**SALISBURY DIOCESAN BOARD OF EDUCATION**

**FORM D**

**PROJECT NUMBER:**

(Allocated by SDBE)

|  |  |
| --- | --- |
| **School name**  **(include town/village)** |  |
| **Project title** |  |

**APPLICATION TO USE SCHOOL DFC**

**DEVOLVED FORMULA CAPITAL (DFC) MANAGEMENT SCHEME**

This form is to be completed in lieu of the Education Funding Agency (EFA) ‘VA Approval’ Form by the project Architect/Surveyor or by the school (for their direct purchases of ‘Furniture, Fixtures and Fittings or ICT equipment’) and forwarded to the SDBE for approval. The approval by the SDBE of the application made on this form will allow the SDBE to manage the schools DFC on the governors’ behalf and certify at year end to EFA that the DFC provided has been spent correctly. Invoices sent to the SDBE will only be paid after approval of this form. **This Form does NOT replace Form A which provides for approval in principle for the project**.

The form should not be used where the project is funded to any extent by SCA or Targeted Capital Fund (TCF) monies e.g. Priority Schools Building Programme grants. An E&SFA VA Approval form should be completed in the normal way.

VAT must be paid on **all** works funded using DFC in VA schools. VA schools allocations have 20% added to reflect this extra cost. **Paying invoices through the LEA to avoid VAT is illegal.**

All works over £2,000 net cost of building works must be tendered to at least three suppliers – E&SFA rules for VA schools, LEA rules do not apply. Where the lowest tender is not used or less than three tenders are sought or received, a full explanation must be attached to this application.

Any changes to project costs which occur after work commences will need further consideration for financial approval and should be notified to the SDBE **as soon as they are known**. Work incurring additional costs should not begin until approval is obtained from the SDBE as additional funding may not be available to pay for the work. All additional costs must be advised to and agreed by the school governors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date work due to start on site |  | | |  |
|  |  | | |  |
|  | Contractor | | | Tender £ |
| 3 lowest tenders |  | | | £ |
|  | | | £ |
|  | | | £ |
|  |  |  |  |  |
| Lowest tender after any adjustment for building works | | | | £ |
| VAT on building works | | | | £ |
| Surveyor’s / Architect’s Fees on building works (12.5%) | | | | £ |
| SDBE project management fees on building work (2.5%)  (This 2.5% of net build cost should be added to all DFC projects **except** ICT, Furniture Fixtures & Fittings where no fee is charged) | | | | £ |
| Planning/building regulation fees | | | | £ |
| VAT on fees | | | | £ |
| ICT/Furniture/fixtures/fittings | | | | £ |
| VAT on ICT/furniture/fixtures/fittings | | | | £ |
| Total | | | | £ |
|  | | | |  |
| Amount funded from DFC 2018-19  (In 100% terms) Total (A) | | | | £ |
| Amount funded from other sources  (This is not the 10% governors contribution) | | | | £ |
| Total Project Funding | | | | £ |

**Cash flow**: (please indicate year/month and amount of each payment expected)

|  |  |  |
| --- | --- | --- |
|  | 2018-19 | 2019-20 |
| April |  |  |
| May |  |  |
| June |  |  |
| July |  |  |
| August |  |  |
| September |  |  |
| October |  |  |
| November |  |  |
| December |  |  |
| January |  |  |
| February |  |  |
| March |  |  |

**Please note increased school’s contribution required**: At the Salisbury Diocesan Board of Education (SDBE) Finance and Staffing committee held on the 26th April 2016, it was decided that, in these times of reducing income, the concession given to VA schools can no longer be afforded and is to be discontinued in line with other Dioceses.

|  |  |
| --- | --- |
| Governors Contribution  (10% of Total (A) for building work,  or ICT / Furniture / Fixtures / Fittings) | £ |

**Signed on behalf of the Governing Body:**

(Signing this commits the governors to repaying to the SDBE the ‘Governors Contribution’ detailed above)

|  |  |  |
| --- | --- | --- |
| Name | Signed | Date |
| Position | Telephone number | Fax number |

Signed Architect/Surveyor: Date:

This form once completed should be sent together with a copy of the specification and the three lowest tenders to the SDBE, Applications for Furniture/Fixtures/Fittings should be sent via your Diocesan Surveyor/Architect for counter signature please.

This project is agreed by SDBE. Please proceed with the works/purchase.

Signed: .............................................................. Date: ......................................

Schools Estates Manager

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| --- | --- |
| Please return this form to: | Martyn Kemp  Schools Estates Manager  Salisbury Diocesan Board of Education  The Avenue  Wilton  Salisbury  SP2 0FG |