

Office for
Students



Monitoring capital funding allocated in the financial year 2023-24

Guidance for higher education providers

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Enquiries to capitalgrant@officeforstudents.org.uk

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Executive summary

Action: Higher education providers that have received either or both formula or competitive capital funding should upload their returns to the OfS portal by **Tuesday 16 April 2024**.

1. This document provides guidance for higher education providers registered with the Office for Students (OfS) on how to complete monitoring returns for formula and competitive capital funding.
2. The OfS is required to provide assurance on the public grant funding that it pays to registered providers. The monitoring approach set out in this document is designed to meet the external requirements placed on the OfS, which are audited by the National Audit Office at the end of each financial year.
- 3. The financial year for all OfS capital funding is 1 April to 31 March.**
4. The OfS provides two types of capital funding:
 - a. Allocations of formula funding for eligible providers.
 - b. Competitive funding for three-year projects for those providers which submitted successful bids in summer 2022.
5. This document is therefore relevant to all higher education providers that:
 - a. Received an allocation of formula capital funding in the financial year 2023-24.
 - b. Submitted a successful bid for competitive capital funding for the financial years 2022-23 to 2024-25, and received payment towards it in the financial year 2023-24.
- 6. Providers are required to report only on the use of the type of capital funding, and the total capital funding, they have received during this financial year. Annexes A and B set out the technical reporting requirements covering both types of capital funding.**
7. Providers should also note the following information:
 - a. All providers that submitted a successful bid for competitive capital funding and have funding due in financial year 2024-25 must follow the updated monitoring timetable and process for the next year through to April 2025. We have also written to the relevant providers setting out their monitoring requirements. These letters are designed to accompany this guidance.
 - b. As part of monitoring competitive capital funding, we are continuing to sample evidence of spending from selected providers throughout each financial year. We are sampling all providers delivering these projects throughout the funding period. Completed returns for this strand of the monitoring process will also need to be uploaded to the OfS portal by 16 April 2024. We will contact separately the selected providers to be sampled in April 2024. If you have not been advised by us then you do not need to submit information for this part of the process. If you have not been sampled to date and have not been

contacted by us about involvement in the sampling process for April 2024, then you can expect to be sampled in December 2024. We will contact the relevant providers in advance with dates and details for submission. If you have any questions about this strand of our monitoring work, please contact the funding team using the details in this document.

Introduction

8. The OfS's capital funding supports investment in higher education learning and teaching. We require all higher education providers in receipt of our capital funding during financial year 2023-24 to submit a monitoring return to account for their expenditure. Our capital funding is paid on a financial year basis (1 April to 31 March) and therefore funds for 2023-24 must be used in full by 31 March 2024. We refer to the financial year running 1 April to 31 March, unless specified otherwise.
9. The monitoring approach we have adopted is designed to adhere to the government's grant standards and audit requirements which the OfS must meet at all times, and which are audited and reviewed by the National Audit Office at the end of each financial year.
10. 'Capital funding' and 'capital grant' mean funding allocated in respect of capital expenditure incurred by the provider. Capital expenditure means money used to acquire or maintain fixed assets, such as land, buildings and equipment, that is normally itemised as capital in the provider's audited annual accounts. It does not include expenditure on rent or hiring or leasing of equipment and facilities. In describing money being 'spent' or 'used' in this document, we are using the two words synonymously.
11. The OfS provides two types of capital funding:
 - a. An allocation of formula funding for eligible providers.¹
 - b. Project funding for those providers that submitted successful bids to us in 2022.²
12. Both types of capital funding are subject to our general terms and conditions of funding.³
13. The capital funding monitoring templates, for completion by the relevant providers, will be available to download from the OfS portal after the March 2024 competitive capital grant payments have been made, so that we can accurately reflect the total funding amounts for the year in the individual workbooks. We expect workbooks to be available on the portal by 15 March.
14. Providers must ensure that their completed capital funding monitoring information is uploaded to the OfS portal by **Tuesday 16 April 2024**. If you have any questions, please email capitalgrant@officeforstudents.org.uk. This inbox is monitored throughout the working day, and a member of the funding team will be able to support you with your query.

¹ We published the current allocations for the financial year 2023-24 as part of this document www.officeforstudents.org.uk/publications/formula-capital-funding-2023-allocations/.

² See www.officeforstudents.org.uk/publications/capital-funding-for-financial-years-2022-23-to-2024-25/.

³ See www.officeforstudents.org.uk/publications/terms-and-conditions-of-funding-for-2023-24/.

Formula capital funding for financial year 2023-24

If your provider received an allocation of formula capital funding during financial year 2023-24, then this section is relevant to you.

15. Our formula capital funding is provided on a financial year basis and must be used in accordance with the terms and conditions that apply. This funding cannot be carried forward, so providers must use these formula capital grants in full within the relevant funding period for which they are provided.
16. If we are not satisfied that a provider has used the funds appropriately, we will seek to reclaim some or all the funding provided.
17. The monitoring form requires a breakdown for formula funding, between the following:
 - a. Funds spent by 31 March 2024.
 - b. Funds not spent by 31 March 2024.

Unspent funds and appeals

18. If providers are unable to spend their formula allocation in full by 31 March 2024, we intend to recover the funding.
19. We acknowledge that sometimes delays to expenditure can occur in exceptional circumstances. We therefore include a free text commentary box within the monitoring return for providers to explain why formula capital funding has not been spent within the timeframe. **Providers should treat this commentary as an appeal to retain any unspent funds and we will review it accordingly.**
20. These concise commentaries should set out:
 - a. The particular circumstances that have affected the provider and its capital expenditure, including details of how it intended to use the unspent funding and why this did not happen by 31 March 2024. The commentary should also explain the effect of not spending the funds on the timetable and financing of capital projects in subsequent years.
 - b. The actions the provider has taken to minimise remaining unspent funds by 31 March 2024.
 - c. Any other information relating to the sum involved that the provider wishes to include in support of its appeal. For activity where the provider has recorded less progress than anticipated, for example where it may have been influenced by external factors such as planning constraints, it should set this progress in some context.
 - d. The action the provider would like the OfS to take regarding the proposed recovery of any unspent formula capital funding for financial year 2023-24.

21. We recognise that providers may have been affected, for a variety of external reasons, by delays from suppliers. However, we do not generally see these as a reason for providers being unable to make the contractual commitments needed to account for the expenditure of OfS funding by 31 March 2024.
22. In considering any appeals, we expect that almost all providers should have been able to use their OfS formula capital funding in full. Therefore, an appeal will need to provide a convincing explanation of specific, exceptional circumstances that meant that, despite its best efforts to do so, the provider was not able to spend the total formula allocation by 31 March 2024.
23. In the absence of a satisfactory explanation for delays to expenditure we will recover in full any unspent formula capital funding provided by the OfS in financial year 2023-24.
24. Please ensure the narrative is short but clear and addresses the points detailed in this guidance document. Providers do not need to give any other information than the details included in this return. If you are unsure or wish to discuss anything further, please contact us before the **16 April 2024 deadline** at capitalgrant@officeforstudents.org.uk.

Competitive capital funding for financial year 2023-24

If your provider received an allocation of competitive capital funding during financial year 2023-24, then this section is relevant to you.

25. For competitive capital funding allocated in response to our invitation to bid, our funding period runs for the three financial years 2022-23 to 2024-25 – 1 April 2022 to 31 March 2025. We are monitoring spend and progress on all projects throughout the three-year period of the grant.
26. All providers that are in receipt of OfS competitive capital funding are required to report on their use of this funding both during and at the end of each financial year.
27. The April 2024 monitoring form requires a breakdown for the spend of competitive capital funding, as at the following dates:
 - funds spent by 31 March 2024
 - funds not spent by 31 March 2024
 - funds estimated to be spent by 30 April 2024
 - funds estimated to be spent by 31 May 2024.
28. We are asking for spend totals up until the end of April and May 2024 because in previous monitoring reports we have found that many providers advised us in their narrative information that significant additional funds were going to be defrayed during the period just after the reporting deadline. We therefore want to ensure that our funds are available as required in order to keep pace with spend.
29. Monies spent by 31 March, 30 April and 31 May 2024 include contractually committed expenditure that is clearly identified as such – that is, in accounting terms, you would expect to be able to accrue for this expenditure to reflect the point at which the contractual commitment was made. Providers **must not** include in this monitoring return for financial year 2023-24:
 - a. Any capital expenditure that has already been attributed to OfS capital funding allocations for previous years. For example, if a provider included, in a capital monitoring return to the OfS for 2022-23, expenditure that was contractually committed, it must not include the payment during 2023-24 of that contracted sum in its monitoring return for 2023-24.
 - b. Any capital expenditure that the provider has attributed or will attribute to capital grants from any other UK public source.
30. We are also requesting payment profiles from relevant providers for the financial year 2024-25. We intend to make our final grant payments in December 2024, to allow sufficient time for funds to be spent in full by the end of March 2025. We will only pay funding beyond December 2024 in exceptional circumstances and/or if there is a clear risk of funds being provided in advance of need at this point. This information will help us to plan our budget for the duration of the final financial year of the scheme through to March 2025.

31. Each provider must have its monitoring and reporting information reviewed and approved by its accountable officer. The information provided must give us assurance that the funding has been used in the year for the purposes awarded, and in compliance with our terms and conditions. All competitive capital funding must be spent in full and in accordance with our terms and conditions, by 31 March 2025 at the very latest.

Monitoring timetable for the final year of the scheme

32. This section sets out the monitoring timetable for competitive capital funding through to April 2025, as we are about to enter the final financial year of our funded scheme. We have sent the same information to relevant providers in a separate letter accompanying this guidance.

33. The reporting schedule for the final year of the funded scheme is as follows. We have added interim reporting in July, October and January for those projects still running at these points. These interim reports should be concise and focus on substantive issues which require further discussion with and/or action by the OfS. Many projects have significant capital works to deliver (particularly during summer 2024) and funds to spend during the final year, so we need to maintain effective engagement with providers to ensure that all projects deliver as intended:

Month	Activity
July 2024	Interim monitoring reporting for those providers with significant amounts of funding and capital works to deliver during financial year 2024-25. Our letter accompanying this guidance will confirm if your provider is required to submit monitoring information at this point. The report should be concise, to focus on spend, risk, and progress against the capital works.
October 2024	Interim monitoring for all providers with active projects and funds still to spend at this point. The report should be concise, to focus on spend, risk, and progress against the capital works.
December 2024	Final OfS grant payment to be made. This should allow sufficient time for all OfS funding to be spent in full by 31 March 2025. Sampling of spend for selected providers.
January 2025	Interim monitoring for all providers with active projects and funds still to spend at this point. The report should be concise, to focus on spend, risk, and progress against the capital works.
April 2025	Annual reporting covering financial year 2024-25 focusing on spend and delivery of capital funded activities. If any OfS funds remain unspent at 1 April 2025 they will need to be reclaimed. Sampling of spend for selected providers.

34. The specific dates for submitting monitoring returns from July 2024 onwards, and the providers required to do so, will be confirmed by us separately.

35. At the end of the funding period for each project (which for many will be the end of the financial year 2024-25), providers will be asked to submit a final report via the portal, including a final assurance that the grant has been used in accordance with the terms and conditions set out and for the purposes intended. For projects that finish earlier in the final year, we will request the final report from the provider at the next appropriate monitoring point.

Annex A: Completing your monitoring returns

1. The capital funding monitoring return workbook is a Microsoft Excel file that will be available to download from the 'Capital funding monitoring 2023-24' section of the OfS portal (<https://extranet.officeforstudents.org.uk/data>). The workbook will be made available for access after the March 2024 payments of competitive capital funding have been paid, to ensure all data is as accurate as possible.
2. **Please note that before you can access the workbook, the OfS portal user administrator at your provider will need to grant you access.**
3. Within the monitoring return workbook, the 'Formula allocation' worksheet is only displayed for providers that received a formula allocation. Similarly, the 'Bidding competition allocation' worksheet is only displayed for providers that submitted a successful bid for capital funding and have received a payment towards it in this financial year 2023-24 (1 April to 31 March).
4. The tables contain two different cell types:
 - **white cells**, where we require data to be entered where appropriate to your provider
 - **blue cells**, which have been either pre-populated with data from another source, or pre-filled by an underlying calculation.
5. When completing the workbook, you may see automatic validation errors, highlighting where data is not feasible; for example, where a negative number has been entered in a column. Validation errors must be corrected and cleared before the workbook is submitted.

Submitting your monitoring return

6. When you are satisfied that the information is complete and credible, you have until **Tuesday 16 April 2024** to upload the workbook to the OfS portal. Please note that the portal usually sees heavy traffic on the deadline day, which can cause the upload process to take longer than usual. We encourage you to submit the workbook to us before this date if possible, and it is possible to submit the workbook multiple times, though we will retain and use only the most recently uploaded version of it.
7. The workbook includes a validation check for the signoff sheet. We do not require hard copy signatures; rather, we use this sheet to confirm that the submitted information has been reviewed and approved by your accountable officer. The signoff sheet will be pre-populated with the name of the accountable officer, to ensure the correct person completes the approval of the capital funding monitoring return. If your accountable officer has changed or if there are any difficulties obtaining their approval by the deadline, please let us know via capitalgrant@officeforstudents.org.uk.
8. After the capital monitoring workbook has been successfully uploaded to the portal, you will be able to download a results package. This contains the latest processed copy of your workbook.
9. You should keep a clear audit trail for the compilation of your data return for at least five years. It should be possible for you to provide a clear rationale for the figures, and to supply any underlying data used to support your return if requested.

Action required

10. The capital funding monitoring return workbook is a Microsoft Excel (.xlsx) file that will be available to download from the 'Capital funding monitoring 2023-24' section of the OfS portal (<https://extranet.officeforstudents.org.uk/data>). The monitoring return for both formula and competitive capital funding will be available to download from the OfS portal after the March 2024 competitive capital grant payments have been made, so that we can reflect accurate funding amounts for the year in the workbooks. We expect the workbooks to become available on the portal by 15 March.
11. Providers must ensure that the completed return is uploaded to the OfS portal by **Tuesday 16 April 2024**. Final information must be approved by the accountable officer.

How the information will be used

12. We will use the information gathered through the monitoring process to assess whether providers have met our requirements for both types of capital funding, whether funds should be reclaimed and/or reprofiled, and to determine the status of projects progressing into the final year. For the formula allocations, we will particularly consider whether we need to recover any funding that has not been used for the purposes intended by 31 March 2024.

How the Freedom of Information Act affects monitoring returns

13. The OfS is subject to the Freedom of Information Act 2000, data protection legislation and the Environmental Information Regulations 2004. If we receive a request for information related to the capital funding monitoring, we will ensure any information that is exempt is protected. We will consult with you as appropriate. Further information on the Freedom of Information Act is available at <http://www.ico.org.uk/>.

Annex B: Table-by-table guide to completing your monitoring return

Cover sheet

1. Your provider's capital allocation paid in the financial year 1 April 2023 to 31 March 2024 is shown. This sum includes, as appropriate:
 - OfS formula capital grant for the financial year 2023-24
 - OfS capital funding from the bidding competition for the financial year 2023-24.
2. Any workbook validation errors are listed on the cover sheet.

Assurance over formula capital funding for financial year 2023-24

3. The 'Formula allocation' worksheet is displayed only for providers that have received a formula capital allocation in this financial year.

Table F1: OfS formula capital funding total expenditure

4. Your provider's formula capital allocation in the financial year 2023-24 will be pre-filled.
5. You must complete OfS formula capital funding spent by 31 March 2024. This should include contractually committed expenditure that is clearly identified as such, as at 31 March 2024 – that is, in accounting terms, you would expect to be able to accrue for this expenditure to reflect the point at which the contractual commitment was made.
6. Providers must not include in the monitoring return for 2023-24:
 - a. Any capital expenditure that has already been attributed to OfS capital funding allocations for previous years. For example, if a provider included in a capital monitoring return to the OfS for 2022-23 expenditure that was contractually committed, it must not include the payment during 2023-23 of that contracted sum in its monitoring return for 2023-24.
 - b. Any capital expenditure that the provider has attributed or will attribute to capital grants from any other UK public source.
7. We understand that the OfS formula capital grant will be only a small proportion of your provider's total capital expenditure. However, the expenditure you report in Table F1 should only relate to that incurred in the period from 1 April 2023 to 31 March 2024 that was met from OfS formula capital funding for that year. Record your provider's expenditure to the nearest pound sterling.
8. Please account for all monies allocated to your provider in your formula capital grant. Should a planned investment come in 'under budget', please account for the remaining funding on other eligible capital spend. We look to providers to adopt a pragmatic approach, whereby projects primarily focus on higher education.

9. The OfS formula capital funding not spent by 31 March 2024 is automatically calculated based on the data entered into Table F1, and will be pre-filled.

Table F2: Confirmation of funding usage

10. Table F2 collects information on how your OfS formula capital allocation for 2023-24 was spent. Record your provider's expenditure using 'Yes' or 'No' against the categories provided. You should include all that apply. This will enable the OfS to collect consistent information across the sector to assess funding usage. The three priority categories of 'relevant expenditure' are those specified in paragraph 46b of 'Terms and conditions of funding for 2023-24' (OfS 2023.30):⁴
- a. **Category 1:** High-cost subjects of strategic importance. These are subjects in price groups A, B and C1.1. These subjects include laboratory-based subjects in science, technology and engineering, and healthcare disciplines in medicine, dentistry, nursing, midwifery and allied health professions, veterinary science and archaeology.
 - b. **Category 2:** Enhancement of graduate employability and skills needs of employers and industry and therefore local and regional economies, in particular in supporting technical provision at Levels 4 and 5, and degree apprenticeships.
 - c. **Category 3:** Part-time and other forms of flexible provision to include the development of higher education short course study.
11. While many providers will have undertaken activity covering more than one of the categories, we understand that some, particularly providers receiving smaller allocations, may carry out work that falls under a single category.
12. Providers should submit a concise commentary on the expenditure activity as free text in the Table F2 text box. We are keen to understand the impact of formula capital financial support programmes, and the information provided in this table will be used to inform our understanding of a provider's use of this type of OfS capital funding, and why it is required.
13. We encourage providers to include information in their commentary that will give us a good understanding about how capital funding has been prioritised and achieved value for money. For example, this may include information about:
- a. Subject groups or broad programme areas that will be the main beneficiaries of the capital funding, such as medicine, dentistry and other healthcare disciplines; science, technology, engineering and mathematics; performing or creative arts; other subject groups; or other categories of teaching or shared use space.
 - b. How the expenditure contributes to reducing carbon emissions and environmental sustainability.
 - c. Additional value through collaborative partnerships with other providers, industry, charities or other organisations.

⁴ See [Terms and conditions of funding 2023-24 \(officeforstudents.org.uk\)](https://www.officeforstudents.org.uk/terms-and-conditions-of-funding-2023-24).

- d. Benefits to local economies and communities.
- e. The impact of the capital funding in combining with and leveraging other sources of finance (whether through grants or loans), and the impact this has had on your ability to deliver capital projects.

Table F3: Funding not spent commentary

14. OfS formula capital funding is to be fully spent by 31 March 2024. The OfS formula capital funding that is not spent is automatically calculated based on the data entered into Table F1.
15. Provide a short commentary to explain why any formula funding has not been spent. We will use the narrative information in your monitoring form as your appeal against the recovery of any funding not spent. We encourage providers to submit a concise response.

Assurance over bidding competition allocation for financial year 2023-24

16. The 'Bidding competition allocation' worksheet is only displayed for providers that submitted a successful bid for capital funding for the financial years 2022-23 to 2024-25 and received funding towards it in financial year 2023-24. We may request the information across two worksheets, so you may find some minor structural differences from previous years when the workbooks become available on the portal in March.
17. Capital grants paid during financial year 2023-24 through the bidding competition must have been used:
 - on expenditure items included in the provider's successful bid
 - in accordance with any other terms and conditions that we specified when we awarded the grant or as per any changes to spend approved by us.

Table B1: OfS bidding competition capital funding total expenditure

18. Your provider's OfS bidding competition capital funding for financial year 2023-24 will be pre-filled. This is the sum paid as agreed with your provider as part of the payment profile for the three-year funding period, but subject to any changes we have agreed throughout the year.
19. We understand that the OfS bidding competition capital may be only a proportion of your provider's total capital expenditure on the project. The expenditure you report in Table B1 should relate to that incurred in the period from 1 April 2023 to 31 March 2024 that was met from the OfS bidding competition capital funding announced in 'Capital funding for financial years 2022-23 to 2024-25'. Record your provider's expenditure to the nearest pound sterling.
20. Please account for all monies allocated to your provider in your bidding competition capital payment profile. Do not include your provider's formula capital allocation here – formula capital grant expenditure should be recorded on the 'Formula allocation' worksheet.
21. The OfS bidding competition capital funding not spent by 31 March 2024 is automatically calculated based on the data entered into Table B1, and will be pre-filled.

Table B2: Confirmation of expected funding usage

22. Table B2 collects information on how your OfS bidding competition capital allocation was spent during the financial year.
23. A commentary on the expenditure activity must be added as free text to confirm that the funding awarded was used for the purposes described in your provider's bid for capital funding. We encourage providers to submit a concise response and have set a guide of 500 words.
24. Please include information that will give us a good understanding of how capital funding has been used for the purposes intended and achieved value for money. You should make clear reference to the activities and capital works described in your provider's bid.
25. Providers should include a brief summary of the items of expenditure and how these relate to those included in their bid. We recognise that the level of capital funding that the OfS awarded was below that sought by some providers in their bids. In such circumstances, we do not expect the monitoring return to capture all the capital expenditure that a provider included in its bid.
26. Providers should respond relative to the current position of their project. If your project is complete, please confirm.

Table B3: Funding not spent commentary

27. The OfS bidding competition capital funding that is not spent by 31 March 2024 is automatically calculated based on the data entered into Table B1.
28. Provide a commentary to explain why any OfS bidding competition funding paid in 2023-24 has not been spent. We will discuss with you any delays to or issues affecting the progress of the project that are flagged in this section – this is particularly important as we are into the final year of the OfS funded scheme. We encourage providers to submit a concise response and have set a guide of up to 1,000 words.

Table B4: Environmental sustainability

29. The OfS is seeking assurance that providers have considered environmental sustainability as part of their project and the works being undertaken. Please set out the actions you are taking to address environmental sustainability and reduction of energy usage, where relevant, as at the current monitoring date. We encourage providers to submit a concise response and have set a guide of up to 1,000 words.
30. We are also interested in good practice case studies to showcase to government – so please indicate if you are content for us to share your information and if you have more details or examples that could be provided.

Table B5: Delivery and risks associated with the project

31. Complete the table updating the key milestones and associated risks for the project at this point in time.

Table B6: Spend to 30 April 2024 and spend to 31 May 2024

32. Please set out what funds you will expect to have spent by these dates, which will assist with payment profiles and our budgeting arrangements and ensure you have the funding needed.

Table B7: Payment profile for financial year 2024-25

33. Please set out your preferred payment profile for the final financial year of the funded scheme, if required, which we will review with the aim of uploading to our finance system, subject to any questions. We expect to make our final grant payments in December 2024, to allow sufficient time for funds to be spent in full by 31 March 2025. If you consider that you will require funds between December 2024 and March 2025 because, for example, there is a clear risk of funding in advance of need then do contact us so that we can discuss options with you.

Validation sheet

34. Validation checks are shown on the validation sheet with explanatory text on any validation errors. Validation errors must be corrected before your monitoring return is accepted as a submission by the OfS. Please check your form carefully and complete the fields on the 'Signoff' sheet before uploading it. You will still be able to upload your workbook if it is invalid, **but we will not accept it as a submission.**

Signoff sheet

35. The capital funding monitoring return for financial year 2023-24 must be authorised by the accountable officer of the provider. The monitoring return signoff sheet provides assurance of the information submitted for all capital funding in financial year 2023-24, including both formula and bidding competition capital funding.

36. As part of the declaration, the accountable officer must confirm there is no double counting of any capital expenditure.

37. To gain further assurance that the accountable officer has confirmed that the information provided is correct, we ask that the table on this signoff sheet be completed in full, including the details of the accountable officer, which will be reconciled against our records. It is also important that the box 'Return has been checked by the accountable officer' is completed, to confirm agreement, and that a date is provided for audit purposes. If we need to clarify any of the information returned to us, we will contact the accountable officer in the first instance.

Annex C: Proof of expenditure for sampling of spend for competitive capital funding

1. All providers that submitted successful bids for competitive capital project funding can expect to have their evidence of spend reviewed by us at least once during the funding period. This information is not relevant for formula capital funding.
2. We will notify separately the providers selected for this sampling of spend process in April 2024. If you do not receive a message from us, then you have not been selected this time. If your provider has not been sampled so far and has not been selected for sampling in April 2024, then you can expect to be sampled in December 2024.
3. If you have been selected for this process, please supply your evidence and information via the OfS portal, by uploading it into the 'Capital funding monitoring 2023-24 – additional information' area of the portal. Each person who requires access to this area will need to be a registered user of the OfS portal and be assigned to the 'Capital funding monitoring 2023-24' section survey area by their nominated portal user administrator.
4. Providers should zip all files together and all file names should clearly identify the provider submitting the evidence, and the type of evidence which is being submitted.
5. On receipt of the evidence, we will review and cross-reference with the monitoring information and original bid, to ensure that there is consistency across the documentation.
6. The evidence of expenditure that we will expect is listed below. You do not need to provide all this information, but we expect providers to be able to supply these types of data as evidence of their expenditure for a specific period:
 - a. Listing of all financial transactions relevant to the project.
 - b. Invoices.
 - c. Evidence of payments, where invoices are in a foreign currency.
 - d. Copies of contracts and legal agreements identifying values and project dates.
 - e. Purchase orders to indicate committed spending.
 - f. Listings of journals and recharges to the project.
 - g. Timesheets for staff charged to the project if relevant.
 - h. Bank statements.
 - i. Purchasing card spending, with the relevant project spending lines highlighted.
 - j. Planning applications and outcomes or correspondence relating to the project.
 - k. External verification by professionals or external advisers working on the project via cost consultant reports or quantity surveyors' reports.

- l. Provider's own internal audit report on project management and spending if available.
 - m. GANTT charts on project progress and risk registers, including escalation of key risks as required and mitigations considered or implemented.
 - n. Committee papers on capital projects noting progress, spending, risks and minutes of project boards.
 - o. News items or local newspapers as third-party evidence of the activity.
 - p. Photographic or film evidence where appropriate.
7. This information should be retained by providers throughout the duration of the OfS funding period. We may request other information from a provider if the evidence submitted does not provide us with the assurance we need.
8. We may also have periodic meetings with projects; these may be online, or through site visits to see progress on construction projects or high-value capital equipment items purchased.

Annex D: Technical FAQs

Assigning yourself to the 'Capital funding monitoring for the financial year 2023-24' survey area

1. You will need to be a registered user of the OfS portal to be assigned to the capital funding monitoring 2023-24 survey area, from which you will download your Excel workbook as a single zipped file.
2. If you have not registered on the OfS portal before, you will need to ask the nominated OfS portal user administrator at your provider to create an account for you. Each person who requires access to the capital funding monitoring 2023-24 workbook will need to be registered with their own account. You will need to be assigned to the capital funding monitoring 2023-24 survey area by the nominated OfS portal user administrator at your provider. The user administrator can find guidance on how to add portal users to portal areas on the main portal login page. If you are the user administrator, you will still need to assign yourself to the capital funding monitoring 2023-24 survey area.
3. If you do not know who your user administrator is, you can view the user administrators at your provider by logging onto the OfS portal. Select 'My account' towards the right-hand side of the yellow banner, and then click 'Activate an access key'. The names and contact details of the user administrators at your provider will be at the top of the page. If you are not registered and do not know who your user administrator is, please contact portal@officeforstudents.org.uk.

Common issues with accessing the portal

I cannot log in to the OfS portal

4. If you receive an error message while trying to log in, you may be entering the wrong email address or password, or your account may be locked. Ensure that the email address you are using is correct, and then request a new password. You will be sent a new password, which you will be asked to change when you log in. You can also ask your user administrator to reset your password.
5. If this new password does not grant you access, it is likely that your account is locked. Contact your user administrator, who can unlock your account for you. It is advisable that you also request a password change at the same time. If you or your user administrator have any problems, please contact portal@officeforstudents.org.uk.

The capital funding monitoring 2023-24 survey area has not appeared on my login page even after I have been assigned to it

6. Once you have been assigned to a survey, you may need to log out and then log back into the portal for the survey to appear under 'Home'.

Downloading your capital funding monitoring 2023-24 workbook

7. Once you have been assigned to the capital funding monitoring 2023-24 survey area, log in to the OfS portal and you will see a link for the capital funding monitoring 2023-24 area under the 'Home' section. This link will take you to the page to download and upload the capital funding

monitoring workbook. There are a number of pages of sections and groups that may be accessed on the portal – please scroll through these to reach the ‘Capital funding monitoring 2023-24’ section.

8. To download the workbook, click on the ‘Download’ button. You will receive a zipped file, which will contain your Excel document. You may need to unzip the file before accessing the workbook. You may also need to click on ‘Enable editing’ on the yellow banner if it appears on your screen when you open your workbook. You can download this empty workbook as many times as required.
9. Save the workbook to a memorable location on your computer. If there are any issues with downloading your workbook, please contact portal@officeforstudents.org.uk.

Completing your workbook

10. The data return form is provided as an Excel workbook with the file extension ‘.xlsx’. You should not attempt to alter the format of the worksheets by adding or deleting columns or rows. Only cells where data or text is required should be edited. The workbook is protected to ensure that the data submitted is accurate and is only entered into the relevant cells. Worksheets contain information critical to accurate loading of the data; it is essential that this is preserved. We will refuse to accept any workbooks that have been unprotected or tampered with.
11. We strongly recommend that you do not copy and paste data into your workbook, as this can cause formatting issues. If you wish to copy and paste data, ensure that you use the ‘Paste values’ option instead. This will not copy the formatting of the data you are pasting and will preserve the formatting of the workbook.

Uploading your workbook

12. Once you have completed the workbook, you will need to submit it to the capital funding monitoring 2023-24 survey area on the OfS portal. You should ensure that:
 - your workbook has not been saved so that zero values are displayed as blanks
 - links to other spreadsheets are removed
 - only one worksheet is selected when the completed workbook is uploaded
 - the workbook is not zipped.

Otherwise the workbook may not upload successfully.

13. Submit the workbook as follows:
 - a. Navigate to the capital funding monitoring 2023-24 area on the OfS portal.
 - b. Click on the ‘Upload’ button under the section named ‘Please download all files, and upload your completed Excel workbook here’.
 - c. Browse for your workbook, which is saved in your memorable location.
 - d. Click ‘Upload’.

- e. The workbook may take some time to upload if the portal is busy. The page will automatically refresh to show whether your file is waiting to be processed, is being processed, or has completed successfully.
 - f. Check below the status bar for the log of your submission. The 'Outcome' will display as a 'Success' if there are no issues with the uploaded workbook.
 - g. Check the 'Comments' to see whether your workbook is valid and has successfully uploaded.
14. Once you have successfully submitted your workbook, check the results package by clicking on the 'Results' button. The results package contains the workbook that you have submitted, which has now been processed.
15. Completed workbooks can be uploaded any number of times until the deadline for submissions, when we will take the latest uploaded version as the final version for submission.

Common issues while uploading the workbook

My workbook contains validation errors

16. The monitoring form includes validation checks. Please check your form carefully and complete the signoff fields on the 'Signoff' sheet before uploading it. You will still be able to upload your workbook if it is invalid, **but we will not accept it as a submission.**

The 'Comments' section of the portal shows errors and no results package is generated

17. Your workbook has failed to process. There can be many reasons for the workbook not processing correctly. One common error is that the file has been zipped. Before uploading, please ensure that the file is not zipped, as this will make it more likely to process successfully. A second common error is a change in the file extension of the workbook; it must end with '.xlsx'. If you have unprotected the workbook in any way, this may also cause the upload to fail.

My colleague has uploaded a workbook but I cannot view the results package

18. The results package can only be downloaded and viewed from the same OfS portal account that uploaded that particular workbook. To view the results package for a specific workbook you will need to upload the same workbook using your own portal account. Note that this will increase the submission number.



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