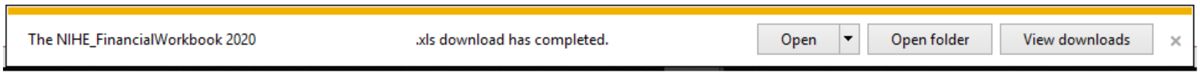
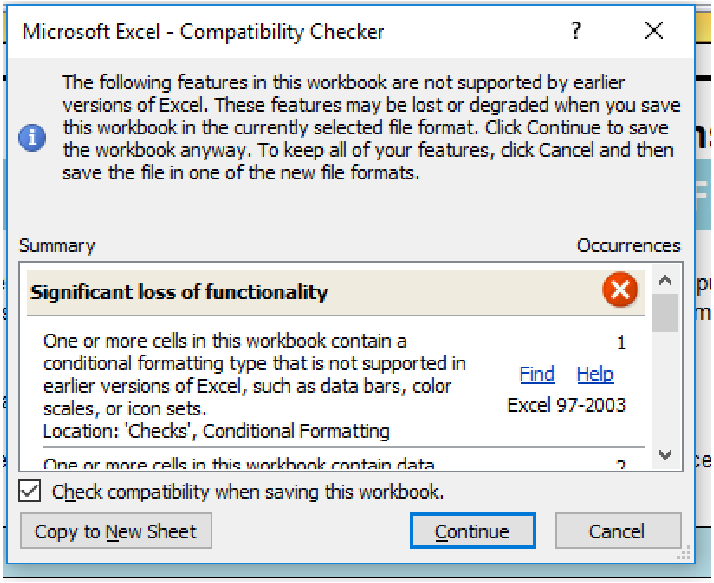
You can then open the workbook.

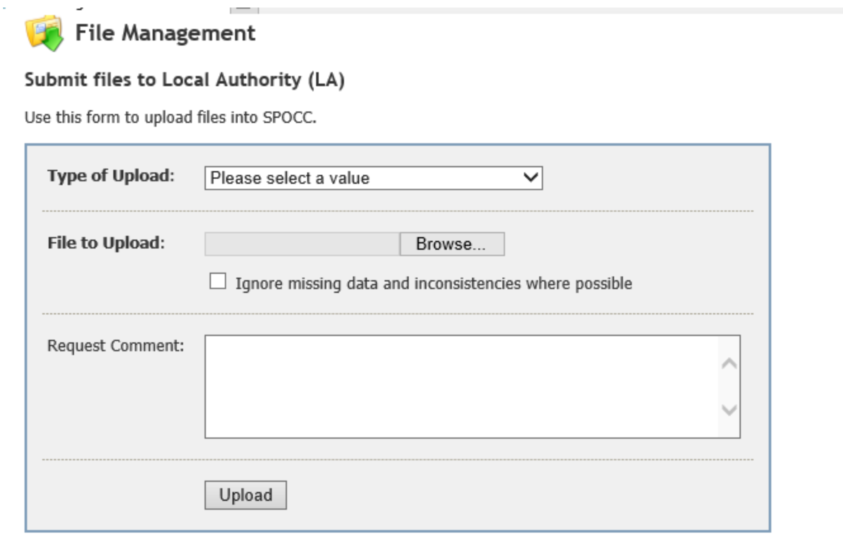


When it opens, you may notice it is in compatibility mode and Excel may prompt you to convert it to a newer version – **do not do this as it may not be able to be reuploaded to SPOCC net.**

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.



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 supportingpeoplefinance@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 SupportingPeopleFinance@NIHE.GOV.UK

A copy of the Audited Financial Statements for 2020/21 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 supportingpeoplefinance@nihe.gov.uk.

2020/2021 Financial Return Checklist:

heme Workbook

☐ New 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 SupportingPeopleFinance@NIHE.GOV.UK (Can be sent with AFS).

Audited Financial Statements

☐ Sent via email to SupportingPeopleFinance@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 2021. 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 supportingpeoplefinance@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.