Department for the attention of Adrian Waddams at Doft, 2 / 13 Great Minister House, 76 Marsham St., London, SW1 4DR. The auditor should return the certified form to this address by 30 September 2003.

Partnership name

Wiltshire and Swindon Road Safety Partnership

Are you carrying a deficit forward from 2001 / 2002? If the partnership is, what is the deficit?

£1265.41

Allowable expenditure quarter ending

Jun 2002 £	Sept 2002 £	Dec 2002 £	Mar 2003 £
---------------	----------------	---------------	---------------

Police Costs

Expenditure agreed in the original operational case	395471	354538	195017	164403
Expenditure approved following agreed amendments to the operational case				
1. Capital	51184	82199	168496	123012
2. Revenue	18183	84565	131899	151395
3. Subtotal - All Police costs	69367	166764	300395	274407

Magistrates Court Costs

Expenditure agreed in the original operational case	108460	78850	37850	37850
Expenditure approved following agreed amendments to the operational case				
4. Capital			1310	
5. Revenue	19050	24650	22400	22522
6. Subtotal - All Magistrates Courts Costs	19050	24650	23710	22522

All Highway Authority Costs

Expenditure agreed in the original operational case	23000	25000	5000	31000
Expenditure approved following agreed amendments to the operational case				
7. Capital		6368	7532	53409
8. Revenue	523	2767	1491	1038
9. Subtotal - All Highway Authority costs	523	9135	9023	54447

10. Total costs (line 3+6+9)	88940	200549	333128	351376
------------------------------	-------	--------	--------	--------

11. Grant received from Highways Agency				
---	--	--	--	--

12. Net cost of additional activity (line 10 minus line 11)	88940	200549	333128	351376	Total £ 973993
---	-------	--------	--------	--------	--------------------------

Form FPNH 1 (02/03)

Receipts available for hypothecation

13. Issued NIPs by quarter	4267	5685	8787	13839	
14. Issued FPNs by quarter	3783	4954	8093	12626	
15. Collected FPNs by quarter	2845	3416	5158	10274	
16. Projected number of FPNs collected from latest version of the operational case	4122	8195	10730	9741	
17. Variation in numbers of FPN collected between projected (operational case) and actual. [line 16 - line 15]	1277	4779	5572	-533	
18. Conversion rate (%) of NIPs to FPNs [line 14 / line 13 x 100]	89%	87%	92%	91%	
19. Payment rate for FPN's as a % (the conversion rate from FPNs issued to FPNs collected) [line 15 / line 14 x 100]	75%	69%	64%	81%	
20. Projected value of income received by quarter (projected FPNs collected x £60) [line 16 x £60]	£ 247320	£ 491700	£ 643800	£ 584460	£ 1967280
21. Actual value of income received by quarter (actual FPNs collected x £60) [line 15 x £60]	£ 170700	£ 204960	£ 309480	£ 616440	£ 1301580
22. Variation between projection and actual income figures [line 20 - line 21]	£ 76620	£ 286740	£ 334320	£ -31980	£ 665700
	Total £				
23. Receipts available for hypothecation (line 21)	£ 170700	£ 204960	£ 309480	£ 616440	£ 1301580
	Total £				
24. Receipts from DFT		427768	427768	278979	1134515

Grant calculation

25. Grant entitlement (lower of lines 12 and 23)	£ 973993
26. Balance of grant due to/(from) the partnership (line 25 minus line 24) (to be paid in 2003/4 or deducted from next year payment if negative)	(160522)

Form FPNH 1 (02/03)

Local authority contact to whom queries should be addressed

Name Mike Marshall

Telephone number 01225 713652

Certificate of the local authority Chief Finance Officer

I certify that to the best of my knowledge and belief the information provided in this form is correct and the expenditure claimed has been incurred in accordance with the terms and conditions of the scheme set out DfT's April 2002 handbook.

Chief Finance Officer _____

Date _____

Certificate of the auditor appointed by the Audit Commission

The Statement of Responsibilities of grant-paying bodies, authorities, the Audit Commission and appointed auditors in relation to grant claims and returns, issued by the Audit Commission, sets out the respective responsibilities of these parties, and the limitations of our responsibilities as appointed auditors. I/We have:

- examined the entries in this form (which replaces or amends the original submitted to me/us by the authority dated _____)*
- and the related accounts and records of the authority in accordance with Certification Instruction A1 prepared by the Audit Commission for its appointed auditors; and
- carried out the tests specified in Certification Instruction TRA19 prepared by the Audit Commission for its appointed auditors, and
- I/we have obtained such evidence and explanations as I/we consider necessary.

(Except for the matters raised in the attached qualification letter dated _____)

)* I/we have

concluded that the entries are

- fairly stated; and
- in accordance with the relevant terms and conditions.

Signature _____

Name (block capitals) _____

Date _____

**Delete as necessary*

Auditor _____

Date _____

FIXED PENALTY NOTICES HYPOTHECATION - Year ending 31 March 2004

This form should be completed in duplicate by the local authority acting as treasurer for the partnership. The original should be sent to the authority's Audit Commission appointed auditor by 30 June 2004 and a copy should be sent simultaneously to the Department for the attention of Adrian Waddams at Department for Transport, 2 / 13 Great Minister House, 76 Marsham St., London, SW1 4DR. The auditor should return the certified form by 30 September 2004.

Partnership name: **Wiltshire and Swindon Road Safety Partnership**

	Qtr 1 Jun-2003 £	Qtr 2 Sep-2003 £	Qtr 3 Dec-2003 £	Qtr 4 Mar-2004 £	Total 2003/04 £
RECEIPTS & COSTS					
Receipts					
1 Value of FPNs paid	636,960	585,960	564,720	593,160	2,380,800
2 Number of FPNs paid	10,616	9,766	9,412	9,886	39,680
3 Receipts available for hypothecation	636,960	585,960	564,720	593,160	2,380,800
Allowable costs					
Police Costs					
4 Set-up costs (if applicable)	0				0
5 Capital	(19,343)	165,870	18,161	80,445	245,133
6 Revenue	163,452	185,307	204,426	230,447	783,632
7 Subtotal – All Police costs	144,109	351,176	222,587	310,893	1,028,765
Magistrates Court Costs					
8 Set-up costs (if applicable)	0				0
9 Capital	0	0	0	0	0
10 Revenue	34,012	40,270	45,738	62,934	182,954
11 Subtotal – All Magistrates Courts Costs	34,012	40,270	45,738	62,934	182,954
All Highway Authority Costs					
12 Set-up costs (if applicable)	0				0
13 Capital	0	0	9,013	25,302	34,315
14 Revenue	0	0	0	0	0
15 Subtotal – All Highway Authority costs	0	0	9,013	25,302	34,315
Highways Agency Costs					
16 Set-up costs (if applicable)	0				0
17 Capital	0	0	0	13,090	13,090
18 Revenue	0	0	0	0	0
19 Subtotal - All Highways Agency Costs	0	0	0	13,090	13,090
20 Grant received from Highways Agency	0	0	0	0	0
21 Total net costs	178,121	391,446	277,338	412,219	1,259,124
22 Approved deficit from 2002/03 carried forward (if applicable)	0				0
23 Surplus / (deficit) for year	458,839	194,514	287,382	180,941	1,121,676

24 Where a deficit is showing for 2003/04, has approval been given by DfT to carry forward into 2004/05 (if applicable)

GRANT CALCULATION					
25 Grant entitlement (lower of costs and FPN receipts)					1,259,124
26 Grant received in 2003/04	439,501	362,086	158,729	215,406	1,175,722
27 Adjustment to 2003/04 payments for under payment (negative figure) or overpayments (positive figure) of grant in 2002/03					0
28 Balance of grant due to/(from) the partnership at 31st March 2004					83,402

OTHER INFORMATION REQUIRED					
29 Number of NIPs issued	12,198	12,521	12,402	11,698	48,819
30 Number of FPNs issued	10,009	10,055	9,964	9,187	39,215
31 Conversion rate (%) of NIPs to FPNs	82%	80%	80%	79%	80%
32 Payment rate (%) for FPNs	106%	97%	94%	108%	101%

33 Please detail procedures employed by the lead partner to satisfy itself that the expenditure presented by other partners on invoices is valid, within the rules of netting off and in line with approved expenditure.

Each Partnership agency has an agreed budget allocation at the beginning of the financial year set and approved by the Management Board in accordance with projected expenditure for the year. All expenditure which is in line with the projected budget is approved by the Project Manager, exceptions are a matter for Board approval and are only agreed if within the current budget or would not exceed the 10% rule. Income and expenditure is an agenda item at each and every monthly Management Board meeting. Invoices in line with approved expenditure are passed directly by the Partnership agency to the Treasurer(Principal County Accountant) exceptional or particularly large payments are authorised by the Project manager.

Other notes (if necessary)

FIXED PENALTY NOTICES HYPOTHECATION - Year ending 31 March 2005

This form should be completed in duplicate by the local authority acting as treasurer for the partnership. The original should be sent to the authority's Audit Commission appointed auditor by 30 June 2005 and a copy should be sent simultaneously to the Department for the attention of Jens Reinke at Department for Transport, 2 / 12 Great Minister House, 76 Marsham St., London, SW1 4DR. The auditor should return the certified form by 30 September 2005.

Partnership name: **Wiltshire and Swindon Road Safety Partnership**

	Qtr 1 Jun-2004 £	Qtr 2 Sep-2004 £	Qtr 3 Dec-2004 £	Qtr 4 Mar-2005 £	Total 2004/05 £
RECEIPTS & COSTS					
Receipts					
1 Value of FPNs paid	584,100	868,020	812,580	789,360	3,054,060
2 Number of FPNs paid	9,735	14,467	13,543	13,156	50,901
3 Receipts available for hypothecation	584,100	868,020	812,580	789,360	3,054,060
Allowable costs					
Police Costs					
4 Set-up costs (if applicable)	0				0
5 Capital	36,948	152,697	192,168	0	381,813
6 Revenue	232,122	311,348	337,670	731,510	1,612,650
7 Subtotal – All Police costs	269,070	464,044	529,838	731,510	1,994,463
Magistrates Court Costs					
8 Set-up costs (if applicable)	0				0
9 Capital	0	0	0	0	0
10 Revenue	24,818	68,012	56,244	50,450	199,524
11 Subtotal – All Magistrates Courts Costs	24,818	68,012	56,244	50,450	199,524
All Highway Authority Costs					
12 Set-up costs (if applicable)	0				0
13 Capital	2,917	8,675	26,231		37,824
14 Revenue	0	0		(1,602)	(1,602)
15 Subtotal – All Highway Authority costs	2,917	8,675	26,231	(1,602)	36,221
Highways Agency Costs					
16 Set-up costs (if applicable)	0				0
17 Capital	500	0	13,045	5,500	19,045
18 Revenue	0	0	0	0	0
19 Subtotal - All Highways Agency Costs	500	0	13,045	5,500	19,045
20 Grant received from Highways Agency	0	0	0	0	0
21 Total net costs	297,305	540,732	625,359	785,857	2,249,253
22 Approved deficit from 2003/04 carried forward (if applicable)	0				0
23 Surplus / (deficit) for year	286,795	327,288	187,221	3,503	804,807

24 Where a deficit is showing for 2004/05, has approval been given by DfT to carry forward into 2005/06 (if applicable)

No

GRANT CALCULATION					
25 Grant entitlement (lower of costs and FPN receipts)					2,249,253
26 Grant received in 2004/05	729,352	175,825	665,309	550,696	2,121,182
27 Adjustment to 2004/05 payments for under payment (negative figure) or overpayments (positive figure) of grant in 2003/04					(83,403)
28 Balance of grant due to/(from) the partnership at 31st March 2005					211,474

OTHER INFORMATION REQUIRED					
29 Number of NIPs issued	15,222	17,019	17,352	16,040	65,633
30 Number of FPNs issued	12,840	14,337	15,000	13,624	55,801
31 Conversion rate (%) of NIPs to FPNs	84%	84%	86%	85%	85%
32 Payment rate (%) for FPNs	76%	101%	90%	97%	91%
33 Please detail procedures employed by the lead partner to satisfy itself that the expenditure presented by other partners on invoices is valid, within the rules of netting off and in line with approved expenditure. Each Partnership agency has an agreed budget allocation at the beginning of the financial year set and approved by the Management Board in accordance with projected expenditure for the year. All expenditure which is in line with the projected budget is approved by the Project Manager, exceptions are a matter for Board approval and are only agreed if within the current budget or would not exceed the 10% rule. Income and expenditure is an agenda item at each and every monthly Management Board meeting. Invoices in line with approved expenditure are passed directly by the Partnership agency to the Treasurer (Principal County Accountant) exceptional or particularly large payments are authorised by the Project Manager.					

Local authority contact to whom queries should be addressed

Name

Telephone number

Certificate of the Safety Camera Project Manager

I certify that to the best of my knowledge and belief the information provided in this form is correct and the expenditure claimed has been incurred in

Projected figures represent our best estimate for the period concerned.

Chief Finance Officer

Date
