

Competition Manager CM5 Year End Report – Frequently Asked Questions

Please read the Instructions for the Completion of the CM5 Year End Report 2010 / 2011 before completing your CM5.

If you have any queries that are not answered in this guidance or the FAQs below then please call the Helpline: ssp@uk.ecorys.com or 0845 2500 753.

The deadline for the receipt of the CM5 (hard and electronic copy) plus auditors proforma (hard copy) is June 30 2011.

	Question	Answer
General		
	I have one SCM and four CMs all at different host schools. How many CM5s do I need to complete?	We require one CM5 Audit from each <u>host organisation</u> that has/had a Senior / Competition Manager in post for the funding period April 10 – March 11. Please be aware of the funding caps across your CM team.
	We have an extension, so why do we need to do two CM5 audits?	All host organisations are required to submit an audit for spend in April 2010 to March 2011, even if you have had an extension agreed. All spend must be audited, as required in your original award letter. If you have had an extension agreed, you will also be required to submit a secondary audit to cover spend from April 2011 to the end date of your extension. Ecorys will advise you of the process for this shortly.
	On preparing the audit we realise we have an underspend. Can we apply for an extension?	No – extension requests were only confirmed in cases where these had previously been agreed or negotiated with the Department. Ecorys will have confirmed with all host organisations if they have an extension, when this runs to and the secondary audit arrangements.
	The SCM and CMs have left post and I've been asked to prepare for audit. I'm not sure I've got all of the necessary financial information.	The host organisation must complete the audit. This is a condition of the award letter. If you cannot account for all the funding then it will be reclaimed by DfE
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Geographic Area	I'm not clear what my geographic area is.	Please use the county / area as stated on your award letter.

	Question	Answer
Section 1		
1a	I cannot find my award letter that breaks down my funding amount.	Please contact the helpline to request a copy.
1b	I cannot find a copy of last year's final CM5 to find out the underspend.	Please contact the helpline to request a copy.
1c	I cannot find a copy of last year's final CM5 to find out the outstanding invoices from 09/10.	Please contact the helpline to request a copy.
Section 2		
2a	We have spent unclaimed salary against eligible items, is this acceptable?	This is acceptable but you should not have spent unused salaries on unnecessary items just to avoid underspend.
2a	We have spent unclaimed salary against eligible items, where should we put this amount in the form?	Under "eligible items" (tab 3) for either the SCM or CM, depending on which salary was unclaimed.
2b	Should I include all of my competition managers in this section?	Please only include those competition managers that are based at your host school. Separate CM5s will need to be completed for each host that has a CM.
2a ii and 2bii	Do we have to stick to the eligible costs list, or do we have some flexibility with the grant as long as the costs relate to the work of the CM?	The CM grant was not part of the increased flexibility announced by DfE, which only related to SSP "core" funding. Please ensure you use the 2010/11 Eligible Programme Cost list which was issued at the beginning of the CM funding year – further copy in the audit pack – and not the cost list for 09/10.
2a ii and 2bii	Is it acceptable to report on capped items under just one audit for the whole CM team or do the costs need to reflect which SCM/CM has incurred the spend?	It is preferable to report spend against the SCM/CM host where the spend was actually incurred. However if this is not possible then it is acceptable to report spend against capped items on one audit on behalf of all the CM team. Please explain in a covering letter if you are doing this.
2a ii and 2bii	Do the capped maximum spend limits apply to each CM team or to each S/CM?	The maximum amounts apply across the whole CM team apart from clothing where the maximum cost is per S/CM. The caps apply to the CM grant only, not spend funded through other sources.

	Question	Answer
2c	We have not paid the outstanding invoices as these were never received.	If that is the case then please leave this section blank.
2c	We received an invoice for 09/10 that we were not expecting and was not included in our outstanding invoices in our 09/10 audit. Can we include it in this year's audit?	Please ring the helpline to provide further details of the expenditure.
	Do I need to fill in the additional funding / income spend column?	Although it does not need to be audited you should include this spend, so that DfE can get an accurate figure of the actual costs to run this programme.
Section 3		
3	We are expecting an invoice, but are not sure of the exact cost – can we include it?	As this is the last year of the CM programme, you can only include costs for which you have actually been invoiced or have documentary evidence of the actual cost agreed before the end of the funding period. If you do not have this then the cost cannot be included.
Section 5		
5	Do I need to fill in the ineligible spend column?	Although it does not need to be audited you should include this spend, so that DfE can get an accurate figure of the actual costs to run this programme.
Section 6		
6	I have fewer Competition Managers at the end of the year than at the beginning of this year's funding, what number do I report?	Please confirm the number of Competition Manager posts in your region, excluding the Senior Competition Manager, at the start of the funding year i.e. 1 April 2010.
Declaration		
	The Senior Competition Manager has already left and therefore can't sign off the form - can it be submitted with just one signature?	If the Senior Competition Manager is no longer in post, the Declaration will need to be countersigned by both the host organisation Headteacher and the Bursar / Head of Finance.

	Question	Answer
Auditors Proforma		
	What if the auditor's proforma is late, but the CM5 is ready?	<p>The Auditor Proforma must be returned with the CM5. If the CM5 is received by Ecorys without the auditor pro forma the CM5 will not be checked and cleared.</p> <p>The person responsible for the audit at the host organisation should receive the completed proforma from the auditor so that you can check its contents and confirm that you are happy with it before sending it to Ecorys. Please note that once the audit has been cleared by Ecorys and the final version agreed with you there is no further opportunity to amend it or to submit additional information once a final version has been agreed.</p>