

Transport for London

BOROUGH SPENDING PLANS 2006-2007

FINANCIAL AND REPORTING GUIDANCE FOR LONDON LOCAL AUTHORITIES

The purpose of this advice is to inform London local authorities of the financial and reporting arrangements for the payment of TfL funding for Borough Spending Plan schemes and other transport programmes supported by the Mayor.

Borough Funding, Borough Partnerships,
Group Communications
Transport *for* London

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1 INTRODUCTION

1. This document is intended to be an overview of the process to be followed by authorities to report progress of BSP schemes and to claim funding due from TfL related to those schemes. It is not intended to be a detailed user guide to completing and submitting the Invoice Claim Statements (ICS) and Bimonthly Progress Reporting forms. Such material has been separately developed and can be found on the Boroughs Extranet <https://extranet.tfl.gov.uk/boroughs/glp/>. Many authorities will have taken part in the TfL training programme on form completion and will already have this documentation. Please contact BSP (see para 67) in regard to this training.
2. London authorities will already be aware of the conditions applying to the Borough Spending Plan 2006/07 funding announcement made on 12 December 2005. These are included in specific BSP2006/07 allocation letters and subsequent approvals, where relevant.
3. There are no major changes to either the Bimonthly Progress Reporting or the Invoice Claim Statement(ICS) forms. Among changes to the process of reporting progress and claiming funding is that authorities will no longer complete the “Expected Accrued” expenditure on the ICS. Expenditure accrued at the end of 2006/07 will be advised to TfL by means of a 6th Bimonthly Progress report.
4. This year scheme programming data provided by boroughs in their baseline programme submissions will again be automatically uploaded into LondonWorks (Clearview) for mapping and to enable project co-ordination between BSP and TfL projects and, in some cases, utilities. TfL and the boroughs need to continue to work together to ensure that borough and TfL priorities are both adhered to and there are no conflicts. Boroughs should therefore note any further information concerning the traffic disruption impact of specific schemes, both those in the Baseline forms or those added later.
5. For 2006/07, progress reporting requirements are again based on the Bimonthly Progress Report Form; sufficient and timely information should be provided to give assurance as to the managed delivery of all schemes. The 2006/07 Baseline and Bimonthly Progress Report Forms again share the same format and the associated Baseline Programme Form guidance, issued on 31 January 2006, provided details.
6. The reporting interval remains bimonthly. A 6th Bimonthly Progress Report is required by 26 March 2007. Previously changes after 31 January would in any case have necessitated further submissions; this change is intended to give TfL greater assurance that all programmes have been reviewed and hence that the value of work done for the financial year is reported correctly

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7. The arrangements for the release of TfL funding are changing with the rollout of the TfL Partner Network to all boroughs scheduled for the financial year 2006/07. Payments to each borough will continue to be made following the emailed submission of completed Invoice Claim Statements (ICS) until that borough has 'gone live' on the TfL Partner Network. Thereafter boroughs will enter ICSs via on line access to the TfL Partner Network; emailed submissions will not be accepted except as a contingency in the event of failure of the TfL Partner Network.
8. Release of funds continues to be based on a process of notification by boroughs that they have incurred costs for approved schemes and projects in their programme, up to the set limit of allocated expenditure for each scheme. Further details are given in paragraphs 29 to 41
9. The following sections and paragraphs set out in more detail the arrangements for reporting progress and for claiming TfL funding. Also included is a timetable to help guide the process.
10. The sections on the 'TfL BSP Information Management Developments' and 'Audit' particularly are included to indicate to authorities how arrangements have developed and are expected to further develop. Please note the new section – para. 61 onwards - aimed at maintaining good relationships when an authority needs to pursue payments from TfL or vice versa. This guidance may if necessary be modified during the year.

2 PROGRAMMING AND PROFILING(Baseline Programme and Bimonthly Progress Report Forms)

11. To maintain understanding of the progress being made on programmes, to allow consideration of support for new schemes and to provide assurance that schemes are being delivered on time, TfL requires regular reporting information at scheme level for each project receiving funding in the 2006/07 allocation. This reporting information should be based on the best data available at the time of submission of the report.
12. The 2006/07 Baseline and Bimonthly report forms have been used by TfL in the first instance to provide individual authorities with a set of forms for individual programme areas that were pre-populated with the detail of schemes, including continuing schemes, to be supported in 2006/07. Authorities were requested to complete scheme details and indicate to TfL their proposals for the implementation of their programmes by completing these forms.
13. Following the re-issue of the forms as part of TfL's approval of an authority's complete BSP 2006/07 programme, their second role begins. This involves using them as the basis for subsequent bimonthly progress reports. Boroughs and partnerships should therefore have copied the forms to create a set that would have been used for the completion of the authority's first Bimonthly Report.

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14. This copy set should have been updated with the authority's latest programming and expenditure details to create the completed forms for the first Bimonthly Report. When all revisions had been included in this updated version, a copy would have been submitted to TfL, together with any accompanying commentary. At each subsequent bimonthly reporting stage, a copy of the previously submitted set of forms should then be similarly updated and be submitted to TfL .
15. Updating of the set of forms may also involve incorporating a revised programme form that has been issued by the TfL Programme Manager to approve a programme revision. In such cases the appropriate programme form (worksheet) within the existing set must be replaced by the latest programme form that has been approved by the TfL Programme Manager.

2.1 Baseline Programme Form - Agreed Programmes.

16. The layout of this form is standardised across transport topics and provides Boroughs, Sub-Regional, Cross Borough Partnership and Pan-London Programmes (i.e. LCN+ and Bus Priority) lead authorities with details of all schemes or programmes allocated funding through the 2006/07 BSP process. The form is also used for recording certain non BSP programmes (e.g. LIP support) where allocations have also been made by TfL.
17. The Baseline Programme form is designed to collect traffic signals, scheme location, traffic management and borough contact information. It is important that TfL and borough works are carefully co-ordinated to minimise disruption to road-users.
18. As in 2005/06 authorities have needed to agree with TfL the detail of the work and the spend profiles for all schemes funded by the 2006/07 BSP Approvals are given on the basis of information on the Baseline Programme form, amended where appropriate to reflect discussions between TfL and the authority. TfL approval is required for the baseline programmes before authorities can claim against the BSP allocation for schemes in those programmes.
19. Each lead authority for a Partnership or pan-London programme must identify the allocation for each scheme per borough within the partnership in order that scheme codes are allocated for each scheme/borough allocation and that TfL can process individual borough ICS claims for schemes supported via partnerships. For 2006/07 this should be done using the borough column in each of the individual programme forms. The maximum allocations to individual schemes within the overall total can be revised at any time by notifying bsp@tfl.gov.uk and including the amended set of Baseline Programme forms that indicate the required revisions.

2.2 Bimonthly Reports

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20. Authorities should submit updated sets of the Bimonthly Progress Report forms (for boroughs and partnerships) on a bi-monthly basis unless arranged otherwise by TfL Borough Funding on behalf of the BSP programme manager or Partnership lead authority. For example, currently alternative arrangements apply to the London Bus Priority Network (LBPB) Partnership covering Bus Priority (BP) and Bus Stop Accessibility (BSA) programmes. Dates for the submission of completed reports to bsp@tfl.gov.uk are given in Table 1, pages 11-12. Please note that a 6th Bimonthly Progress Report is required this year
21. Should any borough or partnership encounter difficulty in providing a bi-monthly report they should notify bsp@tfl.gov.uk immediately.
22. The Bimonthly Progress Report Forms assist co-ordination between borough and TfL programme managers and enables TfL to monitor and manage BSP delivery. They also provide key inputs to TfL's corporate management information systems allowing TfL, amongst other things, to forecast the cash needed each month to meet ICS claims. It is therefore essential that they are accurate, up to-date and complete.
23. Particular attention should be paid to information where highway works are programmed in the following two bimonthly periods. This will allow potential co-ordination problems to be identified and network management action considered.
24. During the year changes to a scheme, to its allocation, or to its works, outside of delegated authority (section 5,) or previously agreed limits and for which TfL approval is required, can become necessary. TfL would wish to be as flexible as possible when determining whether to approve such changes. Such a variation request together with supporting information explaining and detailing the amendment, including a revised baseline form that shows the effect of the proposed variation, must be submitted to bsp@tfl.gov.uk and the Programme Manager responsible for the programme(s) affected. Such a request may be submitted at the due date for a bimonthly submission but can be returned at any time in the Financial Year. Where a revised scheme allocation would be required authorities are expected to propose an offsetting change to other allocations, which should initially be within the same programme. Where this is not possible, other options for revisions to allocations need to be proposed by the authority. A variation request with revised baseline form should also be submitted should a new scheme be added or an existing one cancelled; schemes that have been deferred (with the reasons) and any proposed substitute or amended schemes should likewise be identified via such a submission.
25. Where programme managers approve changes to the schemes, they will forward to the borough or partnership BSP contact confirmation of the approval and an updated baseline form, incorporating the revisions (including the latest TfL allocations). This updated form should be incorporated into the set of forms used for the subsequent bimonthly report submitted by the authority.

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26. For each scheme where funds have been allocated, the information provided on the previous report should be updated where necessary to provide the latest position against the following programme parameters:
- Progress made - measured against the agreed programme baseline.
 - Programmed activities for the coming months.
 - Changes to programmes where revisions result in changes to forecast dates of the construction works.
 - Identification of changes involving transfers of allocation between schemes, within and between transport areas, provided that the projects are progressing in accordance with programme and to the agreed deliverables and are within the limit of an authority's delegation as indicated in section 5 (page 12).
 - Revised spending profiles, to be based on actual expenditure incurred and forecast expenditure for the remainder of the year. Authorities may include an estimate for actual expenditure in a period immediately preceding the submission of a report.
 - By the submission of the 6th Bimonthly Progress Report, due at TfL by 26 March 2007, the total spending reported should effectively represent the value of work done for the financial year. Authority staff are asked to work with TfL Programme managers to get this figure as accurate as possible, since it will be used in TfL's corporate reporting systems.
27. Explanations should be given in the comments column, or separately, of:
- The reason(s) for any scheme cost increases or any slippages in the programme.
 - Changes, or proposed changes, to scheme allocations.
 - Other problems encountered or foreseen.
 - A scheme being 'on programme'.
28. Where the returned borough data does not provide sufficient detail, TfL programme managers will contact the BSP contacts to obtain further information including, where necessary, a re-submission of the bimonthly report. Boroughs should note that where TfL's agreement to scheme changes is required the provision of inaccurate or inadequate information may delay approval.

3 CONTROL AND RELEASE OF FUNDS

3.1 General

29. The underlying principles and practices controlling BSP funding have not changed this year and will continue to underpin the process following the introduction of the TfL Partner Network. For example where this guidance gives a date for the receipt of an ICS this refers to both an emailed ICS and one entered via the TfL Partner Network. However detailed guidance in this document referring to ICS preparation and submission does not apply to boroughs entering their ICS claims online via the TfL Partner Network; relevant training and guidance is given separately to each such borough.
30. TfL will monitor progress in accordance with the paragraphs in this document and the conditions set out when funding was announced or when baseline programmes were approved. Release of funding will be subject to

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boroughs providing TfL with timely, up-to-date, actual and forecast expenditure details in their Bimonthly Progress reports. Boroughs will be advised when payments are to be withheld due to the absence of these details. The level of payments requested must also be in line with allocations by scheme and transport area, including variations allowed by delegation (section 5, page 11), as set out in the most recent TfL approved Bimonthly Progress Report form.

31. Partnerships must inform TfL and their borough partners of the maximum funding that should be released to each scheme and therefore to each borough within the partnerships' overall total allocation, taking account of the delegated authority provisions where applicable (paragraph 19 and paragraphs 50 to 53). Within the delegation limits, lead authorities can vary these amounts at any time by advising the borough and providing TfL with a progress report form. However, should transfers beyond the delegation limits be proposed, the procedures set out in the 'Bimonthly Reports section (paragraphs 21 onwards), should be followed.
32. TfL will only make payments on receipt of a properly completed and submitted Invoice Claim Statement (ICS). This does not apply to boroughs live on the TfL Partner Network who enter their ICS claims online; relevant training and guidance is given to each such borough. Payment cannot be made in excess of the current allocations in Baseline Programme forms that have been agreed with TfL, unless subsequently revised by TfL or modified by delegated authority (section 5, page 11). The overall total of allocations to an authority is therefore a fixed amount. There should also be no presumption that funding will be automatically available to cover contractual or other commitments, including in future financial years unless this has been specifically agreed by TfL in advance.
33. After receipt of an ICS, it will be validated by TfL Borough Funding and processed if valid. Borough Funding will advise a borough whose ICS cannot be processed. Valid ICSs received by a Thursday of one week will normally be processed and authorised for payment by the Friday of that week. Payments will usually be made through the BACS transfer system and will usually be received by boroughs by early the following week. Boroughs will be informed when receipt can be expected, and how much if any has been deducted and the reason for any such deduction; this information will include the breakdown of the receipt into that part paid from a TfL Corporate account and that part from a TfL Surface account. Borough officers receiving this information are asked to pass it to their Treasurers.
34. Exceptionally payments exceeding a weekly forecast total may be held back to the following week, particularly around the year-end.
35. Any completed ICS should be sent to the TfL e-mail address, bsp@tfl.gov.uk. A standardised e-mail subject heading identifying each specific claim should be used on each separate occasion an ICS is submitted, for example 'Borough name, ICS Statement..' or 'Borough name, Part 2 –Accrued Expenditure Statement..', using the next consecutive number as appropriate.

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3.2 ICS Submission

36. Guidance on ICS completion and submission is included in the notes on the pre-populated ICS forms. Training on ICS completion has been delivered and the associated material is available on TfL's extranet or by contacting Borough Funding
37. An ICS is to be submitted by a borough for completed works where a contractor's invoice has been certified by the borough for payment, or where works have been certified for payment for a borough in-house organisation (e.g. DLO) or for borough staffing costs. VAT must not be included. An ICS can be submitted at any time. Boroughs claim against their individual schemes listed on the pre-populated Part 1 ICS forms; pan London partnerships such as the LCN+ and sub-regional partnership schemes are listed on the Part 2 ICS.
38. Each ICS submitted must be properly completed and signed by an authorised borough officer. It is a borough responsibility to ensure the list of officers and specimen signatures is reissued or changes notified to TfL as necessary.
39. Funds will only be released for works on schemes TfL has approved as part of the 2006/07 programme. Claims for retentions and accruals (see section 3.3) are made via a 2006/07 ICS after the end of the financial year 2006/07. Forecasts submitted via the bimonthly progress reports should include estimates for the value of all work done including retentions and accruals that will not be claimed on an ICS until after the end of financial year. Particular attention should be paid to the forecast in the January 2007 Bimonthly Progress Report. By the submission of the 6th Bimonthly Progress Report, due with TfL by 26 March 2007, the total spending reported should effectively represent the value of work done for the financial year; any such value of work done not claimed during the year can subsequently be claimed when boroughs receive invoices as accrued expenditure via an ICS. This is explained further in section 3.3.
40. In the event of the need for the recovery of a TfL overpaid or incorrectly paid amount, an equivalent deduction will be made from a succeeding claim, wherever possible. TfL will notify the borough to this effect or, where it is not possible to make the deduction, will request the return of the overpaid or incorrectly paid amount.
41. Funding for partnerships schemes will be released against a borough's correctly submitted ICS up to the respective approved limits. The responsibility for controlling the overall partnership programmes and keeping within the TfL allocations for 2006/07 remains with the lead authority.

3.3 End of Year Arrangements

42. All works and activities are to be charged to the financial year in which they are carried out. It should be noted that in the ICS the stated allocation for the year should include the retention amount (which is to be identified separately in the column headed "estimated retention sums").

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43. TfL must receive the last ICS (except ICSs claiming against accruals) for 2006/07 by 2 April 2007. Boroughs may not receive some invoices until after this date and some invoices received before this date may not have been included in compiling the last ICS. Such invoices can be claimed later while none the less charged against 2006/07 funding; to facilitate this the 6th Bimonthly Progress Report, due with TfL by 26 March 2007, should have reported the total value of work done for the financial year; invoices up to the that value of work done can then be claimed via an ICS. Boroughs are expected to supply accurate 2006/07 value of work done values via the 6th Bimonthly Progress Report. But should there need to be a revision authorities can submit a revised baseline form and accompanying variation request.
44. In the event of significant increase compared to the previously reported value of work done, TfL will try to meet justified increases but cannot guarantee that funds will be available in all circumstances. Boroughs that persistently overstate or under claim accruals can expect a follow up request for explanations from Borough Funding.
45. Boroughs should claim against accrued expenditure by submitting an ICS to TfL. If delays occur in receiving all outstanding invoices, interim ICS claims against the value of work done may be submitted before the final ICS due to TfL by 31 August 2007.
46. Failure to comply with the 31 August 2007 deadline for the final accrual claim submission may result in funds being deployed elsewhere. Should there be circumstances that prevent submission by this date, these should be communicated to bsp@tfl.gov.uk by 1 August 2007.

4 SLIPPAGE & CARRY-OVER

47. Slippage is where schemes will not be completed in the funding year. Boroughs should request agreement for slippage from TfL as soon as it is identified and provide justification and reasons immediately, within the next Bimonthly Progress Report form submission and no later than within the end-January 2007 Bimonthly Progress report form submission. Unused funding may be re-allocated to other approved BSP schemes that are part funded, or where possible TfL and the borough will identify a new replacement scheme. Such changes will need approval in the normal way.
48. In the event that the options mentioned in para 47 are not possible and TfL cannot transfer the funds elsewhere the borough may prepare a case for carry-over of funding. However, boroughs should be aware that carry-over in 2006/07 and in future years is likely to be deducted from the succeeding year's BSP allocation. TfL will approve such movement only in exceptional circumstances, mainly where these are beyond the control of the borough. Should carry-over agreement be approved for a specific 2006/07 scheme, TfL will provide the borough or partnership with a revised 2007/08 Agreed Baseline Programme form that includes details relating to that specific scheme. Thus it will be clear that the carry-over is being managed financially

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and in other ways by the relevant TfL Programme manager as part of the 2007-08 programme.

49. Boroughs are reminded that scheduling and delivering BSP projects to time and budget is a key objective and essential from a number of perspectives.

5 DELEGATION

50. Delegated financial authority is given to enable boroughs to vary allocations as described in these paragraphs. This provides latitude for boroughs to move funds between agreed projects, both within and between transport areas, provided that the projects are progressing in accordance with the programme and to the agreed deliverables. This will reduce the financial and administrative tasks linked to movement of funds. Boroughs can therefore take account themselves of cost variations within the delegation limits, but must still deliver the agreed schemes within the overall TfL agreed allocation.
51. The limits, for variations to allocations for the borough's own individual schemes or projects, are a single movement of plus or minus 15% or £30k, whichever is smaller, from the latest agreed TfL allocation. The limits between transport topics are a single movement of plus or minus 15% or £50k whichever is smaller, as previously. These limits relate to each of the schemes, projects or transport topics to which a variation is to be applied. Further movement of an allocation beyond these limits by the borough of any already varied scheme allocation requires TfL to approve the revised allocation explicitly.
52. Lead authorities for partnerships are similarly able to move funding between schemes and from borough to borough within the partnership's overall approved allocation level provided the net of any total changes is within the delegation limits of paragraph 51. Since the responsibility for keeping within the TfL allocations for 2006/07 remains with the lead authority, borough officers cannot use delegated authority to vary partnership schemes.
53. The notification to TfL of all movements of funds under delegated powers shall be included as part of the next submission of the Bimonthly Progress Report

6 TIMETABLE OF KEY EVENTS

54. A timetable for the financial and reporting activities is set out in the following Table 1:

Table 1 Key Events 2006/2007

Date	Event / Activity	Action	Cross Reference
31 st May	1 st Bimonthly Progress Report of expenditure and updated programme/spending profiles to TfL	Borough	Paragraphs 1, 1 and 21 to 31, Agreed Baseline Programme Form

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Date	Event / Activity	Action	Cross Reference
21st July	2007/08 LIP Reporting & Funding submissions	Borough	N/A
31st July	2 nd Bimonthly Progress Report of expenditure and updated programme/spending profiles to TfL	Borough	Paragraphs 21 to 31, updated Bimonthly Progress Report Form
31 st August	Final date for submission of 2005/06 accrued expenditure claims	Borough	Paragraph 48, Completed 2005/06 Accrued Expenditure claim in Invoice Claim Statement
29 th September	3 rd Bimonthly Progress Report of expenditure and updated programme/spending profiles to TfL	Borough	Paragraphs 21 to 31, updated Bimonthly Progress Report Form
30 th November	4 th Bimonthly Progress Report of expenditure and updated programme/spending profiles to TfL, including indication of scheme slippage	Borough	Paragraphs 21 to 31, updated Bimonthly Progress Report Form
31 st January 2007	5 th Bimonthly Progress report of expenditure and updated spending profiles to TfL	Borough	Paragraphs 21 to 31, updated Bimonthly Progress Report Form
26 th March 2007	6 th Bimonthly Progress report of expenditure and updated spending profiles to TfL; this reports total value of work done(vowd) in the financial year. If information emerges that leads to significant changes in the reported vowd this can be advised to TfL Borough Funding by means of a final Bimonthly by Tuesday 10 April.	Borough and TfL Programme Managers	Paragraph6
2nd April 2007	Final 2006/07 in-year ICS to TfL	Borough	Paragraph 43, updated Invoice Claim Statement (ICS)
31 August 2007	Final ICS forms to claim 2006/07 Accrued Expenditure to TfL and statement of outstanding claims for retention sums.	Borough	Paragraph 46, updated Invoice Claim Statement (ICS)

7 TfL LIP AND BSP INFORMATION MANAGEMENT DEVELOPMENTS

55. TfL has a project team working on the identification and implementation of improvements to the LIP reporting and funding process; In April 2006 TfL's pilot Partner Network and the BSP SAP "back end" went live. The Partner Network pilot allowed Bromley, Camden, Islington, Richmond and Southwark to enter their ICS claims directly online to TfL using a web-based system; Lambeth and Havering went on line in Autumn 2006 and the plan is to roll this out to all boroughs by the end of 2006/07. The BSP SAP "back end" provides up to date information TfL staff and assists in validation of bimonthly progress reports and approvals

56. The project focus has so far been the interface of the current forms and SAP, TfL's corporate management information system. The current form-

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based processes used by the boroughs for baselines and bimonthly progress reports will continue for some time. However, the Partner Network pilot is just the first step in potentially giving all TfL's external partners direct, secure, online access to TfL's computer systems. compatible with TfL's overall longer-term intentions to harmonise, streamline and co-ordinate information flows between TfL and the boroughs. Any developments being considered have been and will continue to be discussed with borough representatives before any firm decision is made.

8 AUDIT

57. Authorities will have their own requirements for auditing. In due course TfL intends to exercise its right to carry out random audits in respect of TfL funded projects.
58. In compliance with general audit requirements, boroughs should ensure that invoices can readily be associated with the schemes for which expenditure was incurred. Similarly work carried out by in-house borough organisations and staff time spent on approved projects should be supported by a document certifying the amounts claimed and identifying the relevant schemes.

9.1 Action for 2006/07

59. In October 2005 TfL enquired of boroughs as to the extent of audit checks that are made on the relevant BSP areas, including the submission of claims. Boroughs were requested to inform TfL of findings of such audit checks. Having now had all but two responses TfL will consider them in conjunction with other indicators of risk in the delivery of the BSP; TfL will also consider the response in connection with its right to carry out random audits in respect of TfL funded projects (mentioned in para 57)
60. TfL considers that boroughs should bring the paragraphs in this section to the attention of their auditors.

9 AUTHORITIES NEEDING TO PURSUE PAYMENTS FROM TFL OR VICE VERSA

61. Several boroughs have in the past initiated legal action against TfL for various overdue debts (some small and not necessarily linked to the BSP).
62. A leaflet explaining the correct way to invoice TfL and pursue payment by any supplier to TfL, including boroughs, is accessible via the link below.
<https://extranet.tfl.gov.uk/boroughs/boroughs-tfl/invoicing/accounts-payable-leaflet.pdf>
63. Borough Funding (contact markbennett@tfl.gov.uk) is prepared to act as 'trouble-shooter' to minimise legal actions by boroughs against TfL for overdue debts that normal processes appear unable to settle.
64. Boroughs should always use this 'trouble-shooter' facility before initiating legal action. TfL does not consider that legal action between itself and

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boroughs necessarily represents effective use of resources if such a step has not been tried.

65. A similar trouble-shooting facility is planned for overdue debts TfL has with authorities. One possibility TfL would consider for dealing with such debts is to deduct them from ICS payments due to authorities.
66. With the help of authorities, TfL wants to minimise late payments, pay due ICSs and other invoices and receive payments from authorities that are due to TfL; thus recourse by boroughs or TfL to legal action should be rare indeed, as would situations where monies owed by Boroughs to TfL would be deducted from an ICS.

10 BOROUGH PARTNERSHIPS CONTACTS

67. The following is a list of the relevant contacts within Borough Partnerships by job title and what sort of thing that contact will cover. Please contact Mark Bennett in case of difficulty or for matters not listed below.

Table 2 Contacts

Name	Job Title and Subjects	e-mail	Telephone
Mark Bennett	Head of Group Borough Funding; BSP matters requiring senior management consideration	Markbennett@tfl.gov.uk	020 7126 4915
Colin Mann	Head of Borough Programmes BSP matters relating to his role leading the TfL Programme Managers' Forum.	colinmann@tfl.gov.uk	020 7126 4086
Stephen Mayers	Accountancy Manager – Borough Partnerships. BSP matters requiring management consideration	stephenmayers@tfl.gov.uk	020 7126 4595
Tony Clark	BSP Data Manager	anthonyclark@tfl.gov.uk	020 7126 4866
TfL Borough Funding unit. Part of Borough Partnerships directorate.	Borough Funding General Queries; Bi-monthly reports / Invoice Claim Statements; Faxes of signed ICS when a corresponding unsigned ICS has been sent to the e-mail address	Bsp@tfl.gov.uk	Fax number - 020 7941 4275; Tel: 020 7126 4866/4595/4620
Anne Potter	BSP System Project Manager; matters related to system development for example roll out of TfL Partner Network (see para 55)	annepotter@tfl.gov.uk	020 7126 4258
Other contacts are given in the relevant forms.			

11 LIST OF FORMS

- Bimonthly Progress Report forms (Excel Spreadsheets).
- Invoice Claim Statement (ICS) forms (Excel Spreadsheet).