



supporting**people**

Financial Information Request Guidance - 2022/23

This year's financial submission requirements:

1

Scheme Workbook

One for each scheme funded by Supporting People – download/upload via SPOCC.net.

This includes **Management Accounts & Budget**.

2

Provider Workbook

One per organisation – attached to provider email/return via email

This includes: **Provider Financial Information & Declaration of Assurance**.

3

Audited Financial Statements

Send in PDF format to SP.Payments@nihe.gov.uk

1

Scheme Workbook

One for each scheme funded by Supporting People – download/upload via SPOCC.net.

This includes **Management Accounts & Budget**.

The scheme workbook is a combination of the financial workbook, management accounts and budget workbooks which were previously required. Within the workbook, there are 4 tabs:

1. Checks – this tab is for reference only and is auto-populated based on the data entered within the workbook. This can be used to check the workbook for data entry errors before importing back into SPOCC.

Guidance Notes – this tab contains additional guidance notes in relation to the data entry fields within the workbook.

Management Accounts 21-22 – this is where data should be entered in relation to scheme actuals for . Data should be entered in this tab first, as this will auto-populate some cells within the Budget tab. It is important to note that COVID-19 related funding received from Supporting People should not be included within the financial returns – This will be reviewed separately.

Budget 22-23 – this tab should be used to enter budgetary data relating to the scheme for . Prior to completing this tab, please complete the management accounts tab as some of the data is copied over from this tab.

How to Download/Upload a Scheme Workbook

The scheme workbook is available to download from SPOCC net. Any contact from your organisation with a SPOCC net account can login and download a workbook for each scheme from the File Management Area in SPOCC net. If you are having difficulty accessing SPOCC net or require a new account you can contact us via SPOCC.net@nihe.gov.uk for assistance.

File Management

Submit files to Local Authority (LA)
Use this form to upload files into SPOCC.

Type of Upload: Please select a value

File to Upload: Browse...
☐ Ignore missing data and inconsistencies where possible

Request Comment:

Upload

Download files from LA
Use this form to download files from SPOCC.

Type of Download: Please select a value **Select**

Selection: Please select a download

Download

1. Select NIHE Financial Export in type of download
2. Press select
3. Select the scheme from the list
4. Select Download

Once you have selected the download type and scheme and pressed download, the download prompt should appear. You can click on the arrow beside the save button and select save as to save this to your computer. It is important you do not change the file format as this may result in issues re-uploading to SPOCC net.

Return to [secure services](#).

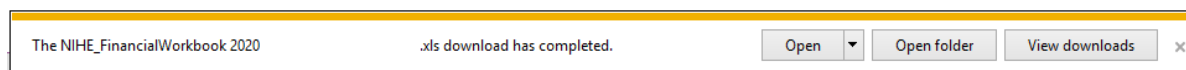
Do you want to open or save NIHE_FinancialWorkbook 2020 .xls from pr-nhe-spocc01? **Open** **Save** **Cancel**

File name: NIHE_FinancialWorkbook 2020

Save as type: Microsoft Excel 97-2003 Worksheet

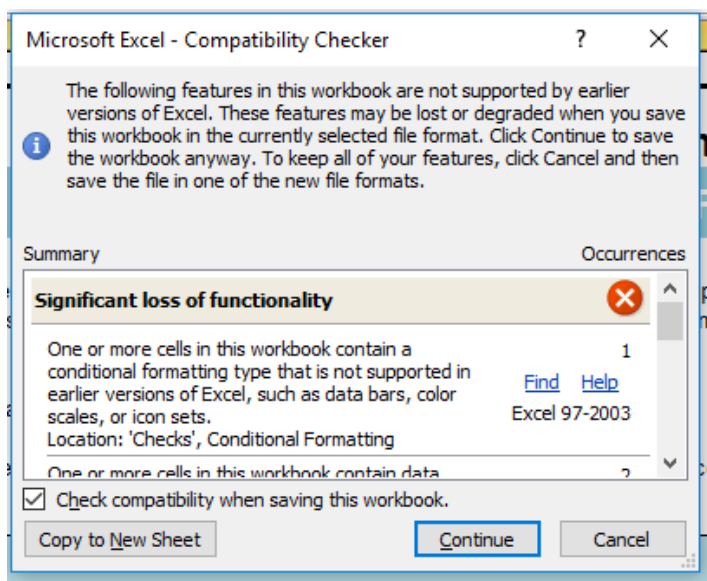
Save **Cancel**

You can then open the workbook.



When it opens, you may notice it is in compatibility mode and Excel may prompt you to convert it to a newer version – **do not do this as it may not be able to be reuploaded to SPOCC net.**

When you have finished entering data into the workbook, you should save it to your computer. Note the following dialogue may appear when saving – if this happens, press continue.



To upload the workbook again, go to the file management area, and select the upload type (NIHE Financial Import) select the file and press upload.

File Management

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Use this form to upload files into SPOCC.

Type of Upload: Please select a value

File to Upload: Browse...

☐ Ignore missing data and inconsistencies where possible

Request Comment:

Upload

2

Provider Workbook

This includes: **Provider Financial Information & Declaration of Assurance.**

The provider workbook is available to download from the Supporting People Financial Returns page on our website <[Supporting People - Financial Returns Page](#)>.

One workbook should be completed by provider and returned to Supporting People via email to SP.Payments@nihe.gov.uk along with the Audited Financial Statements for the organisation and a *signed* copy of the Declaration of Assurance template.

Within the workbook there are three tabs:

1. Provider Financial Information – This includes financial information relating to the organisation as a whole. Data entered should relate to the organisation as reported within the Audited Financial Statements.

2. Declaration of Assurance Template – When all scheme workbooks and the provider workbook have been completed and reviewed, the declaration of assurance template should be completed by the Director of Finance or CEO. This is to provide assurance on the accuracy of information included within the financial returns, confirmation on the SP restricted reserves balance and that any funding received from Supporting People has been spent in accordance with the Supporting People Eligibility Guidelines (DSD 2012). **Where the Declaration of Assurance has not been physically signed by the Director of Finance/CEO, submissions should be emailed directly from the DOF/CEO.**

3. Guidance Notes – This contains additional guidance on the data entry fields within the workbook.

3

Audited Financial Statements

Send in PDF format to SP.Payments@nihe.gov.uk

A copy of the Audited Financial Statements for **2021/22** signed by the auditors should also be returned as part of the financial returns submission. If the AFS are not ready, return when possible.

If you have any queries or require assistance to complete the financial returns, please do not hesitate to contact us via email on SP.Payments@nihe.gov.uk.

2021/2022 Financial Return Checklist:

Scheme Workbook

- ☐ Financial Workbook Downloaded
- ☐ Management Accounts Tab Completed
- ☐ Budget Tab Completed
- ☐ Financial Workbook Uploaded through SPOCC net

Provider Workbook

- ☐ One per organisation downloaded from NIHE website
- ☐ Provider Financial Information Tab completed
- ☐ Declaration of Assurance Template Tab Completed
- ☐ Sent via email to SP.Payments@nihe.gov.uk (Can be sent with AFS).

Audited Financial Statements

- ☐ Sent via email to SP.Payments@nihe.gov.uk (Can be sent with Provider Workbook).

FAQS

Q: I cannot access SPOCC net to download the scheme workbooks for the financial return.

A: If you already have a SPOCC net account and you are having difficulties accessing the f5 portal (before you reach the spocc net login screen) please contact IT assist on 0300 1234 155.

If you have a SPOCC net account and have successfully accessed your f5 resources but are unable to login to SPOCC net, please contact SPOCC.net@nihe.gov.uk

Q: I do not have a SPOCC net account and require access to download/submit financial returns.

A: Please contact the SPOCC net team on SPOCC.net@nihe.gov.uk. They will provide you with a New User Access template, which should be completed and returned to the SPOCC net team via email. Please note, it may take up to 2 weeks before login details may be issued, due to the various steps involved in arranging access to the NIHE network.

Q: I have completed the scheme workbook but I cannot upload these back into SPOCC.

A: Please review the workbook to ensure all required fields are completed. The 'Checks' tab within the workbook will help identify key errors which may prevent upload.

Also, if the format of the workbook is amended e.g. saved as another file type, the system may not permit it to be uploaded again.

If you are still having issues, please contact SPOCC.net@nihe.gov.uk for assistance.

Q: When does the financial information need to be submitted to Supporting People?

A: The deadline for submissions is 31st August 2022. If you have concerns about meeting this deadline, please contact us as soon as possible.

Q: The Audited Financial Statements (AFS) for our organisation will not be finalised by the deadline. What should we do?

A: Please submit the rest of the financial information along with an estimated timeframe for the AFS. When the AFS are finalised, they should be forwarded via email to Supporting People on SP.Payments@nihe.gov.uk.

Q: Our organisation does not have a Director of Finance (DOF) or Chief Executive Officer (CEO) to complete the Declaration of Assurance within the Provider Workbook.

A: If the organisation does not have a DOF or CEO, the highest level contact within the organisation should complete the Declaration of Assurance. The signatory should be satisfied that all information to be submitted to Supporting People is accurate and funding has been utilised in accordance with the Supporting People eligibility guidelines.

Q: Our organisation has received additional funding in relation to COVID-19. Should this be included within the financial returns?

A: No, any funding received from the Emergency Covid-19 Funding should not be included as this will be reviewed separately.

Q: Due to the size/nature of some of our schemes, our organisation usually submits a joint financial workbook for two or more of our schemes – what should we do?

A: If it has been previously agreed with Supporting People, the scheme workbook can be combined. However, please do not amend any of the auto-populated data, such as the scheme ID (SID), amount of funding etc. You should use the notes textbox to clearly identify the schemes (including the SIDs) the data relates to.