

## FIXED PENALTY NOTICES HYPOTHECATION - Year ending 31 March 2004

This form should be completed in duplicate by the local authority acting as treasurer for the partnership. The original should be sent to the authority's Audit Commission appointed auditor by 30 June 2004 and a copy should be sent simultaneously to the Department for the attention of Adrian Waddams at Department for Transport, 2 / 13 Great Minister House, 76 Marsham St., London, SW1 4DR. The auditor should return the certified form by 30 September 2004.

Partnership name: TVSRP Thames Valley Safer Roads Partnership

	Qtr 1 Jun-2003 £	Qtr 2 Sep-2003 £	Qtr 3 Dec-2003 £	Qtr 4 Mar-2004 £	Total 2003/04 £
<b>RECEIPTS &amp; COSTS</b>					
<b>Receipts</b>					
1 Value of FPNs paid	1,684,980	1,843,800	1,776,600	1,393,380	6,698,760
2 Number of FPNs paid	28,083	30,730	29,610	23,223	111,646
<b>3 Receipts available for hypothecation</b>	<b>1,684,980</b>	<b>1,843,800</b>	<b>1,776,600</b>	<b>1,393,380</b>	<b>6,698,760</b>
<b>Allowable costs</b>					
<b>Police Costs</b>					
4 Set-up costs (if applicable)	0				0
5 Capital	0	0	0	0	0
6 Revenue	585,395	508,883	576,159	1,235,097	2,905,534
<b>7 Subtotal – All Police costs</b>	<b>585,395</b>	<b>508,883</b>	<b>576,159</b>	<b>1,235,097</b>	<b>2,905,534</b>
<b>Magistrates Court Costs</b>					
8 Set-up costs (if applicable)	0				0
9 Capital	0	0	0	0	0
10 Revenue	147,677	179,282	164,051	142,454	633,464
<b>11 Subtotal – All Magistrates Courts Costs</b>	<b>147,677</b>	<b>179,282</b>	<b>164,051</b>	<b>142,454</b>	<b>633,464</b>
<b>All Highway Authority Costs</b>					
12 Set-up costs (if applicable)	0				0
13 Capital	0	0	0	0	0
14 Revenue	245,705	214,279	265,513	1,074,284	1,799,781
<b>15 Subtotal – All Highway Authority costs</b>	<b>245,705</b>	<b>214,279</b>	<b>265,513</b>	<b>1,074,284</b>	<b>1,799,781</b>
<b>Highways Agency Costs</b>					
16 Set-up costs (if applicable)	0				0
17 Capital	0	0	0	0	0
18 Revenue	0	0	0	0	0
<b>19 Subtotal - All Highways Agency Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
20 Grant received from Highways Agency	0	0	0	0	0
<b>21 Total net costs</b>	<b>978,777</b>	<b>902,444</b>	<b>1,005,723</b>	<b>2,451,835</b>	<b>5,338,779</b>
22 Approved deficit from 2002/03 carried forward (if applicable)	0				0
<b>23 Surplus / (deficit) for year</b>	<b>706,203</b>	<b>941,356</b>	<b>770,877</b>	<b>(1,058,455)</b>	<b>1,359,981</b>

24 Where a deficit is showing for 2003/04, has approval been given by DfT to carry forward into 2004/05 (if applicable)

No

<b>GRANT CALCULATION</b>					
25 Grant entitlement (lower of costs and FPN receipts)					5,338,779
26 Grant received in 2003/04	1,668,832	0	1,088,369	179,618	2,936,819
27 Adjustment to 2003/04 payments for under payment (negative figure) or overpayments (positive figure) of grant in 2002/03					1,616,220
<b>28 Balance of grant due to/(from) the partnership at 31st March 2004</b>					<b>785,740</b>

<b>OTHER INFORMATION REQUIRED</b>					
29 Number of NIPs issued	44,897	58,713	36,762	34,385	174,757
30 Number of FPNs issued	28,837	34,627	36,153	25,625	125,242
31 Conversion rate (%) of NIPs to FPNs	64%	59%	98%	75%	72%
32 Payment rate (%) for FPNs	97%	89%	82%	91%	89%

**33 Please detail procedures employed by the lead partner to satisfy itself that the expenditure presented by other partners on invoices is valid, within the rules of netting off and in line with approved expenditure.**

The Partnership Project Manager has responsibility to DfT to ensure all invoices are eligible. Buckinghamshire County Council will only pay invoices which have his and another project team member's signature to ensure separation of duties. A list of authorised signatories is held to check signatures against. The invoices received directly from the Project Team are also checked for reasonableness as far as possible. Also a signed certificate is requested from the Chief Financial Officer of each partner to certify that all expenditure claimed through the project is eligible and has been subjected to each organisation's financial regulations and instructions.

**Other notes (if necessary)**