

ANNEX A

Basic Command Unit Fund **Progress Report & Quarterly Grant Claim**

A hard copy of the completed form should be sent to the Crime Reduction Team, Government Office **within seven days** of the end of the quarter.

| | | | | |
|--|---|--------------------|------------------|--------------------|
| Name of Police Force: | | | | |
| Address: | Name of person to whom enquiries about this form can be made: | | | |
| | Name: | | | |
| | ☎: | | | |
| | E-mail: | | | |
| Report for period: <i>(mark one box)</i> | Q1 April to June | Q2 July to Sept | Q3 Oct to Dec | Q4 Jan to March |

Part 1 - Quarterly Summary Activity Report

Report on progress against initiative plan as agreed by the Home Office in the current quarter. The report should be concise and respond to issues detailed below. Any additional material should be attached as Appendices and referred to in the report. Copies of invoices etc in support of the financial claim are not required.

Summary Report on BCU Plan

Action taken against Plan

(Provide bullet points of overall progress of plan in each BCU. Extend this box as required)

Checks and Problems

(detail any unplanned issues or emerging problems, their possible impact and explain what action is being taken to resolve):

Part 2 - Quarterly Grant Claim

| Bank details | |
|---|----------|
| Please indicate if these are different from previous claims | |
| Name of Bank: | Address: |
| Account Number: | |
| Sort Code: | |

| Claim Details | | | | |
|---|---|--------------------|------------------|--------------------|
| Claim for Period: <i>(mark one box):</i> | Q1 April to June | Q2 July to Sept | Q3 Oct to Dec | Q4 Jan to March |
| A | Total Home Office grant allocated under initiative: | | | £ |
| B | Sum of Home Office grant already claimed in previous periods: | | | £ |
| C | CURRENT CLAIM for expenditure during this period: | | | £ |
| D | Home Office grant still outstanding (a less b+c) | | | £ |

Certificate of Force Finance Director or recognised deputy

I hereby make application on behalf of the Police Force named above for an exchequer contribution towards the expenditure detailed above. I certify that to the best of my knowledge and belief:

- a the information given on this form is correct; and that no other Exchequer specific grants or contributions have been or will be payable towards the expenditure in respect of which this claim is made;
- b the expenditure has been incurred on the above initiative in accordance with the Home Office Conditions of Grant and agreed initiative plan;
- c the grant claimed is within the expenditure limits for the initiative as described in the initiative plan agreed by the Home Office.

| | |
|------------|-----------|
| Signature: | Date: |
| Name: | Position: |

Part 3 – Financial Profiles – BCU Outturn and BCU Expected Spend Profile

Please provide a profile for each BCU and a total which equates to the force overall. Extend the box as necessary.

| BCU Name | Q1 April to June | Q2 July to Sept | Q3 Oct to Dec | Q4 Jan to March |
|-----------------------|---------------------|--------------------|------------------|--------------------|
| | | | | |
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| Force Overall Profile | | | | |