

# Trust Management Board Meeting

# Report

**Subject:** Invoice Authorisation  
**Date:** 28.07.14  
**Author:** Ben Widdowson  
**Lead Director:** Peter Wozencroft

### Executive Summary

In accordance with the Scheme of Delegation, the attached paper seeks formal authorisation of payment of the Memorandum of Account from the Department of Energy and Climate Change as the attached authorisation request for continued participation in the scheme.

### Recommendation

Members of TMB are asked to provide the authorisation requested.

### Relevant Strategic Objectives (please mark in bold)

Achieve the best patient experience	<b>Achieve financial sustainability</b>
Improve patient safety and provide high quality care	Build successful relationships with external organisations and regulators
Attract, develop and motivate effective teams	

<b>Links to the BAF and Corporate Risk Register</b>	N/A
<b>Details of additional risks associated with this paper</b> (may include CQC Essential Standards, NHSLA, NHS Constitution)	N/A
<b>Links to NHS Constitution</b>	N/A
<b>Financial Implications/Impact</b>	Budget contained in revenue budgets
<b>Legal Implications/Impact</b>	N/A
<b>Partnership working &amp; Public Engagement Implications/Impact</b>	N/A
<b>Committees/groups where this item has been presented before</b>	N/A
<b>Monitoring and Review</b>	N/A
<b>Is a QIA required/been completed? If yes provide brief details</b>	N/A



**Authorization of Revenue Expenditure**

**CARBON REDUCTION COMMITMENT ENERGY EFFICIENCY SCHEME (CRC EES)**

To **The Chief Executive / Director of Finance**

In accordance with the Scheme of Delegation (delegated financial limits) Table B item no 7.1, approval for revenue expenditure is required by;

- o **Chief Executive and / or Director of Finance for expenditure from £100,000 to £1,000,000**

Approval of the expenditure in this instance relates to the following;

Description of Goods / Services received


**Carbon Reduction Commitment Efficiency Allowance Scheme**

Value of goods / services / management consultancy commission

**£180,024 (payment is net as this sits outside VAT scope)**

Please note that this sum is accrued for in the energy revenue budget TD08582 420100 Carbon Reduction within Strategic Planning and Commercial Development. This covers the period 2013/2014 in accordance with the allowance request dated 1 July 2014 as detailed on the attached Memorandum of Account. The Trust will need to make arrangements for payment to ensure compliance with the scheme and a cleared payment must be received in the Environment Agency's account no earlier than **1<sup>st</sup> of September but no later than the 19<sup>th</sup> of September.** Penalties may be applied in the instance of failure to comply.

I would therefore be most grateful if you would sign below and return the pro forma to my office.

Proposed   
.....  
**Head of Estates and Facilities**

Authorised   
.....  
**Strategic Planning and Commercial Development Director**

Approved   
.....  
**CEO and /or Director of Finance**

Cc **Company Secretary**  
Please return the signed copy to the **Head of Estates and Facilities Office**

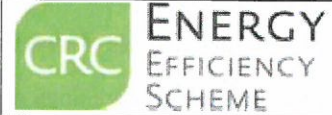
*Needs to go via TMB. 15/7/14*





**WHEN TO PAY:**

Please pay the Amount Due so that cleared funds reach us between 1 September and 19 September 2014. DO NOT PAY EARLIER THAN 1 SEPTEMBER


**MEMORANDUM OF ACCOUNT: Payment for CRC Phase 1 Allowances**
**Payee:**

Department of Energy and Climate Change

VAT: Not applicable

**Payee Address:**
 DECC CRC  
 3 Whitehall Place  
 London  
 SW1A 2AW

Reference: CRCFP3824505

Valid Payment Period: 1 September to 19 September 2014

 Mr Peter Wozencroft  
 Senior Officer  
 Sherwood Forest Hospitals NHS Foundation Trust  
 Mansfield Road Sutton in Ashfield  
 Nottingham

NG17 4JL

Order Placed By: Ms Ekaterina Tsvetkova

CRC Reg No : CRC5770957

 Payment Period:  
 1-19 September  
 2014

 Amount GB Pounds 180,024  
 Sterling:

**Memorandum of Account for payment in respect of Allowances for the CRC Energy Efficiency Scheme 2013-14**

Item	Description	GB Pounds Sterling
001	CRC Phase 1 Allowance Payment 2013-14	180,024
	Payment Reference #: CRCFP3824505	
	For your Allowance Request dated 01/07/2014	
	Your Order Reference AOR4976694294	
	VAT: Not applicable	0.00
	<b>Total (GB Pounds Sterling)</b>	<b>180,024</b>

**Payment**

Allowance payments must be made in full in GB Pounds Sterling to the DECC bank account shown below. You must ensure that cleared funds are received by the payee account between 1 September and 19 September 2014. Please ensure that you allow sufficient time for payments to clear using your chosen method of payment. You may have to allow several days for the payment to clear. Payments that are received into the payee account before 1 September and after 19 September 2014 will be invalid. For payments originating outside the UK please see advice overleaf.

**BACS PAYMENT**

To make a payment by BACS\* you will need your **Allowance Payment Reference#** and the following details:

**Account Holder Name:** Department of Energy and Climate Change  
**Account Name:** GBS RE DECC EA FUNDS  
**Bank:** Citibank  
**Address:** 25 Canada Square, Canary Wharf, London. E14 5LB  
**Sort Code:** 08-33-00  
**Account Number:** 12938227  
**IBAN:** GB80CITI08330012938227  
**SWIFTBIC:** CITIGB2LXXX

Allowance payments must be made in full in GB Pounds Sterling. Payments made in any other currency will not be valid. Please ensure that your instructions to your bank will cover the payment in full plus any additional charges associated with the bank transaction. For payments originating outside the UK you will need to instruct your bank to take account of the impact of any currency exchange. Failures in this regard will mean you have not paid for the allowances you have requested in full, and you will be issued with allowances only up to the value which you have paid. Any balance remaining will be returned to you as soon as reasonably practicable and may be subject to deductions for any costs reasonably incurred in making the refund.

You must ensure that cleared funds are received by the payee account between 1 September and 19 September 2014. Please ensure that you allow sufficient time for payments to clear using your chosen method of payment. You may have to allow several days for the payment to clear. Payments that are received into the payee account after the date stated will be invalid.

Your unique reference code to be used in your BACS\* is the **Allowance Payment Reference#** number CRCFP3824505

It is essential you cite this reference in your BACS\* to ensure we can identify the payment as yours when it arrives.

# If your payment system does not permit the 12 digit Allowance Payment Reference in full or in the correct sequence, please use one of the following examples: for Sage FPXXXXXXX for SAP XXXXXXXXCRCFP this will help us to reconcile your payment.

<b>BACS PAYMENT</b>	To make a payment by BACS* you will need your <b>Allowance Payment Reference</b> # and the following details:  <b>Account Holder Name:</b> Department of Energy and Climate Change <b>Account Name:</b> GBS RE DECC EA FUNDS <b>Bank:</b> Citibank <b>Address:</b> 25 Canada Square, Canary Wharf, London. E14 5LB <b>Sort Code:</b> 08-33-00 <b>Account Number:</b> 12938227 <b>IBAN:</b> GB80CITI08330012938227 <b>SWIFTBIC:</b> CITIGB2LXXX
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<b>Other methods of payment</b>	You should pay by BACS* if you have the means to do so. BACS is our preferred method of payment because we get notice of when a payment is made, which helps us to reconcile your payment.  If this is not possible please contact us on 01904 455 395 between 9am and 5pm Monday to Friday, at least seven days in advance of the payment date stated, to ensure that cleared funds are received by the payee account by the payment deadline.
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Please send your payment remittance advice to:

**Email address:** [FSC.AR@environment-agency.gov.uk](mailto:FSC.AR@environment-agency.gov.uk) or send by fax to 01733 464646.

\* Note: or CHAPS or GBS book transfer (for members of GBS). Payments made by cheque will not be accepted.

More details about the CRC Scheme can be found at <https://www.gov.uk/crc-energy-efficiency-scheme>  
If you have queries please contact [crchelp@environment-agency.gov.uk](mailto:crchelp@environment-agency.gov.uk) or telephone 03708 506 506